

AQAR : 2014-15

Part – A

I. Details of the Institution

1.1 Name of the Institution	ST.STEPHEN'S COLLEGE
1.2 Address Line 1	UZHAVOOR
Address Line 2	KOTTAYAM
City/Town	KOTTAYAM
State	KERALA
Pin Code	686634
Institution e-mail address	info@ststephens.net.in
Contact Nos.	04822-240127, (9447473866) Principal
Name of the Head of the Institution:	DR. FRANCIS CYRIAC E.
Tel. No. with STD Code:	04822 -240284
Mobile:	9447776747
Name of the IQAC Co-ordinator:	Dr. MERCY PHILIP C
Mobile:	09846601336
IQAC e-mail address:	info@ststephens.net.in

1.3 NAAC Track ID : KLCOGN 10422

1.4 Website address: www.ststephens.net.in

Web-link of the AQAR:

www.ststephens.net.in/IQAC.aspx

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA/Mark	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	77/100	2003	2003-2008
2	2 nd Cycle	B	2.83/4	2015	2015-2020

1.6 Date of Establishment of IQAC : 26-02-2004

1.7 AQAR for the year: 2014-2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

NAAC visited on 19th – 21st February 2015 and accredited with B Grade (CGPA 2.83) on 3rd March 2015

AQAR 2013-2014 submitted to NAAC on 24th October 2014.

1.9 Institutional Status

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

1.11 Name of the Affiliating University (*for the Colleges*)

M.G UNIVERSITY, KOTTAYAM

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University : N.A

University with Potential for Excellence	<input type="text" value="N.A"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text" value="N.A"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text" value="N.A"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text" value="N.A"/>		
UGC-COP Programmes	<input type="text" value="N.A"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="20"/>

2.10 No. of IQAC meetings held	<input type="text" value="4"/>
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2.11 No. of meetings with various stakeholders:	<input type="text" value="4"/>	Faculty	<input type="text" value="4"/>
Students	<input type="text" value="2"/>	Alumni	<input type="text" value="0"/>
Others	<input type="text" value="4"/>		

2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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If yes, mention the amount	<input type="text" value="Rs. 3.0 lakhs"/>
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2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	<input type="text" value="21"/>	International	<input type="text" value="0"/>	National	<input type="text" value="4"/>	State	<input type="text" value="1"/>	Institution Level	<input type="text" value="16"/>
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(ii) Themes : Corporate Governance Issues and Prospects, Energy, Environment, Developments of decision making in fuzzy environment, Mass communication, Scope of Biology , American literature, Language in literature, Academic plagiarism, e-learning in quality of teaching, career guidance, Organic farming, ABC of simulations, nanotechnology, Scope of Raman's spectroscopy

2.14 Significant Activities and contributions made by IQAC

1 Carried out NAAC Accreditation in Feb 2015.

2. All important files were updated and decision taken to record regularly

3. Conduct of four national seminars and one state level seminar

4. Organized seminars & workshops on impact of e-learning in quality of teaching and also on the reaccreditation of the College

5. Three faculties were deputed to attend a National Seminar on 'Emerging Trends in a quality Education: The Road Ahead' held at Devamatha College, Kuravilangadu.

6. Promoted research Activities.

7. Publication of Aureole' 2014 – The multi-disciplinary research journal (ISSN- 2249-7862) published by the Research Cell of the college.

8. Library automation

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC at the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

* Annexure(i) , Hand Book and Calender of the year 2014-2015 attached

Plan of Action		Achievements
1.	Celebration of World Environment Day	The day was observed with a ceremony during which the Paristhithi Mithra award was presented to Kottayam Social Service Society on 5 th June 2014.
2	Promotion of vegetable cultivation in and around the campus	Inauguration of microfarming (farming at home) and seed distribution by Sri Binoy Viswom, MLA (former State minister for Forest and Environment) on 5 th June 2014 Regular monitoring of vegetable cultivation at students' house by NSS volunteers Inauguration of grow-bag vegetable cultivation with

		<p>the help of Karshika Vijnan Kendra, Kumarakom on 28th June 2014</p> <p>Grow-bag vegetable plantation by different departments under the supervision of CEERD (Centre for Environmental Education and Rural Development)</p>
3	Conducted various programmes on environmental protection	<p>The NSS unit planted bamboo saplings in the campus</p> <p>A separate anaerobic organic waste disposal unit (Pipe compost) was installed in the campus</p> <p>Two solar energy conservation panels were installed in the campus</p> <p>Two rain water harvesting systems were constructed</p>
4	Campus flora and fauna identification	Department of Zoology & Botany identified and labelled flora and fauna of the campus.
5	Orientation programme for the parents of first semester students	Conducted on 8 th July 2014
6	Post admission test	Departments conducted post admission tests for the first semester students
7	Conducts Programmes for public	<p>A kidney function detection camp was organised on 30th October 2014</p> <p>AIDS awareness drama by a professional troupe under the auspices of District Medical office and NSS 1st December 2014</p> <p>Conducted a seminar on self employability for Kudumbasree members</p> <p>Department of Zoology & Chemistry conducted bacteriological and chemical analysis of water samples & soil fertility of Uzhavoor Panchayath</p> <p>Department of Economics conducted a camp at Nedumpara for assisting rural people to fill up the</p>

		<p>PDS Application Form on 24th January 2015.. They also visited Agali / Attappadi Adivasi Uru as part of their Extension Programme</p> <p>Students of the Department of English conducted classes on English grammar for Balabhavan (Orphanage) inmates</p>
8	Conduction of seminars & workshops	<p>Conducted four UGC sponsored national seminars and one state level seminar</p> <p>IQAC conducted two seminars on the quality enhancement of the College</p> <p>The Department of Physics organised Robotryst on 27th – 28th November 2014 and a workshop on ‘Teaching Aids from Trash’</p>
9	Value enrichment programmes for the students	Holy Mass and value enrichment classes are conducted on the first working Friday of every month.
10	Fresher’s day and Association Inauguration	Conducted departmentally on 2 nd August 2014
11	Beginning three advanced diploma courses and one certificate course	<p>The Department of Chemistry, Zoology and Commerce started UGC sponsored advanced diplomas courses</p> <p>The Department of Physics started UGC sponsored certificate course in ‘Electronic Equipment maintenance’</p>
12	Conduct of various programmes for women empowerment	Tailoring classes, cooking classes, cycling and tutorial sessions for girl students were conducted regularly by the Women’s Cell. The service of a doctor on call was made available. A programme on self defence techniques was organised for girl students.
13	Celebration of festivals	Students celebrated festivals like Onam and Christmas through cultural competitions.

14	Bishoip Tharayil and Sr. Goretti Memorial All Kerala Intercollegiate Volleyball Tournament for Men and Women	Conducted on 20 -23 th January. 2015
15	Mar Kuriakose Kunnacherry Sacredotal Golden Jubilee Memorial All Kerala Inter Collegiate Football tournament	Conducted on 28 th -30 th January. 2015
16	Golden Jubilee memotial Inter collegiate Shuttle Badminton Tournament	Conducted on 29 st January 2015 by
17	National Science Day celebration	Organised by the Departement of Physics on 24 th Feb 2014
18	Programme for the integration of Human Rights	The Department of Economics conducted a Human Rights Awareness Campaign in Uzhavoor; conducted two street plays for the public on Human Right Day (10 th December 2014)
19	Organisation of career guidance classes	The Department of Commerce organised career guidance classes for students by various organizations The Career Guidance Cell and Placement Cell has initiated campus recruitment training for 20 hours Students were also provided orientation programmes by various recruitment drives
20	Social awareness programmes for the public and students by N.S.S.	AIDS awareness programmes, microfarming, seminars on environmental issues, a socio –economic-health survey of Ward XIII of Uzhavoor Panchayat, campus cleaning, Conduct of blood donation camp and detection of blood group in association with the NCC and Rotary Club Pala, Seven day work camp at Holycross High School Monippally from 7 th September to 14 th September 2014 , Road renovation in the adopted village, Visit to Orphanages.
21	Charity work	Collected and distributed food packets, Clothes and money to orphanages, Visit to Central Prison, Viyyur

		and Navajeevan trust the orphanage at Kottayam Snehanidhi is a voluntary fraternity of the staff with an aim to assist financially weak students of the college
22	Alumni Activities	K.R.Narayanan Memorial Intercollegiate Elocution Competition on 2 nd December 2014 K.R.Narayanan Memorial Lecture on NOTA by the then speaker Sri. G. Karthikeyan on 4 th December 2014 Alumass meet on 27 th July 2014 with Civil Supplies Minister, Sri. Anoop Jacob, as guest.
23	Star watching programme for local public and students and Prof Celin K. Joseph memorial Quiz competitions	Conducted in January & February 2014 by the Department of Physics
24	Spoken English class for school students	Conducted in April, 2014 by the Department of English
25	Wi-Fi enabled campus	Wi- Fi connection installed by Asianet cable network
26	Counselling for students	Regular facility of an external counsellor for stable mental set-up of the students
27	CEERD Activities	Grow bag vegetable cultivation Vermi compost unit maintenance Pipe compost was installed

2.15 Whether the AQAR was placed in statutory body Yes ☒ No

Management

☐

Syndicate

☐

Any other body



Provide the details of the action taken :

Scrutinised and approved by IQAC and staff council

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	4	0	1	0
UG	9	1	1	0
PG Diploma	1	0	1	0
Advanced Diploma	3	3	0	3
Diploma	8	0	5	3
Certificate	5	1	0	5
Add on courses	3	0	3	0
Total	33	5	11	11
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS ✓ / Core ✓ / Elective option ✓ / Open options ✓

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Nil

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	40	20	20	0	1(PTL)

2.2 No. of permanent faculty with Ph.D.	7
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	6	6	0	0	0	0	0	0	6	6

2.4 No. of Guest and Visiting faculty and Temporary faculty	20	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	35	11
Presented papers	1	10	0
Resource Persons			10

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Semester wise teaching plan by teachers at the beginning of the academic year followed by evaluation by HOD and Principal.
- Timely preparation of mark lists and report cards of a student's internal examination.
- Intermittent discussion with parents about the progress of the ward.
- Departmental admission counselling at the beginning of the course.
- Post admission test soon after admission
- Bridge course, satellite learning system and remedial classes.
- Tutorial/mentoring system
- Scholar Support Programme with the aid of Higher Education Council

- ASAP programme with the aid of Higher Education Department and Govt. Of Kerala
- Enrichment courses like Computer Literacy, Spoken English etc
- Talks, seminars, debates and quiz are organised and students are encouraged to participate in intercollegiate competitions
- Seminars, workshops, power point presentations, field trips etc
- ICT oriented workshops/programmes and ICT techniques in teaching

2.7 Total No. of actual teaching days during this academic year

173

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

4

0

1

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage :

Result Analysis for the year 2015										
Grade	A+	A	B+	B	C+	C	Fail	appear	pass	percentage
Mathematics	0	2	1	2	5	0	13	23	10	43.5
Physics UG)	0	0	4	7	10	2	3	26	23	88.5
Physics (PG)	0	0	5	4	0	0	4	13	9	69.2
Chemistry	0	0	5	18	4	1	4	32	28	87.5
Zoology	0	1	5	6	4	2	4	20	16	80
Economics	0	0	3	4	11	10	23	51	28	57
Commerce(UG)	0	1	22	10	8	6	5	52	47	90.38
Commerce (PG)	0	1	5	6	0	4	2	18	16	89.0
English	0	0	4	7	13	10	5	46	41	88
English(V)	0	0	1	1	2	3	14	21	7	33
Computer (PG)	0	0	0	4	3	3	7	17	10	62

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes

1. Ensures conduct of bridge course and remedial courses on the basis of the post admission tests.
2. Evaluation and follow up of the teaching plan prepared by each faculty member, timely.
3. Encourages conduct of seminars/workshops and faculty participation in the same.
4. Ensures timely conduct of internal evaluation of students.
5. Conducts University Results analysis and evaluation in PTA meetings
6. Encourages use of ICT by faculty members.
7. Collects and evaluates feedback from students, Parents, Stakeholders and employers.

2.13 Initiatives undertaken towards faculty development : Teachers are directed to participate in programmes listed below and many are benefitted

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	1
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	0	0	0
Technical Staff	14	5	0	2

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The **Research Cell** was constituted under the supervision of which,

1. Teachers are encouraged to take up minor and major research projects; UGC sanctioned four minor projects in 2014 – 15, four are completed and submitted for settlement and six are ongoing under various departments.
2. Faculty are encouraged to do research and three are at the final stage of attaining doctoral degree
3. Took leadership for the publication of the annual multidisciplinary research - journal 'AUREOLE'.
4. Assistance for conducting National/ State level seminars and workshop.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	nil	0	0	0
Outlay in Rs. Lakhs	---	----	----	-----

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	6	6	4
Outlay in Rs. Lakhs	-----	4.21	3.33	2.75

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	12	
Non-Peer Review Journals		0	
E-Journals			
Conference proceedings		0	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned lakhs	Received Received
Major projects	NIL	---	---	----
Minor Projects	2014-2015	UGC	3.33	1.95
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects <i>(other than compulsory by the University)</i>	Nil			
Any other(Specify)	Nil			
Total	Nil		3,33,000	1,95,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NA

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	4	1	0	16
Sponsoring agencies		UGC	UGC		St.Stephen's College, Uzhavoor

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

NIL

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="22"/>	
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="3"/>	Any other <input type="text" value="0"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Spoken English and computer classes ; Sky watching ; Soil fertility measurements; Analysis of the quality of drinking water, tailoring classes to the students and public; blood donation camps; socio - economic surveys; visits to jails and orphanages; Collection & distribution of food packets and clothes to orphanages,; training in folklore arts; health and body fitness training , summer classes on computer applications, medical check up, microfarming and seed distribution, Awareness classes on biofarming techniques, training in cycling for girls, legal aid clinic, training and conduct of sports meet for Mother Theresa Special School for mentally challenged children, Uzhavoor; kidney function detection camp for public, Aids awareness drama, mass run against the use of alcohol, Enterprenureship & Development – a seminar on self employability for ‘Kudumbasree’ members, Robotryst-2014.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12.5 Acre	0	NA	12.5 Acre
Class rooms	30	0	NA	30
Laboratories	14	0	NA	14
Seminar Halls	3	0		3
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	0	0	NA	0
Value of the equipment purchased during the year (Lakhs) .	NA	1.24 lakhs	UGC	1.24 lakhs
Others	0	0	-	0

4.2 Computerization of administration and library

The College office is computerized with BSNL internet broadband connection. Wi-Fi network is also available. The office maintains records of the admission procedures, office documents, student attendance, employees salary bill, SMS to parents and employees and also issues internal and external evaluation mark lists .

Library:- INFLIBNET Subscription(NLIST)- Electronic Resource Management Package for e-journals; library link on the College website; Automation using KOHA; On line Public Access Catalogue (OPAC); BSNL internet broadband connection width/speed 100mbps; Eight terminals for staff and students for accessing e-resources, Digital Literacy Training.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs)	No.	Value (Rs)
Text Books	31927	23,87,252	422	44,339	32349	24,31,591
Reference Books	888	4,58,491	80	85,785	968	5,44,276
e-Books	80000+ (via. N List)*	80000+	5,000
Journals	66	48,183	51	48,450	117	96,633
e-Journals	2200+ (via.	5,000			2200+	5,000

	N List)*					
Digital Database	D space					
CD & Video						
Others (specify)	World Public Library Access & 67 periodicals					8 dollars

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	6	93	1	1	1	8	2
Added	0	0		0	0	0	0	0
Total	163	6	93	1	1	1	8	2

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Training for faculty on INFLIBNET , college website up gradation, attendance entry, e-book and e-journal browsing
- Purchased seven LCD Projectors for promoting ICT in Teaching & Learning
- Making Wi- Fi enabled campus
- Students are given courses on various computer applications to promote online submission and presentation of projects and assignments

4.6 Amount spent on maintenance : (Rupees)

i) ICT	Rs. 1,01,725/-
ii) Campus Infrastructure and facilities	Rs. 72,54,885/-
iii) Equipments	Rs. 1,24,322/-
iv) Others (Maintenance & repair)	Rs. 2,65,287/-
v) Extention activity	Rs. 97,185/-

Total : Rs.78,61,404/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Newly admitted students are given orientation at the beginning of their course of study. The curricular and extra-curricular committees are organised in such a way so as to give maximum representation to students. Student representatives are also included in the various academic and administrative bodies. Student support programmes are included in the College Handbook which is published annually. The College Prospectus, Handbook, magazines and newsletters are reviewed and renewed every year incorporating new and necessary information. A feedback from students is collected at the end of every academic year which helps to throw light on the strengths and weaknesses of the institution and teachers. The departments, various units and cells of the College, especially the Equal Opportunity Cell, the SC-ST Monitoring Cell, ED Club, and the Women's Cell also conduct student support programmes.

5.2 Efforts made by the institution for tracking the progression

The institution

- Ensures quality and promotes the culture of excellence.
- Resources required for ensuring successful delivery of curriculum is provided – administrative skills, external professional expertise, ICT and library.
- Provision of facilities like free internet connection, LCD projector and smart board for effective student – centric teaching
- Evaluates the action plans prepared by departments and various clubs along with the feedback from faculty and students in order to accomplish a smooth and efficient implementation of plans.
- Supports Add – on courses and certificate courses.
- Designs co –curricular activities to enhance the literary and artistic talents of students.
- Extended the activity of ED club with the aim of inculcating entrepreneurial skill in students
- Conduct of moral and value education sessions, tutorial systems, study circle and satellite learning.

- Conducts a Life Guidance Seminar at the end of every academic year for the benefit of the outgoing students.
- Ensures smooth functioning of the Career Guidance Cell and the Placement Cell.
- Ensures participation of Students Council in the co-ordination of extra-curricular and curricular activities
- The College announces the availability of various scholarships as per the notifications and assist the students to avail them.
- Provide neat canteen area and washroom facilities
- Provisional store to meet the necessary requirements

5.3 (a) Total Number of students 948

(b) No. of students outside the state

2

(c) No. of international students

0

Men	No	%	Women	No	%
	476	50.2		472	49.8

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC + OEC	Physically Challenged	Total	General	SC	ST	OBC + OEC	Physically Challenged	Total
597	88	13	205	--	903	555	94	10	289	0	948

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career Guidance Cell and the Placement Cell organises Bank test coaching classes on Saturdays and during holidays. The Cell also initiated a campus recruitment training for 20 hours to the students led by Mr. Dennis Jose, Learning and Development facilitator. The Department of Commerce organised UGC-NET coaching for students from the College and outside.

No. of students beneficiaries

55

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="2"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance

- Annual orientation for first semester students
- HRD programmes
- Soft skill development sessions for final semester students
- Communication skills programmes
- Training in interview skills
- Awareness programmes on competitive examinations
- Bank test coaching in weekends
- Govt. sponsored ASAP recruitment sessions for the outgoing batches
- Availability of an external professional counsellor once in a month.
- ‘Walk with a scholar’ and ‘Scholar Support Programme’

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	57	16	13

5.8 Details of gender sensitization programmes

- The Women’s Cell of the College is very active and organises tailoring class, cycling & cooking classes, yoga class, workshop on fabric painting.
- Talks on lifestyle diseases, gender equality, life guidance etc. are organised every year

- Tutorial classes for girl students under the guidance of lady teachers
- Awards to the best performing girl students
- Competitions for girls in connection with Women's Day celebrations
- A women empowerment programme 'PROJECT SHIELD' (Demonstration of self defence techniques) was organised

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	107	1,79,644/-
Financial support from government	620	24,38,048/-
Financial support from other sources	10	50,000/-
Number of students who received International/ National recognitions	0	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

7

5.13 Major grievances of students (if any) redressed:

Sl.No.	Grievances	Redressed
1	Drinking water scarcity in the campus	Man made pond, installation of more water purifiers and rain water harvesting
2	Complaints regarding the public address system	The sound quality of the public address system has been improved
3	Better college canteen facilities	The canteen was shifted to new block was handed over to new contractors
4	Washroom facilities	Maintenance of Ladies washroom and construction of new washroom for boys
5	Inter-Personal conflicts	Redressed through enquiry committee

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : St Stephen's College is an academic fraternity of individuals dedicated to its motto 'INTENDENS IN CAELUM' translated as 'looking up to heaven'. We strive to reach out to the star of human excellence based on the love of God and service to mankind as modelled in Jesus Christ, in a background of Indian heritage so as to produce intellectually trained, morally upright, socially committed and spiritually inspired citizens.

Mission : Education through service

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Teachers are encouraged to participate in workshops on curriculum development and modifications conducted by the University.
- Four of our teachers are members of Board of studies

6.3.2 Teaching and Learning

- Highly qualified and competent teaching faculty are recruited.
- Feedback of teachers are collected from the students and suggestions and recommendations are properly conveyed.
- Professional development of faculty is promoted by providing support
 - i) To undergo orientation / refresher courses
 - ii) To equip themselves in modern pedagogical tools
 - iii) To attend and organize national & international seminars
- Ensures quality and promotes the culture of excellence.

- Resources required for ensuring successful delivery of curriculum are provided – administrative skills, external professional expertise, ICT and library.
- Provision of facilities like free internet connection, LCD projector and smart board for effective student – centric teaching

6.3.3 Examination and Evaluation

- The College Handbook contains a detailed and clear description of the evaluation process which would be implemented in the College during the academic year.
- The HODs and class teachers brief the students on the process of evaluation, grading and marking system, internal and external examinations etc.
- After internal examination PTA meetings are organised by the concerned departments.
- Timely notifications are put up and announcements are also made with regard to the examination dates and other relevant information.
- Two teachers and one administrative staff are given charge of exams

6.3.4 Research and Development

- The College has established a Research Cell to promote research aptitude among faculty and students.
- The institution under the leadership of the Research Cell publishes a multidisciplinary research journal ‘AUREOLE’ with ISSN No. 2249-7862.
- The K.R. Narayanan Study Centre of the College conducts activities like seminars and symposia related to ideas of K.R.Narayanan to familiarise the students with experts in and outside the state whereby trying to promote research culture
- Faculty are encouraged to do research and also to avail FDP if they are in need.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library was automated using KOHA software.
- On line Public Access Catalogue (OPAC); BSNL internet broadband connection width/speed 100mbps; Asianet Wi-Fi cable network connection, two terminals for staff and students for accessing e-resources and INFLIBNET (nlist) are available.
- Modernised washroom facility for students
- Equipments for doing projects
- Provided enough computers

6.3.6 Human Resource Management

- Teaching faculty and other staff are recruited on grounds of merit as per the norms stipulated by the UGC, the Govt. of Kerala and the MG University.
- The College motivates the staff to attend faculty development programmes as well as conduct programmes in the College to enhance professional competence.
- The management identifies the skills of the staff and the students through constant monitoring and through feedback collected.
- Teachers are made co-ordinators of the various activities to aid the quality improvement of the institution.
- The efforts of the staff are recognised and appreciated.

6.3.7 Faculty and Staff recruitment

- Vacancies are advertised in all the leading newspapers as per the University regulations.
- The interview board is constituted according to the Government norms.
- Teaching faculty and other staff are recruited on grounds of merit as per the norms stipulated by the UGC, the Govt. of Kerala and the Mahatma Gandhi University.

6.3.8 Industry Interaction / Collaboration

- Departments arrange annual visits to major research centres for students.
- Campus recruitment drives are organised in collaboration with other institutions.
- Institution maintains interactions with research laboratories and institutes for research activities and projects.
- The Department of Chemistry has an MOU with the Krishi Bhavan, Uzhavoor in order to carry out soil analysis.
- The Department of Commerce has an MOU with the Tax Study Centre Kottarakkara.
- The Department of Zoology has a tie-up with Karshika Vijnan Kendra Kumarakom

6.3.9 Admission of Students

- Details regarding various programmes offered by the institution are published on the College website.
- The institution arranges a help desk where students are directed as to how to apply online for CAP, how to proceed from the first to the final allotment and when to make the fee payment.

- An Admission Committee monitors the admission procedure.
- The institution applies for marginal increase of seat whenever necessary.
- The list of candidates admitted is forwarded to the university.
- Percentage wise allocation of seats: 50% for open merit, 20% for SC ST candidates, 10% for community reservation , 20% for management quota. Seats for self – financing programmes are filled up through merit and management quota on a proportion of 50: 50.

6.4 Welfare schemes for

Teaching	SLI, GIS, GPIS, PF
Non teaching	SLI, GIS, GPIS, PF
Students	Medical assistance to students; health centre; Group insurance scheme for students and parents;

6.5 Total corpus fund generated

Rs. 19,26,37,979/-

6.6 Whether annual financial audit has been done

☒ Yes ☐ No

6.7 Whether Academic and Administrative Audit (AAA) has been done? NO

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

The Alumni of the College is very active and all the departments maintain good relationship with their Alumni. They extended financial assistance of approximately 6 lakhs rupees in 2014 - 15 for the infrastructure development of the College and for the construction of 'Golden Jubilee Memorial Block'. Jubilee Memorial Inter Collegiate Annual Shuttle Tournament was introduced in with the support of the alumni. Annual Alumni meet, Annual Intercollegiate Elocution Competition, K.R.Narayanan Lecture Series are some of the activities conducted during the year.

6.12 Activities and support from the Parent – Teacher Association

The College has a vibrant parent- teacher association which renders whole-hearted co-operation to the College. The departmental PTA as well as the general PTA are organised regularly. PTA also provided funds for the organisation of PTA meeting, sports, association activities, salary advance of guest faculty, tailoring class to lady students etc. The association took leadership for honouring the retiring teachers and granting general proficiency awards to students. PTA also organised orientation programme for the parents of first semester students.

6.13 Development programmes for support staff

The support staff of the College has an association of their own. During their meetings issues are discussed and opinions are sought on matters regarding them. Their representatives are included in different programme committees of the College.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The College has a green and comforting environment and care is taken to maintain a plastic free campus. Various energy conservation strategies are adopted in the campus like minimal use of lights, fans and AC. Two rain water harvesting units and two solar lights have also been set up in the College. Majority of the plants in the campus are named and systematically characterised. The Department of Zoology & Botany maintains hundred varieties of medicinal plants, keep the herbarium of these plants and planted trees including a heritage tree in the campus. The birds of the campus have been identified and the photos are displayed in front of the campus as part of student's project. The students are given training for vermi-composting, apiculture and mushroom cultivation. Bio-diversity notice board has been set up. Ornamental fishes, love birds, pond turtles, ophiocephalus, pearl oysters and fresh water eels are maintained well by the students which make the students to be nature loving, to study the behaviour of the animals and their cultivation techniques and to show more concern to the environment as per the motto 'Love nature, save nature and protect nature'. The Department has also made a tie-up with Karshika Vijnan Kendra (Govt. Of India), Kumarakom for grow bag vegetable cultivation.

The Centre for Environmental Education and Rural Development (CEERD) of the College constituted 'Paristhithi Mithra Award' annually and conducts various awareness programmes. The CEERD made arrangements for grow bag vegetable cultivation by all

departments and maintained a vermi compost unit. A separate anaerobic organic waste disposal unit (Pipe compost) was installed.

NSS unit of the college took a pledge on environmental day to sustain nature and to keep the environment neat and clean and initiated a novel venture 'microfarming'- farming at home by distributing seeds to students and staff. The NSS unit also planted bamboo saplings in the campus on 5th December 2014. Students take the initiative to clean the class rooms and the campus regularly for making it an eco-friendly - plastic free campus.

The departments of Physics and Chemistry offer open courses in environmental studies which help to develop a need for environmental protection.

Criterion – VII

Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Kidney function detection camp
- AIDS awareness drama by professional troupe
- Grow bag cultivation
- Waste gas connection in the canteen
- College store run by ED club
- Training to promote the culture of reading e-journals lead by the librarian during free hours for all the students
- Introduction of Certificate Course –‘Electronic Equipment Maintenance’ by Department of Physics.
- Microfarming – farming at home by distributing seeds to staff and students and regular monitoring
- Initiated a Campus Recruitment training and orientation classes by various organisations
- The Alumni association of various departments contributed around six lakhs rupees as part of the Golden jubilee of the College which made a sudden positive impact on the physical outlook of the College

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action		Achievements
1.	Celebration of World Environment Day	The day was observed with a ceremony during which the Paristhithi Mithra award was presented to Kottayam Social Service Society on 5 th June 2014.

2	Promotion of vegetable cultivation in and around the campus	<p>Inauguration of microfarming (farming at home) and seed distribution by Sri Binoy Viswom, MLA (former State minister for Forest and Environment) on 5th June 2014</p> <p>Regular monitoring of vegetable cultivation at students' house by NSS volunteers</p> <p>Inauguration of grow-bag vegetable cultivation with the help of Karshika Vijnan Kendra, Kumarakom on 28th June 2014</p> <p>Grow-bag vegetable plantation by different departments under the supervision of CEERD (Centre for Environmental Education and Rural Development)</p>
3	Conducted various programmes on environmental protection	<p>The NSS unit planted bamboo saplings in the campus</p> <p>A separate anaerobic organic waste disposal unit (Pipe compost) was installed in the campus</p> <p>Two solar energy conservation panels were installed in the campus</p> <p>Two rain water harvesting systems were constructed</p>
4	Campus flora and fauna identification	Department of Zoology & Botany identified and labelled flora and fauna of the campus.
5	Orientation programme for the parents of first semester students	Conducted on 8 th July 2014
6	Post admission test	Departments conducted post admission tests for the first semester students
7	Conducts Programmes for public	<p>A kidney function detection camp was organised on 30th October 2014</p> <p>AIDS awareness drama by a professional troupe under the auspices of District Medical office and NSS 1st December 2014</p>

		<p>Conducted a seminar on self employability for Kudumbasree members</p> <p>Department of Zoology & Chemistry conducted bacteriological and chemical analysis of water samples & soil fertility of Uzhavoor Panchayath</p> <p>Department of Economics conducted a PDS application camp at Nedumpara on 24th January 2015</p> <p>Students of the Department of English conducted classes on English grammar for Balabhavan (Orphanage) inmates</p>
8	Conduction of seminars & workshops	<p>Conducted four UGC sponsored national seminars and one state level seminar</p> <p>IQAC conducted two seminars on the quality enhancement of the College</p> <p>The Department of Physics organised Robotryst on 27th – 28th November 2014 and a workshop on ‘Teaching Aids from Trash’</p>
9	Value enrichment programmes for the students	Holy Mass and value enrichment classes are conducted on the first working Friday of every month.
10	Fresher’s day and Association Inauguration	Conducted departmentally on 2 nd August 2014
11	Beginning three advanced diploma courses and one certificate course	<p>The Department of Chemistry, Zoology and Commerce started UGC sponsored advanced diplomas courses</p> <p>The Department of Physics started UGC sponsored certificate course in ‘Electronic Equipment maintenance’</p>
12	Conduct of various programmes for women empowerment	Tailoring classes, cooking classes, cycling and tutorial sessions for girl students were conducted regularly by the Women’s Cell. The service of a doctor on call was

		made available. A programme on self defence techniques was organised for girl students.
13	Celebration of festivals	Students celebrated festivals like Onam and Christmas through cultural competitions.
14	Bishoip Tharayil and Sr. Goretti Memorial All Kerala Intercollegiate Volleyball Tournament for Men and Women	Conducted on 20 -23 th January. 2015
15	Mar Kuriakose Kunnacherry Sacredotal Golden Jubilee Memorial All Kerala Inter Collegiate Football tournament	Conducted on 28 th -30 th January. 2015
16	Golden Jubilee memotial Inter collegiate Shuttle Badminton Tournament	Conducted on 29 st January 2015 by
17	National Science Day celebration	Organised by the Departement of Physics on 24 th Feb 2014
18	Programme for the integration of Human Rights	The Department of Economics conducted a Human Rights Awareness Campaign in Uzhavoor; conducted two street plays for the public on Human Right Day (10 th December 2014)
19	Organisation of career guidance classes	The Department of Commerce organised career guidance classes for students by various organizations The Career Guidance Cell and Placement Cell has initiated campus recruitment training for 20 hours Students were also provided orientation programmes by various recruitment drives
20	Social awareness programmes for the public and students by N.S.S.	AIDS awareness programmes, microfarming, seminars on environmental issues, a socio –economic-health survey of Ward XIII of Uzhavoor Panchayat, campus cleaning, Conduct of blood donation camp and detection of blood group in association with the NCC and Rotary Club Pala, Seven day work camp at Holycross High School Monippally from 7 th

		September to 14 th September 2014 , Road renovation in the adopted village, Visit to Orphanages.
21	Charity work	<p>Collected and distributed food packets clothes money to orphanages, Visit to Central Prison, Viyyur and Navajeevan trust at Kottayam</p> <p>Snehanidhi is a voluntary fraternity of the staff with an aim to assist financially weak students of the college</p>
22	Alumni Activities	<p>K.R.Narayanan Memorial Intercollegiate Elocution Competition on 2nd December 2014</p> <p>K.R.Narayanan Memorial Lecture on NOTA by the then speaker Sri. G. Karthikeyan on 4th December 2014</p> <p>Alumass meet on 27th July 2014 with Civil Supplies Minister, Sri. Anoop Jacob,as guest.</p>
23	Star watching programme for local public and students and Prof Celin KJoseph memorial Quiz competitions	Conducted in January & February 2014 by the Department of Physics
24	Spoken English class for school students	Conducted in April, 2014 by English department
25	Wi-Fi enabled campus	Wi- Fi connection installed by Asianet cable network
26	Counselling for students	Regular facility of an external counsellor for stable mental set-up of the students
27	CEERD Activities	Grow bag vegetable cultivation; Vermi compost unit maintenance; Pipe compost was installed

7.3 Give two Best Practices of the institution

Making Eco-friendly campus

Objectives : To develop an eco-friendly campus with the co-operation of students.

Context : The atmosphere is being overloaded with carbon dioxide, which traps heat and steadily drives up the planet's temperature. Moreover the conventional energy sources exist in the earth are depleting day by day and the available solar energy is not explored properly. Urbanisation and modern culture has caused the loss of biodiversity and is destroying the ecosystem utter damage. Unless we take immediate action to address these issues, the consequences like global warming, increased sea level, climate change etc. will continue to intensify, grow ever more costly, and increasingly affect the entire planet, humans, plants and animals.

Practice :

The College has a green and comforting environment and care has been taken to maintain a plastic free campus.

Various energy conservation strategies are adopted in the campus like minimal use of lights, fans and AC.

Two rain water harvesting units and two solar lights have also been set up in the College.

Majority of the plants in the campus have been named and systematically characterised.

The Department of Zoology & Botany maintain hundred varieties of medicinal plants, keeps the herbarium of these plants and planted trees including a heritage tree in the campus. The birds of the campus have been identified and the photos have been displayed in front of the campus as part of student's project. The students are given training for vermi-composting, apiculture and mushroom cultivation. Bio-diversity display notice board has been set up. Ornamental fishes, love birds, pond turtles, ophiocephalus, pearl oysters and fresh water eels are well maintained by the students which make the students nature lovers/encourages them to study the behaviour of animals and their cultivation techniques and to show more concern to the environment as per the motto ' Love nature, save nature and protect nature'. The Department has also made a tie-up with Karshika Vijnan Kendra (Govt. Of India) Kumarakom for grow bag vegetable cultivation. A proposal for a state level seminar on Global warming : The Science of Climate Change was sent to UGC in July 2014 which was sanctioned in July 2015 and intended to provide a common platform for discussion on all environmental issues which we face now.

Students take initiatives to clean the class rooms and the campus regularly for making it an eco-friendly - plastic free campus.

The Centre for Environmental Education and Rural Development (CEERD) of the College constituted the 'Paristhithi Mithra Award' annually and conducts various awareness programmes. The CEERD made arrangements for grow bag vegetable cultivation by all the departments and maintained a vermi compost unit. A separate anaerobic organic waste disposal unit (Pipe compost) was installed.

The NSS unit of the College took a pledge on environmental day to sustain nature and to keep the environment neat and clean and initiated a novel venture 'microfarming'- farming at home by distributing seeds to students and staff. Various awareness classes were organised about vegetable plantation and bio-organic farming. NSS volunteers distributed seeds in the adopted village. The NSS unit also planted bamboo saplings in the campus on 5th December 2014.

The Departments of Physics and Chemistry offer open courses in environmental studies which help to develop a need for environmental protection. A poster designing event was conducted on various environmental issues by the Department of Chemistry.

Evidence of success : The practice of developing an eco-friendly campus helped to create an environmentally conscious and environment-protecting student community

Problems Encountered: Scarcity of time due to the semester system create problems to organise and effectively implement programmes related to environment protection

Health Awareness

Objectives : To create a healthy campus and community and create an awareness in the students and public about their health

The context: Even though science and technology has developed in the modern world, human beings suffer a great challenge due to threatening diseases and also life style diseases. In this situation the students and public have to be given an orientation on the awareness of these diseases. Uzhavoor which is a rural area also face some communicable diseases due to the contamination of water by the application of fertilizer for agricultural practices.

Practice: Socio- economic health survey

Classes led by the NSS volunteers in the adopted village about life style diseases

Kidney function detection camp

Aids awareness classes lead by AIDS positive patient

AIDS awareness drama by professional troupe

Mass run against the use of alcohol

A special hall for Yoga classes and meditation and practice

Doctor on call facility and regular health check up

External Professional counsellor for helping students to deal with the problems they face.

Provision of a Gymnasium with sophisticated instruments for both girls and boys and also for public

Facility for monitoring the quality of drinking water for local people. Bacteriological analysis of the drinking water samples was done for public and suitable recommendations were provided for improving water quality

Evidence of success : Students and public benefited from these programmes. Around 200 local people participated in the kidney function detection camp. Bacteriological analysis of the drinking water samples was really very much informative and also a great service to the clients

Problems Encountered: Scarcity of time and funds create problems to organise and effectively implementation of programmes related to Health awareness.

7.4 Contribution to environmental awareness / protection

A plastic free environment is maintained by various units of the College. The majority of trees in our campus have been named and systematically characterised. The Department of Zoology and Botany maintains a hundred varieties of medicinal plants. The Centre for Environmental Education and Rural Development (CEERD) of the College conducts various awareness programmes. The Paristhithi Mithra Award constituted by the CEERD is awarded to an efficient environmentalist on an annual basis. The World Environment Day is observed every year. Students are given training in vermi- composting.

7.5 Whether environmental audit was conducted?

Yes

No

☐☒

8. Plans of institution for next year

Details are provided in Annexure ii

Name Dr. Mercy Philip. C

Name Dr. Francis Cyriac. E

Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Principal
St. Stephen's College
Uzhavoor

Date : 16.11.2015

ANNEXURE I

Plan of Action 2014-15

June 2014

02.06.2014	College reopens after summer vacation	
05.06.2014	'Paristhithimithra' Award (CEERD) & Inaguration of	Micro farming
" "	Plantation of Local Fruit bearing trees	
19.06.2014	Launching of St.Stephen's Web Magazine	
25.06.2014	Commerce updating seminar	
28.06.2014	Commencement of Carrier oriented diploma	course "Soil & Water Analysis"

July 2014

09.07.2014	Interclass Debate Competition-Dept.of Commerce
25.07.2014	Sixth Silver Jubilee Lecture Series -Commerce Dept.
29.07.2014	Symposium Chemistry Forum
30.07.2014	Commencement of first semester degree classes
	Orientation programme for parents of
	1 st sem.students
	Enrollment of new NSS volunteers

August 2014

04.08.2014	Enrolment of new NCC cadets	
05.08.2014	Subject updating seminar by Final B Com Students	
06.08.2014	Commencement of NCC parade	
07.08.2014	'Talk on Literary Topic' - English Dept.	
11.08.2014	Symposium Chemistry Forum	
" "	General Debate- Oratory Club	
12.08.2014	Merit Day	
13.08.2014	Two Day UGC Spon. National Seminar 'Academic Plagiarism	&Bibliographic Reference
	Mangement Softwares'- College Library & Dept. of Economics.	
14.08.2014	Inauguration of 'Malayala Samajam'	
15.08.2014	Independence day celebration - NCC	
16.08.2014	Beginning of certificate course in Human Rights &	Education
18.08.2014	Seminar - English Dept.	
21.08.2014	Campus flora Identification	
22.08.2014	Folklore Day -Folklore Club	
" "	Departmental Quiz Competition - Mathematics	
23.08.2014	Inauguration of NSS activities & orientation Camp for	new NSS Voluntears
25.08.2014	BMI Calculation - By Physical Education Dept.	
" "	Seminar on Advanced topic in Physics	
28.08.2014	Two Day UGC Spon. National Seminar on Corporate	Governance in India- Consern's &
	Concepts- Commerce Dept.	
29.08.2014	Symposium Chemistry Forum	
30.08.2014	Jail Visit- CSM	

September 2014

01.09.2014	Post Admission Test	
04.09.2014	Association Inauguration & Freshers Day	
04.09.2014	Visit Balabhavan -English	
" "	Construction of "butterfly garden"& "Nakshathra	Vanam" in the
	Campus - Zoology Department	
05.09.2014	Onam Celebration	
08.09.2014	Commencement of 7 days work camp NSS Unit.	
19.09.2014	Two day UGC Spon. National Seminar	
	-Dept of Malayalam	

" "	Career Guidance seminar By Mathematics.	
" "	Interdisciplinary Quiz Competition- Chemistry	
23.09.2014	Best Manager Competition -Commerce	
" "	Bishop Tharayil and Sr. Goretti memorial All Kerala Inter-Collegiate Volley Ball Tournament for Men & Women	
24.09.2014	A Seminar on planning in India: Progress	&Challenges- Economics
25.09.2014	Seminar By Physics Dept.	
26.09.2014	Mar Kuriakose Kunnacherry Sacerdotal Golden Jubilee Memorial All Kerala Inter-Collegiate Football Tournament	Jubilee Memorial All
26.09.2014	Water Analysis in Uzhavoor Panchyath - Zoology	
29.09.2014	Mathematics Exhibition	
30.09.2014	Literary Day – English	
October 2014		
01.10.2014	Golden Jubilee Memorial All Kerala Intercollegiate Tournament	Shuttle Badminton
01.10.2014	Field study Trip - Zoology	
01.10.2014	Commencement of 'Rosary'(10 days)- CSM Unit	
03.10.2014	UGC Spon.State level Seminar - Chemistry Dept.	
10.10.2014	Prof. K.M. Joseph Endowment Lecture	
13.10.2014	Campus Beautification- NSS Unit	
15.10.2014	Physics Exhibition - Final B.Sc. Physics Students	
17.10.2014	Symposium Chemistry Forum	
17.10.2014	Mushroom cultivation –Dept. of Botany	
19.10.2014	Book Exhibition - English	
30.10.2014	Three day nature camp – Forestry and Tourism club	
November 2014		
04.11.2014	K.R. Narayanan Memorial InterCollegiate Elocution Competition - Alumni	
05.11.2014	Maintenance of the in-house medicinal plants, aquarium unit-dept of Zoology and Botany	and vermiculture
06.11.2014	K.R. Narayanan Memorial Lecture- Alumni	
07.11.2014	State Level Intercollegiate Physics Quiz Competition- Physics Department	
14.11.2014	Medical camp for public by NSS unit	
18.11.2014	Folklore Day	
21.11.2014	Intra Disciplinary Quiz Competition- Chemistry	
25.11.2014	State level inter collegiate Powerpoint Presentation Physics Department	Competition-
28.11.2014	Symposium Chemistry Forum	
December 2014		
05.12.2014	A Seminar on 'Peri Culture' - Zoology	
06.12.2014	Visit to Adopted Village- NSS Unit	
07.12.2014	subject Updating seminar by M.Com. Students	
12.12.2014	Career Guidance seminar - Economics	
15.12.2014	Mathematics Enrichment Programme- Maths	
16.12.2014	Product launch Competition - Commerce	
18.12.2014	State Level Seminar on MATLAB & LABVIEW for Students- Physics department	Teachers & M.Sc.
18.12.2014	Dress Collection and Orphanage Visit - CSM	
19.12.2014	Christmas celebration with orphans and destitutes – " "	Dept. of Zoology
" "	'Food Fest' - English	
21.12.2014	Annual meeting of Alumni Association	
January 2015		

02.01.2015	Symposium Chemistry Forum
06.01.2015	Subject Updating Seminar by Second BComStudents
09.01.2015	Poster Exhibition- Zoology Dept.
09.01.2015	General Quiz competition - Mathematics
13.01.2015	Sky watching- Physics department
15.01.2015	Street play on "Environmental issues "by NSS unit
16.01.2015	Inter Association Quiz Competition - Physics Dept.
20.01.2014	Campus cleaning - Forestry and Tourism club
23.01.2015	Artha Fiesta- 2015 - Economics
26.01.2015	Republic day celebrations- NCC
28.01.2015	Intercollegiate CSM Volunteer Gathering and Camp
30.01.2015	Lit Hunt - English

February 2015

06.02.2015	Seminar on "Communicable disease and NSS unit	prophylaxis " by
12.02.2015	Valedictory function -Associations	
13.02.2015	Screening of the plays - Akale & Glass Menagerie Dept. of English	
14.02.2015	Field Trip to places of Environmental Importance	
19.02.2015	" <i>Mathrubhasha Dinam</i> " - Malayalam	
20.02.2015	Music Quiz By English Dept.	
20.02.2015	Annual Sports Meet	
24.02.2015	Commerce Fest	
27.02.2015	Literary Quiz - English	
27.02.2015	Science day Celebration - Chemistry	

March 2015

04.03.2015	Budget Evaluation- Economics
06.03.2015	Valedictory Function
13.03.2015	Sky watching- Physics department

ANNEXURE II

Plan of Action 2015 -16

June 2015

- ◆ College reopens after summer vacation
- ◆ Academic audit presentation - All departments
- ◆ Career oriented programmes begins.
- ◆ 'Paristhithimithra' Award (CEERD) & Inauguration of Micro farming
- ◆ Shooting of short, instructional videos - Dept of English
- ◆ Teaching English at Balabhavan - by Dept of English
- ◆ Meditation classes - by Dept of English
- ◆ Observing Day of Reading (Vayanadinam) - Dept of English
- ◆ Anti Narcotic Day - A talk & Short film - NSS & Antinarcotic Club.
- ◆ Commerce Cultural Fiesta.
- ◆ Research orientation for Vth sem students - Dept. of Economics
- ◆ Advisory Committee formation -NSS unit
- ◆ Mini Camp -NSS unit

July 2015

- ◆ Commencement of first semester degree classes
- ◆ Orientation programme for parents of 1st sem. students
- ◆ Enrollment of new NSS volunteers, orientation programme, Blood group directory- NSS unit
- ◆ Project Presentation of IV sem PG students.
- MSc Physics, MSc. Chemistry & M.Com.
- ◆ Subject updating Seminar - Dept of Commerce
- ◆ Inauguration, Talk by an Industrialist.- ED club
- ◆ Workshop for Small Entrepreneurs- Dept of Commerce
- ◆ Commerce Cultural Fiesta
- ◆ Testing the water quality of Uzhavoor Panchayath.
- Dept. of Zoology
- ◆ Synopsis Presentation.- Dept. of Economics
- ◆ Cloth donation drive for cancer patients - Dept of English
- ◆ Book exhibition - collaboration with Library - Dept of English

- ◆ Chemistry forum activities- Water analysis, Soap manufacture and sale.
- ◆ A class on toxicity of chemicals - Dept. of Chemistry
- ◆ Entrolment of new cadets - NCC
- ◆ Membership drive - Photography Club
- ◆ Women's Cell Inauguration & Talk on 'Women's higher education- Recent trends in Kerala'

August 2015

- ◆ Association Inauguration & freshers day- All Departments
- ◆ Independence day celebration - NCC
- ◆ Post admission test - All departments
- ◆ Practise of students for RD camp - NCC
- ◆ Blood donation camp - NCC
- ◆ Commerce Cultural Fiesta
- ◆ Inauguration of '*Malayala Samajam*' & Folklore Day Observation
- ◆ Campus flora Identification - Dept. of Zoology
- ◆ Inauguration of NSS activities & orientation Camp for new NSS Volunteers
- ◆ Onam celebration with Akasaparavakal- Dept. of Zoology
- ◆ Organic vegetable cultivation - Dept. of Zoology
- ◆ UGC Sponsored State level Seminar on 'Sustainable tourism: Issues, Challenges and Prospects' - Dept. of Economics
- ◆ Workshop for ED Club members.
- ◆ Literature Lecture Series commences (bi-monthly)
- Dept of English
- ◆ Spelling Bee contest - Dept of English
- ◆ Expert lecture - by Dept. of Physics
- ◆ Chemistry forum activities: Career guidance seminar for Chemistry students - Dept. of Chemistry
- ◆ Inauguration (unveiling of face book page) - Photography Club
- ◆ Commencement of tutoring session for girls students.
-Women's Cell
- ◆ Food packet distribution to the needy - C.S.M.

September 2015

- ◆ Teachers Day Celebration -Student Activity -All Associations
- ◆ Bishop Tharayil and Sr. Goretti memorial All Kerala Inter- Collegiate Volley Ball Tournament for Men & Women
- ◆ Mar Kuriakose Kunnacherry Sacerdotal Golden Jubilee Memorial All Kerala Inter-Collegiate Football Tournament

- ◆ Golden Jubilee Memorial All Kerala Intercollegiate Shuttle Badminton Tournament
- ◆ Commerce Cultural Fiesta
- ◆ BMI Calculation - By Physical Education Dept.
- ◆ CPR Training for 1st DC students by Open course students of Physical Education.
- ◆ Campus flora identification -Dept. of Zoology
- ◆ LITFEST: Quiz competition, E-paper competition, Soliloquy competition - Dept of English
- ◆ Contests: Dubsmash, Inter-class Music Quiz, Letter Writing, Tongue Twister Challenge - Dept of English
- ◆ Seven day Special camp- adopted village - NSS unit
- ◆ Research orientation for Vth sem students -by Dept. of Economics
- ◆ Talent exhibition (one-act plays) - 5th Semester Students
- by Dept of English
- ◆ Expert lecture - by Dept. of Physics
- ◆ Chemistry forum activities.
- ◆ Visit to RRL Thiruvananthapuram - Dept. of Chemistry
- ◆ Conduct coaching sessions for SSB exams -NCC
- ◆ Departmental Quiz competition -Dept. of Mathematics
- ◆ Visit to Orphanage -Dept. of Mathematics
- ◆ General talk - Anti narcotic Club.
- ◆ Training for students in photography - Photography Club
- ◆ Photo exhibition visit - Photography Club
- ◆ Skill development programme for girl students- Women's Cell
- ◆ Teaching plan evaluation - All departments

October 2015

- ◆ A Seminar on " Pearl culture" by Mathachan Kaduthody, pearl Oyster's Farming practice centre, Malakkal - Dept. of Zoology
- ◆ Campus Cleaning, Blood donation camp - NSS unit.
- ◆ Expert lecture - Dept. of Physics
- ◆ Workshop on Household wiring Maintenance - Dept. of Physics
- ◆ Chemistry forum activities.
- ◆ Inter departmental quiz and presentation competition - Dept. of Chemistry
- ◆ Prof. K.M Joseph Endowment Lecture -Dept. of Mathematics
- ◆ Awareness programme on Health and Hygiene - Women's Cell
- ◆ Food packet distribution to the needy - C.S.M.

November 2015

- ◆ Testing the water quality of Uzhavoor Panchayath.- Dept. of Zoology

- ◆ Inter departmental Penalty shootout and Logo Designing.
-Dept. of Commerce
- ◆ Commerce Cultural Fiesta
- ◆ A training programme to our students in association with KVK Kumarakam, in chemicals and preservative free production of squashes, jams and jelly. -Dept. of Zoology.
- ◆ Visit to Karimeen Farm in KVK, Kumarakom-Dept. of Zoology
Annual Tour- by Dept. of Economics.
- ◆ One day seminar for SHG, Uzhavoor Grama Panchayat
- ED Club
- ◆ State level seminar - Dept. of Commerce
- ◆ Training session to students on Debate & Methodology
- Oratory Club
- ◆ Expert lecture - Dept. of Physics
- ◆ Prof.Celine K. Joseph memorial all Kerala intercollegiate quiz competition - Dept. of Physics
- ◆ Exhibition by BSc. Final year students - Dept. of Physics
- ◆ Intercollegiate Seminar competition- Dept. of Physics
- ◆ Sky watching session - Dept. of Physics
- ◆ Chemistry forum activities
- ◆ Vth sem students Study tour -Dept. of Chemistry
- ◆ Observe NCC day - NCC
- ◆ Yoga Training, Training for self defence, Bicycle ride practice
- Women's Cell

December 2015

- ◆ Commerce Fest -Dept. of Commerce
- ◆ Annual Sports meet.
- ◆ Industrial Visit - Dept. of Commerce & ED Club
- ◆ Nature Camp -Dept. of Zoology
- ◆ X'mas celebration with orphans & destitute -Dept. of Zoology
- ◆ Industrial visit -Dept. of Economics
- ◆ Human Rights Day Celebration -Dept. of Economics
- ◆ Interdepartmental elocution competition -Oratory Club.
- ◆ Food fest - Dept. of English
- ◆ Expert lecture - Dept. of Physics
- ◆ Chemistry forum activities.
- ◆ Training class in yoga - NCC
- ◆ Publish a blood donors directory - NCC

- ◆ Mathematics Exhibition -Dept. of Mathematics
- ◆ Interdepartmental Mathematics quiz -Dept. of Mathematics
- ◆ Passport photo camp - Photography Club
- ◆ X'mas celebration with orphans -C.S.M.

January 2016

- ◆ Subject updating Seminar -Commerce Dept.
- ◆ Republic day celebrations- NCC
- ◆ Small Entrepreneurship Programme -Dept of Commerce & ED Club.
- ◆ Mother tongue Day Observation and Publication of manuscript Magazine- Dept. of Oriental Languages
- ◆ Training on Mushroom cultivation and apiculture - Dept. of Zoology
- ◆ Visit to famous biological research labs in Kerala.
- Dept. of Zoology
- ◆ Inter Collegiate Debate Competition - Dept. of Economics
- ◆ Artha Fiesta - Dept. of Economics
- ◆ Half day class for 3rd DC students about opportunities and scheme available for setting up an enterprise- ED Club.
- ◆ UGC Sponsored State level workshop on MATHLAB and LABVIEW
- Dept. of Physics
- ◆ A day with Navajeevan inmates - Dept. of Physics
- ◆ Year of Shakespeare: 1 January - 31 December, 2016, celebrating 400th death anniversary of Shakespeare - Dept of English
- ◆ Shakespearian drama to be staged - Dept of English
- ◆ Movie Festival: Screening of Shakespearian movies
- Dept of English
- ◆ Flash Shakespearian performances - by Dept of English
- ◆ Chemistry forum activities.
- ◆ To conduct a cycle expedition - NCC
- ◆ Trekking camp - NCC
- ◆ Visit to Navajeevan -Dept. of Mathematics
- ◆ News photo exhibition - Photography Club
- ◆ Literary competition for girls- Women's cell
- ◆ Exhibition in collaboration with Adart - Anti narcotic club
- ◆ Jail visit - C.S.M.

February 2016

- ◆ "*Mathrubhasha Dinam*" - by Dept. of Malayalam

- ◆ Publishing Manuscripts-Windows V.6- by Dept. of Zoology.
- ◆ Release of e-journal - Dept of English
- ◆ Farewell for Seniors -Dept of English
- ◆ Sky watching session - Dept. of Physics
- ◆ Observation of National Science day - Dept. of Physics & Dept. of Chemistry
- ◆ Career guidance Seminar with thrust on opportunities in Physics - by Dept. of Physics
- ◆ Chemistry forum activities.
- ◆ Conduct B and C certificate exams - NCC
- ◆ Mathematics Enrichment Programme -Dept. of Mathematics
- ◆ Career Guidance Seminar -Dept. of Mathematics
- ◆ Photo exhibition (compilation of photos taken by students as part of photo of the month) - Photography Club
- ◆ Compiling of photo album - Photography Club
- ◆ Validictory function of women's cell activities & Women's day celebration.
- ◆ Food packet distribution to the needy - C.S.M.
- ◆ Association Valedictory function - All Departments

March 2016

- ◆ Testing the water quality of Uzhavoor Panchayath.- by Dept. of Zoology.
- ◆ Stock verification and audit - All departments.
- ◆ Verification of files- IQAC
- ◆ Departmental academic audit presentation - IQAC