



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST.STEPHEN'S COLLEGE, UZHAVOOR
Name of the head of the Institution		Lally K Cyriac
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04822240127
Mobile no.		9446343419
Registered Email		info@ststephens.net.in
Alternate Email		principal@ststephens.net.in
Address		ST. STEPHEN'S COLLEGE UZHAVOOR
City/Town		KOTTAYAM
State/UT		Kerala
Pincode		686634
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	LT. JAIS KURIAN
Phone no/Alternate Phone no.	04822240127
Mobile no.	9349802181
Registered Email	jaiskurian1981@gmail.com
Alternate Email	jais.k@ststephens.net.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://ststephens.net.in/wp-content/uploads/2020/02/AQAR-2017-18.pdf">https://ststephens.net.in/wp-content/uploads/2020/02/AQAR-2017-18.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<https://www.ststephens.net.in/downloads>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.83	2015	03-Mar-2015	02-Mar-2020

### 6. Date of Establishment of IQAC

26-Feb-2004

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC MEETING	20-Jun-2018 1	10
IQAC MEETING	18-Sep-2018 1	11

IQAC MEETING	09-Nov-2018 1	12
IQAC MEETING	25-Jan-2019 1	12
NIRF	05-Dec-2018 1	1100
AISHE	31-Jan-2019 1	1100
GREEN AUDIT	18-Jan-2019 1	60
ACADEMIC RETREAT	21-May-2019 1	60
ACADEMIC AND ADMINISTRATIVE AUDIT	13-May-2019 1	60
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DEPARTMENT OF MATHEMATICS	NATIONAL MATHEMATICS DAY	KSCSTE	2018 1	10000
DEPARTMENT OF ZOOLOGY AND BOTANY	OZONE DAY	KSCSTE	2018 1	10000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

4. Internal and External Academic Administrative Audit and initiation of follow up action

5. Health Infonet literacy initiatives over 13000 registered members MOUs, with Mahatma Gandhi University, NIPMR ( National Institute of Physical Medicine and Rehabilitation) and IUCDS (Inter University Centre for disability studies) collaboration with 3 Universities and more than 50 educational and health institutes.

1. Implemented ERP software

2. identify PO,PSO, CO and published for information of all stake holders

3. Feedback collected, analysed and used for improvements

No Files Uploaded !!!

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To attain excellence in education	Secured 1st rank and 15th and 18th positions in BA ENGLISH vocational also secured 14th,16th and 18th ranks at the university level in B.COM degree examination 2018. Secured 14 A and 64 A Grade.
Merit Day 2018	Merit day 2018 with the Chief Information Officer and Former DGP, Sri Vincent M. Paul I PS as the Chief Guest. Honoured the rank holders, A+ and A grade holders and extracurricular- talented students.
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
IQAC	30-Jul-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission	2019
Date of Submission	19-Feb-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has implemented ERP Meshillogic which comprises of a) Aids academic management and administration b) Online payment of fees, Attendance recording, Timetable c) College Calendar, College website d) Teacher and student data e) Android Mobile Apps for teachers and parents f) Internal Communication System for teachers

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As a college affiliated to the Mahatma Gandhi University, the institution is left with little space to frame the curriculum. However, effort is taken to customize the content to suit the special requirements of the college, while following the curriculum prescribed by the University. Additional materials are provided in the form of supplementary notes, presentations and the use of ICT. ? Though the college does not have a direct involvement in the framing of the curriculum, the institution communicates through the faculty in the Boards of Studies and the Syllabus Revision Committee. Feedback from parents and students also serve to give suggestions to the University. ? An academic calendar is prepared at the beginning of every academic year with all the details of the academic activities of the college, including programme structure, evaluation criteria, internal assessment dates, redressal mechanisms of Continuous Internal Evaluation etc. Students are also given directions regarding curricular and co-curricular activities. The same is published on the College website and is incorporated into the Students' Handbook and Calendar. ? The effective time bound completion of the department action plan and semester wise teaching plan is ensured by the respective HoDs ? An orientation programme is offered to the newly admitted students and a Post Admission Test(PAT)is conducted by the Departments to get better insights in terms of knowledge and skills of the students. ? Through PAT, the gap between the entry behaviour and expected learning outcome of students are identified. ? Remedial and bridge classes are then offered to the needy students. ? The Scholar Support Programme ( SSP) and Walk with a Scholar ( WWS ) help cater to the academic needs of the students. ? Additional support for the development of academic, communication and soft skills is extended through ASAP. ? In addition to the Internal examinations, formative evaluation is done through assignments, seminars, projects and field work. ? The calculation of internal marks is done in an objective and transparent manner, and the scores are displayed on the notice board before it is uploaded in the University portal. ? The performance of the student is analysed with through discussion of evaluated answer scripts and the progress is briefed to the parents through PTA meetings conducted periodically.

? The IQAC evaluates the performance of each Department through periodic monitoring of records and activities. The Teacher Performance Record helps record the activities and duties performed by the teacher on a daily basis. ? The College library with OPAC facility and access to INFLIBNET, books, journals, e-resources, periodicals and online question bank of previous University examinations further ensure the effective delivery of the curriculum. ? Lecturing is supplemented by the ICT enabled curriculum delivery through power point presentations, syllabus related film shows, e- notes sharing and discussions through social media platforms like WhatsApp are employed to enhance the ease and reach of learning. ? To complement the curriculum and keep abreast with the current trends, initiatives at the department level include subject related seminars / workshops/ quizzes,

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Certificate course in Bi otechniques	Nil	18/07/2018	6	employabil ity	SKILL IN WORKING BIOT ECHNOLOGY LAB
Environment and sustainable development -Training Practices	Nil	08/09/2018	6	life	organic farming
Certificate programme in Microsoft Excel	Nil	10/07/2018	6	Equip students for better job prospects inside the country an abroad	Computatio nal skill
Certifcate course in co mmunication presentation and organiza tional skills	Nil	Nil	6	Nil	Soft skill
Nil	Diploma course in co mmunication presentation and organiza tional skills	Nil	6	Nil	Language skill development
Certificate course in LaTeX Programming	Nil	11/06/2018	6	Nil	Computatio nal skills

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Mathematics Model 1	Nil
BSc	Physics Model 1	Nil
BSc	Chemistry Model 1	Nil
BSc	Zoology Model 1	Nil
BA	Economics Model 1	Nil
BA	English Model 1	Nil
BA	English Model 2	Nil
BCom	Computer Applications	Nil
BCom	Finance and Taxation	Nil
MSc	Physics	Nil
MSc	Chemistry	Nil
MSc	Computer Science	Nil
MCom	Taxation	Nil

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	400	350

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga	18/07/2018	50
Value Education	18/07/2018	Nil
SPSS	18/07/2018	Nil
GST	18/07/2018	Nil
Water Analysis	18/07/2018	Nil
Soap Making	18/07/2018	Nil
Vermi Compost	Nil	Nil
Certificate Course in MS office	Nil	Nil
Moodle	Nil	Nil
Health literacy e learning	Nil	Nil

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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	ZOOLOGY	60
BA	ENGLISH	20
BCom	COMMERCE	49
MSc	PHYSICS	4
MSc	CHEMISTRY	4
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Students: Interaction of the faculty and the students in and out the class rooms is an effective measure through which the College obtains feedback from the students. The College has an Internal Quality Assurance Cell (IQAC) that collects periodically the written feedback of students to evaluate the curriculum . Alumni: The alumni meetings, formal and informal, provide a better understanding of the effectiveness and applicability of the curriculum in the practical sense. The feedbacks obtained from the alumni offer a framework for the faculty to suggest modifications or inclusions in the University Curriculum. Parents: The College has a Parent Teacher Association (PTA) functioning well. The parents are invited to the College and the concerned departments in order to interact with the teachers. Written feedback is obtained in the interactive sessions as well as during the PTAs. Employers: The employers give their feedback with regard to the curriculum and the industry needs during the meetings and interactions with the Principal and the Placement Cell of the College. Teachers: The members of the faculty give feedback on the overall development of the institution to the iqac for further evaluation by the management.</p>

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile

##### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English Model II	24	231	22
BA	English Model I	50	1002	50



BSc	Zoology	40	686	29
BSc	Chemistry	40	512	28
BSc	Physics	40	475	25
BSc	Mathematics	40	415	30
BA	Economics	50	923	49
BCom	Computer Applications	50	1329	50
BCom	Finance and Taxation	50	47	167
MSc	Chemistry	15	1487	15
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	963	106	30	4	26

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
60	60	20	18	13	15
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is a support service available to all students in this college. Mentoring involves face to face communication and provides psychological support relevant to work, career and professional development. one faculty is allotted as mentor to a group of 20 students. In our system, mentors perform the following functions. i. Mentors organise classwise meeting of mentees at the beginning of the semester. ii. Individual mentoring sessions are conducted twice in a semester or when needed. iii. Mentors monitor the academic progress of the mentees and give them counselling on personal matters. iv. They promote the use of e-resources in the library. v. They motivate the students to enrol in certificate courses and online courses. vi. They also motivate them to participate in co-curricular and extracurricular activities. vii. They maintain a brief record of mentor-mentee discussions viii. They advise the mentees to take suitable topics for their yearend projects based on SWOC analysis of mentees If any administrative or higher level action is required, they intimate the HOD. The role of heads of the departments is very vital in the mentoring system. HoDs meet all the mentors in the beginning of the semester and give them necessary instructions in the first department meeting itself. Review the activities of mentors and advice them whenever the situation demands it. Inform the parents, on issues like continuous absenteeism or behavioural changes. Seek the intervention of respective committees, if required. Identify the mentees who require financial assistance with the help of mentors. Making available text books and other study materials free of cost to the needy mentees. IQAC evaluates the mentoring activity in each department. It acts as a tool to streamline and monitor the mentoring activity in various departments. On the basis of feedback from mentors and heads of departments, IQAC organises various training programmes seminars and workshops.

University Grants Commission (UGC) recommends the measures for ensuring the safety of women and programs for gender sensitization on campuses. A Women's Cell is functioning in the college to sort out problems of women facing in the society and in campus in particular. The Cell aims at addressing the gender related problems in the campus and organizing programmes on gender sensitivity. Other aims and objectives include giving career guidance to girls, functioning of a counselling centre, conducting health awareness classes, Tutorial classes etc. Anti -Ragging Committee is constituted in this college to prevent ragging and to take anti-ragging measures as per the guide lines issued by the Supreme Court of India and UGC

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1069	60	1:18

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
60	60	Nil	29	7

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Benny Kuriakose	Associate Professor	Member, UG Board of Studies

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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	MATHEMATICS	Nil	Nil	Nil

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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

- In UG and PG programmes, the CIE components are attendance, test papers and assignment/seminars.
- During the orientation programme and the initial days of the semester, students are given a clear understanding of the scheme of evaluation, division of marks based on attendance, tests, assignments and skill development records and other activities organized in the classes. Academic calendar clearly specifies the same and serves as a road map to all the stakeholders regarding the academic activities of the college.
- Fully Fledged Examination Office: The College has a fully fledged examination wing headed by the Chief Superintendent of Examinations. For effective implementation of continuous internal evaluation (CIE) system at institutional level, the college conducts two internal assessment tests and one semester end examination. One internal test is conducted in the same pattern as the semester end examination. The tentative dates of test papers are planned well in advance by the IQAC in consultation with Examination Committee and College Council and incorporate into the general academic calendar. To increase the seriousness of students,

test papers are conducted in a centralised manner. The exam time table and marks obtained in the IA tests are also displayed on the notice board • University examination results are analyzed by the respective departments and the same is communicated to parents. PTA meetings are scheduled which is included in the academic calendar. Mentors maintain records of all university marks scored by students. • Some faculty members of the college are Board of studies members of the affiliating university. They give their suggestions on examination reforms and evaluation process in their meeting. • Meetings of faculty members are convened and subjects are allotted to teaching staff, who, then, prepare lesson plans, teaching modules, PPTs, guest lectures, assignments and tests, which are discussed in departmental meetings. Students' knowledge, skills and academic entry behavior are assessed. Appropriate methodologies for specific modules are identified. As the teaching sessions commence, teachers maintain teachers performance record in which the work done is entered which is attested by the respective head of the department and Principal. • Digitalisation of Attendance: Online recording of attendance is introduced. After each class, the teacher concerned will mark the attendance on the computer system (ERP software). • Remedial classes are conducted for the students securing less marks in the internal examinations and also they are counselled personally for their problems. • Students are encouraged to solve previous years university examination question papers. • Monitoring the improvement in slow learners and encouraging the advanced learners by reviewing their performance in examination

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

IQAC take initiative to prepare the academic calendar. The preparation of academic calendar ensures that the students get adequate instructional hours and teachers get maximum hours to deliver their courses effectively. As regards the commencement of classes, number of hours assigned for each subject, internal tests, announcement of results, vacations, examinations etc. are scheduled according to the calendar of the affiliating university. The academic calendar is provided to the students as a part of the student handbook. The calendar is strictly followed. Each department is asked to prepare an action plan for the year and to furnish accurate details about them which will be incorporated in to the general academic calendar. Care is also taken to ensure that the co and extra curricular activities are scheduled in such a way as not to affect the academic activities of the college. The implementation of the academic calendar is monitored systematically by the HODs IQAC ensures the conduct of the programmes stipulated by each department in the academic calendar by periodical review and monitoring

**2.6 – Student Performance and Learning Outcomes**

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://ststephens.net.in/po-pso>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSC	MATHEMATICS	25	21	84

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://ststephens.net.in/feedbackanalysis>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	2	KSCSTE	0.2	0.2

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
SEMINAR ON 'INNOVATIVE TRENDS IN INSURANCE'	DEPARTMENT OF COMMERCE.IN ASSOCIATION WITH INSURANCE INSTITUTE OF INDIA AND M.G. UNIVERSITY	11/07/2018
WORKSHOP ON DATA ANALYSIS IN SOCIAL SCIENCES	DEPARTMENT OF COMMERCE IN ASSOCIATION WITH MG UNIVERSITY	28/06/2018
OZONE DAY SEMINARS (KSTEC)	DEPARTMENT OF ZOOLOGY BOTANY	14/09/2018
WORKSHOP ON RESEARCH METHODOLOGY	DEPARTMENT OF COMMERCE	18/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
ONE MP-ONE IDEA	JASIMUDEEN S	CENTRAL GOVT	20/06/2018	NATIONAL LEVEL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
ED CLUB	MUSHROOM CULTIVATION	CEERD	Nil	Nil	Nil

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
5	1	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
DEPARTMENT OF COMMERCE	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	Nil	Nil
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
DEPARTMENT OF HINDI	1
DEPARTMENT OF COMMERCE	1
DEPARTMENT OF ENGLISH	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
ALTERNATIVE ROUTE TO BYPASS THE BOTTLE-NECK OF WATER OXIDATION: TWO-ELECTRON OXIDATION OF WATER CATALYZED BY EARTH-ABUNDANT METALLOPORPHYRINS	ARUN THOMAS	COORDINATION CHEMISTRY REVIEWS 377, 64-72	Nil	16	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	NA	Nil	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	6	15	10	5
Presented papers	2	3	Nil	Nil
Resource persons	1	3	9	Nil
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
BLOOD DONATION CAMP	NSS MEDICAL COLLEGE KOTTAYAM	2	51
MEDICAL CHECK UP FOR TEACHING AND NON- TEACHING STAFF	NSS KR NARAYANAN MULTI SPECIALITY HOSPITAL	2	35
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
SERVICE AT ORPHANAGE	CERTIFICATE OF APPRECIATION	SEVAGRAMORPHANAGE, POTHY	100
TRAINING OF PAPER PEN, BAG, FILE, MAT TO THE STUDENTS OF ST. THOMAS COLLEGE PALA	CERTIFICATE OF APPRECIATION	ST THOMAS COLLEGE, PALA	7
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SWACHH BHARAT	MULAKKULAM GRAMA PANCHAYATH	CLEANING ACTIVITIES IN THE FLOOD AFFECTED AREA	3	100
SWACHH BHARAT	NCC SUBTREASURY UZHAVOOR	CLEANED THE PREMISES OF SUBTREASURY UZHAVOOR	1	40
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
INTERNSHIP	15	NA	60
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP	Nil	CENTRAL UNIVERSITY OF KERALA	Nil	Nil	Nil
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
JC INTERNATIONAL KURAVILANGADU- START UP MISSIONS	Nil	CAREER GUIDANCE AND ACADEMIC ADVISING FACILITIES TO THE STUDENTS	100
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**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
24	83

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
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**4.2 – Library as a Learning Resource**

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS	Nature of automation (fully	Version	Year of automation
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software	or partially)		
KOHA	Partially	19.11.03	2013

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33641	3713260	130	81338	33771	3794598
Reference Books	1178	665276	17	24658	1195	689934
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
HEALTH INFONET	HEALTH AWARENESS	TEACHABLE	19/06/2017
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	122	80	100	0	20	10	12	50	0
Added	0	0	0	0	0	0	0	10	0
Total	122	80	100	0	20	10	12	60	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

60 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
12	15.04	85	90.07

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)



MAINTENANCE ? The Planning and Purchase Committee in consultation with the Management, plans the budgetary provisions for the maintenance and upkeep of infrastructure. ? All-rounded academic environment is ensured in the budget through policies of optimal utilization of the provisions and facilities of the college. ? Proper maintenance and timely upgradation of the infrastructural amenities of the college ? PHYSICAL AND ACADEMIC FACILITIES ? CLASSROOMS ? Spacious well-ventilated classrooms for routine classes ? Care is taken for regular cleaning and maintenance of furniture, doors and windows. ? These rooms are also made available for the conduct of examinations, both private and government. ? Classrooms and all the utilities like benches, desks, lecture stands and chairs are properly numbered for the ease of maintenance. ? COMPUTERS ? Computer labs are supplied with UPS for regular backup ? UPS installed at major locations like the academic/administrative office and the College Library. ? 60 mpbs broadband facility ? Software upgradation and installation of anti-virus packages for all the computers on a timely basis. ? Computers are properly serviced and reused in an attempt to reduce e-waste ? Maintenance of the computer hardware and software is carried out by third party experts through an annual maintenance contract. ? LABORATORY ? At the end of every academic year, HoDs submit a report on the working status of the equipment used in the department laboratories. ? Annual stock verification of chemicals and glassware is done and the stock register is maintained to record all the laboratory facilities. ? The Purchase Committee calls for quotations of the materials needed in the laboratory. ? The lab equipments are maintained by the lab assistants with the help of the faculty. The help of skilled external technicians is sought, if need be. ? Proper orientation to students with regard to the use of laboratory equipment, dress code, disposal of waste, safety measures, first aid tips etc. ? Waste management is as per green protocol. ? CENTRAL LIBRARY ? Attained the position of a 1st Grade Library, with its capacity of more than 34,000 books and 65 periodicals. ? Automated using 'KOHA', it has become more user oriented ? Regularly updated OPAC system facilitates quicker and easier book search ? The Librarian supervises the requirement and maintenance of the library facilities. ? Maintenance of books, manuscripts and reports ensure a dust free atmosphere. ? Reprographic facility ? Annual stock verification is done ? Facilitates research reference to scholars from other institutions and the local public at request. ? SPORTS FACILITIES ? Multi-purpose indoor stadium with badminton, ball-badminton, basketball and volleyball courts ? Open and well-maintained multipurpose grounds for conduct of sports activities. ? Regular inspection and maintenance of the sports equipment and facilities ? Professionals hired for special training and field maintenance. ? Regular service of the gymnasium equipment and purchase of new ones as per requirement.

<https://ststephens.net.in/uploads/naac/criteria4/SSC-4.4.2-PolicyDocuments.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MERIT DAY, ENDOWMENT, SNEHANDHI, STUDENT AID FUND	110	68893
Financial Support from Other Sources			
a) National	E grant, Post metric scholarship	712	2923000

b)International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
National Yoga day celebration	21/06/2018	71	National Cadet corps
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career and placement cell	210	200	98	25
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	12	5

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Nil	Nil	Nil	67	27
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	130	Nil	Nil	Nil	Nil
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	6

GATE	1
CAT	3
Civil Services	1
Any Other	25
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
College Sports day	College level	Nil
College Arts Day	College level	Nil
All Kerala Intercollegiate Football Tournament	State Level	120
All Kerala Intercollegiate Volleyball Tournaments for Men and Women was conducted from 12th to 16th February 2018.	STATE LEVEL	100
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	BEST PARLIAMENTARIAN FROM KOTTAYAM DISTRICT	National	Nil	Nil	Nil	JEWEL RAJU
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The election to the College Union is conducted on the parliamentary model as per Para 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High Court of Kerala. Following the directions of the Government of Kerala, M.G University and Kerala High Court, a parliamentary system of election is conducted, leading to the formation of a Student Council, namely - the 'College Union'. The College Union comprises of a students' General Council and an Executive Council. All students are members of the students' General Council. In order to conduct elections to the Executive Council, an electoral council consisting of two elected representatives from each class is formed. The electoral council elects the Executive Committee consisting of the following office bearers: the Chairperson, Vice Chairperson (Exclusively reserved for female students), General Secretary, University Union Councillors, Magazine Editor and the Arts Club Secretary, Sports Secretary besides the Class Representatives. Under the guidance of a Teacher Director, the Union organizes various programmes and activities such as food fest, arts festival and sports competitions,

celebration of Onam and Christmas and College Day. All the clubs, associations and forums have student representatives as the secretary and joint-secretary. Executive committees of NSS, NCC, and Women's Cell have student executives to co-ordinate the activities. New Initiatives like Walk with a Scholar (WWS) and Scholar Support Programme (SSP) have student representatives in the Staff Council. With regard to sports, the Sports Secretary is an elected student representative. The department associations are affiliated to the college and supports the students in both academic and non-academic activities. Student council president and secretary are ex-officio members of the Students' Grievance Redressal Committee. Students' Council president is also a member of the college Mobile Inspection Squad.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association is registered with the Registration No. K.505/02 The Alumni Association of St. Stephen's College, ALMASS, actively strives to promote an enduring relationship between former students and their alma mater thereby fostering a spirit of loyalty towards the college and help promote welfare activities which would benefit the present students. It is officially registered under the Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955 (EKM/TC/512/2018) on 24th October 2002. ? The institution has an illustrious alumni spread out over different parts of the world with Chapters in UAE, Kuwait, Qatar, Dubai, U.K and state wise chapters in USA. ? The Annual Alumni meet is convened on the Sunday that precedes Christmas every year. The Alumni Executive and members, teachers, and retired teachers participate in this programme which helps them to reconnect. The achievements of the eminent alumni are also honoured on the occasion in addition to cultural programme. ? Departmental Alumni meets and annual get-togethers also help to establish a strong alumni network. ? Jubilee celebrations of the college always witness the joint efforts of the Alumni and the institution. Since its inception, the Alumni association has provided enormous support, both financially and non- financially, to the institution in fulfilling its goals. It has initiated steps to recognize outstanding student achievements, sponsor scholarships for deserving students, support college authorities for the infrastructural development and organize programmes for the benefit of students enrolled in the institution. The main objective of the association is to promote a lasting relationship between students and their teachers. Some of the present faculty are members of the alumni association and they play an important role in binding this group for the development of the college. The College has an active Alumni Association which strives to promote an enduring relationship between old students and their alma mater, though it is yet to be registered. It facilitates and nurtures lasting friendships through annual meetings. It initiates steps to recognize the outstanding achievements, sponsor scholarships for deserving students, supports college authorities for the development of the college and organizes programmes of benefit to the students enrolled in the institution. The main objective of the association is to promote a lasting relationship between students and their teachers. Departmental Alumni meetings and annual get-togethers are an open forum for the alumni to flourish this relationship. It also provides a platform for the former students to showcase their talents once again.

5.4.2 – No. of enrolled Alumni:

320

5.4.3 – Alumni contribution during the year (in Rupees) :

## 5.4.4 – Meetings/activities organized by Alumni Association :

Main Activities of the Alumni Association Yearly Alumni meet: Every year the Sunday that precedes Christmas is specially devoted for the annual gathering which witness the participation of Alumni Executives, presently working staff and retired teachers. Very often this gathering turns out to be the meeting ground of generations associated with the college. Cultural programmes and refreshments add colour to the programme. The achievements of the eminent alumni are honoured on the occasion. Dr. K. R. Narayanan Memorial Lecture Series conducted in the memory of the Late President of India Dr. K. R. Narayanan, was initiated by the Alumni Association in 2006. It witnesses talks by well-known contemporary speakers inspiring and inculcating values in the students. Many prominent alumni of the college have taken up this opportunity to interact with the current students and it has been a rewarding experience for both alumni and students. Inter Collegiate Elocution Competition: The Alumni Association conducts the Dr. K.R. Narayanan Memorial Intercollegiate Elocution Competition for students which is open to students from various universities of Kerala.

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The practice of decentralization and participative management is clearly manifested in the 1) renovation of the indoor stadium 2) construction of new block for Ladies Hostel. The decision to augment the institutional infrastructure was put forward by the stakeholders. The execution of the responsibilities related to this was carried out in a decentralized manner • A Building Committee was constituted with the following members: ? Vice-Principal (convenor) ? Governing Body Representative ? Principal ? Faculty Representative ? Alumni Representative ? External expert • Infrastructural requirements which were framed taking into consideration the opinions of the staff and students included: ? Separate rooms for co-curricular activities and clubs ? Increased number of wash rooms ? Increased number of spacious computer labs • The Building Proposal formulated after careful scrutiny of the proposed requirements, was presented to the Governing Body for approval • Approval for the same was granted after due deliberations • Plan and estimate were drawn up • The Finance Committee, given the responsibility to procure funds, met frequently and discussed the progress and challenges. • For the procurement of funds, the support of teaching and non-teaching staff, alumni and other well-wishers was sought. ? Fund raising campaigns under the flagship of the Alumni Association took place in different parts of the world. ? Sought the support of parents and students • UGC assistance for the construction of an Indoor Stadium and Ladies' Hostel was also sought and obtained.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

**6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	? CURRICULUM DEVELOPMENT- BEING AN AFFILIATED COLLEGE, THERE IS LITTLE SPACE TO FRAME THE CURRICULUM. HOWEVER,

EFFORT IS TAKEN TO CUSTOMIZE THE CONTENT TO SUIT THE SPECIAL REQUIREMENTS OF THE COLLEGE, FOLLOWING THE CURRICULUM PRESCRIBED BY THE AFFILIATED UNIVERSITY. ADDITIONAL MATERIALS ARE PROVIDED IN THE FORM OF SUPPLEMENTARY NOTES, PRESENTATIONS AND THE USE OF ICT. THOUGH THE COLLEGE DOES NOT HAVE A DIRECT INVOLVEMENT IN THE FRAMING OF THE CURRICULUM, THE INSTITUTION MAINTAINS CONTACT WITH THE FACULTY IN THE BOARDS OF STUDIES AND THE SYLLABUS REVISION COMMITTEE. FEEDBACK FROM PARENTS AND STUDENTS ALSO SERVE TO GIVE SUGGESTIONS TO THE UNIVERSITY.

Teaching and Learning

THE INSTITUTION FOCUSES ON STUDENT CENTRIC TEACHING LEARNING METHODS AND THE INCORPORATION OF MODERN TEACHING AIDS TO CATER TO THE LEARNING NEEDS OF THE STUDENTS. TEACHERS TAKE ON THE ROLE OF A FACILITATOR AND A MENTOR. THEY PROMOTE INDEPENDENT LEARNING IN STUDENTS AND ENCOURAGE SELF-MANAGEMENT OF KNOWLEDGE, HOLISTIC DEVELOPMENT AND SKILL FORMATION THROUGH PARTICIPATORY LEARNING. A JUDICIOUS MIX OF LECTURE AND MODERN METHODS OF PEDAGOGY MAKES THE TEACHING LEARNING PROCESS MORE EFFECTIVE.

Examination and Evaluation

THE EXAMINATION CELL DEALS WITH EXAMINATION RELATED WORKS AND ASSESSMENT IS DONE TRANSPARENTLY AS DIRECTED BY THE UNIVERSITY. AT THE BEGINNING OF THE SEMESTER, STUDENTS ARE INFORMED OF THE VARIOUS COMPONENTS IN THE ASSESSMENT PROCESS DURING THE SEMESTER. THE INTERNAL ASSESSMENT TEST SCHEDULES ARE PREPARED AS PER THE UNIVERSITY NORMS AND COMMUNICATED TO THE STUDENTS WELL IN ADVANCE. FEEDBACK REGARDING TEACHING IS COLLECTED FROM THE STUDENTS AT THE END OF EVERY SEMESTER. RESULT ANALYSIS IS MAINTAINED BY THE DEPARTMENT HEADS WHICH ARE UPDATED WHEN THE RESULTS OF EVERY SEMESTER EXAMINATION ARE PUBLISHED BY THE UNIVERSITY.

Research and Development

- THE RESEARCH CELL PUBLISHES A MULTIDISCIPLINARY RESEARCH JOURNAL 'AUREOLE' EVERY YEAR WITH ISSN NO. PRINT- 2249-7862 ONLINE -2455-877X (WWW.AUREOLEONLINE.IN) TO AUGMENT SCIENTIFIC TEMPER. ALONG WITH AND MINOR RESEARCH PROJECTS.
- THE COLLEGE CENTRAL LIBRARY ENSURES E-JOURNALS AND E-BOOKS THROUGH NLIST AND INFLIBNET
-



LABORATORIES ARE WELL EQUIPPED WITH THE FINANCIAL ASSISTANCE UNDER THE DST-FIST SCHEME • UGC AND KSCSTE FUNDS TO STAFF THE FOR CONDUCT OF MAJOR AND MINOR RESEARCH PROJECTS AND STATE/NATIONAL LEVEL SEMINARS. • PAPER PRESENTATIONS AND PUBLICATIONS, ACADEMIC EXTENSION OF FACULTY AS RESOURCE PERSONS, ETC. RENDER WAYS THROUGH WHICH SCIENTIFIC KNOWLEDGE IS DISSEMINATED.

Library, ICT and Physical Infrastructure / Instrumentation

• FULLY AUTOMATED CENTRAL LIBRARY WITH MORE THAN 2 LAKHS E-BOOKS AND E-JOURNALS VIA N-LIST AND INFLIBNET • DIGITAL REPOSITORY OMEKA SERVICES AVAILABLE • SUBSCRIPTION OF MAGZSTER ENSURES ACCESS TO 5000 MAGAZINES AND NEWSPAPERS • IN ASSOCIATION WITH BRITISH COUNCIL, THE SERVICE OF ONLINE RESEARCH DATA LIKE PROQUEST DATABASE IS MADE AVAILABLE • DEPARTMENT CLASSROOMS ARE EQUIPPED WITH SMART INTERACTIVE BOARDS, HIGH QUALITY PROJECTORS, LAPTOPS PUBLIC ADDRESS SYSTEM ETC • THE GOLDEN JUBILEE BLOCK WAS CONSTRUCTED AFTER THE LAST NAAC ACCREDITATION TO MEET THE GROWING ACADEMIC AND INFRASTRUCTURAL NEEDS • DST- FIST LABCATERS TO THE ICT NEEDS OF THE SCIENCE DEPARTMENT • LANGUAGE AND AUDIO- VISUAL LAB AND DEPARTMENT COMPUTER LABS • WI-FI ENABLED CAMPUS WITH CCTV SURVEILLANCE ENSURES ROUND THE CLOCK SECURITY.

Human Resource Management

• RECRUITMENT AND PROMOTION OF TEACHING AND NON-TEACHING STAFF AS PER THE NORMS OF UGC, STATE GOVT. AND MG UNIVERSITY. • INSTITUTIONAL DUTIES ARE SHARED AMONG THE STAFF WHO FUNCTION ACTIVELY IN IQAC, COLLEGE COUNCIL, PTA, ALUMNI ASSOCIATION, CLUBS ETC • THE MANAGEMENT FUNCTIONS HIERARCHICALLY THROUGH AN ADMINISTRATIVE TIER SYSTEM STARTING WITH THE PRINCIPAL AND ENDING WITH THE MENTOR. • THE ACADEMIC NEEDS OF THE STUDENTS ARE ADDRESSED IN A METHOD STARTING WITH THE MENTOR AND GOING THROUGH THE TUTOR AND HOD AND CULMINATES WITH THE PRINCIPAL • A MULTI-TIERED SYSTEMATIC PERFORMANCE APPRAISAL SYSTEM FOR BOTH THE TEACHING AND NON-TEACHING STAFF, THROUGH WHICH THE MANAGEMENT IS ABLE TO ASSESS THEIR CONTRIBUTION • THIS HELPS IN PROFESSIONAL LEARNING, GROWTH AND TEAMWORK AND ALSO MOTIVATES STAFF TO DO THEIR BEST T. • THE PRINCIPAL MEETS THE STAFF REGULARLY AND ADDRESSES THEIR GRIEVANCES IF ANY. • WELFARE SCHEMES

	FOR THE BENEFIT OF THE TEACHING AND NON-TEACHING STAFF
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• THE COLLEGE ALWAYS ENCOURAGES DEPARTMENTS TO UNDERTAKE COLLABORATIVE PROJECTS WITH INDUSTRIES.</li> <li>• STUDENTS OF THE DEPARTMENT OF COMMERCE AND B.A ENGLISH VOCATIONAL ( ADMINISTRATIVE ASSISTANT) DO THEIR INTERNSHIP OR JOB ORIENTED TRAINING IN NEARBY INDUSTRIES.</li> <li>• THE ED CLUB OF THE COLLEGE ARRANGES INDUSTRIAL VISIT AND INTERACTION WITH INDUSTRY REPRESENTATIVES</li> </ul>
Admission of Students	<ul style="list-style-type: none"> <li>• ADMISSION OF STUDENTS IS THROUGH ONLINE CENTRALIZED ADMISSION PROCESS (CAP).</li> <li>• MERIT LISTS ARE DISPLAYED WITH DUE WEIGHTAGE FOR DIVYAGJAN, SC/ST/OEC/OBC STUDENTS.</li> <li>• THE COLLEGE ALSO ADMITS STUDENTS WHO EXCEL IN SPORTS AND CULTURAL ACTIVITIES.</li> <li>• INFORMATION REGARDING ADMISSION IS DISSEMINATED THROUGH COLLEGE WEBSITE AND HAND BOOK.</li> <li>• THE COLLEGE ADMISSION COMMITTEE SETS UP HELP DESK TO COUNSEL STUDENTS AND ASSIST THEM IN TAKING THE RIGHT PROGRAMME OF THEIR CHOICE</li> </ul>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	THE STAFF COUNCIL, THE IQAC AND THE PLANNING AND DEVELOPMENT COMMITTEE MEET REGULARLY IN A DEMOCRATIC AND TRANSPARENT MANNER. THE PLANNING AND DEVELOPMENT COMMITTEE MAKES RECOMMENDATIONS FOR INFRASTRUCTURE DEVELOPMENT, MAINTENANCE AND REPAIR OF THE FACILITIES AVAILABLE. INFORMATION IS DISSEMINATED TO STAKEHOLDERS THROUGH THE COLLEGE WEBSITE, WHATSAPP AND EMAIL. THE COLLEGE USES ERP -MESHILOGIC SOFTWARE FOR EFFECTIVE GOVERNANCE IN ACADEMIC AND ADMINISTRATIVE SECTIONS.
Administration	THE GOVERNANCE AND MANAGEMENT OF THE COLLEGE IS VESTED WITH THE GOVERNING BODY. THE PRINCIPAL IS THE ACADEMIC AND ADMINISTRATIVE AUTHORITY IN THE COLLEGE AND TAKES IMPORTANT DECISIONS IN CONSULTATION WITH THE GOVERNING BOARD, STAFF COUNCIL AND IQAC. THE ADMINISTRATIVE RESPONSIBILITY IS BORNE IN THE FOLLOWING ORDER: VICE PRINCIPAL, BURSAR, COLLEGE COUNCIL, IQAC COORDINATOR, HODS, TEACHERS AND SUPPORTING STAFF. PERIODIC ADMINISTRATIVE AUDIT IS DONE AND FEEDBACK IS COLLECTED FROM ALL THE STAKEHOLDERS. THE COLLEGE USES ERP -MESHILOGIC SOFTWARE



FOR ACADEMIC MANAGEMENT AND  
ADMINISTRATION

Finance and Accounts

THE INSTITUTION CONDUCTS A TRANSPARENT AND SYSTEMATIC INTERNAL AND EXTERNAL FINANCIAL AUDIT FOR BOTH GOVERNMENT AND NON- GOVERNMENT FUNDS REGULARLY. THE INITIAL STAGE OF THE INTERNAL AUDIT IS CARRIED OUT BY THE OFFICE STAFF COMPRISING THE SUPERINTENDENT, THE HEAD ACCOUNTANT AND THE STAFF IN CHARGE OF ACCOUNTS WHICH IS AGAIN SCRUTINIZED BY THE PRINCIPAL FOR FINANCIAL ACCURACY. THE DIRECTIONS FROM THE DEPARTMENT OF HIGHER EDUCATION AND THE EXTERNAL CHARTERED ACCOUNT ARE FOLLOWED DURING THE INTERNAL AUDIT PROCESS. EXTERNAL AUDIT IS DONE BY A CHARTERED ACCOUNTANT, THE AUDIT WING FROM DEPUTY DIRECTORATE OF COLLEGIATE EDUCATION, KOTTAYAM AND THE ACCOUNTANT'S GENERAL'S OFFICE, TRIVANDRUM

Student Admission and Support

STUDENT DATA IS MAINTAINED THROUGH ERP -MESHIOLOGIC SOFTWARE ADMISSION PROCESS AND PAYMENT OF FEES ARE DONE ONLINE AS PER THE GUIDELINES OF THE UNIVERSITY. THE COLLEGE PREPARES THE ACADEMIC CALENDAR INCORPORATING THE DATES OF EXAMINATIONS AND OTHER ACADEMIC, CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES WHICH IS MADE AVAILABLE TO THE STUDENTS THROUGH THE STUDENTS HANDBOOK, NOTICE BOARDS AND THE WEBSITE

Examination

EXAMINATION DATES ARE MADE AVAILABLE TO THE STUDENTS THROUGH THE STUDENTS HANDBOOK, NOTICE BOARDS AND THE WEBSITE. EXAMINATION FORMS ARE FILLED ONLINE AS PER THE INSTRUCTIONS OF THE UNIVERSITY. ALL THE STEPS FOLLOWED BY THE INSTITUTION IN THE EXAMINATION PROCESS ARE LUCID. SUBMISSION OF APPLICATION, FEE REMITTANCE, COLLECTION OF HALL TICKETS, GENERATION OF QUESTION PAPERS, SUBMISSION OF ATTENDANCE AND INTERNAL MARKS TO THE UNIVERSITY ARE DONE THROUGH THE EXAMINATION PORTAL. THE INSTITUTION FOLLOWS A THREE-TIER MECHANISM FOR GRIEVANCE REDRESSAL MECHANISM IN INTERNAL EXAMINATION PROCESS THROUGH ELECTRONIC PLATFORMS. RESULTS ARE PUBLISHED ONLINE, DATA OF RESULTS ARE COLLECTED AND PROCESSED FOR FEEDBACK AND FURTHER ACTION

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee

of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Hands on training on Microsoft Excel	15/12/2018	15/12/2018	Nil	12
2018	One day work shop on Learning and Teaching Techniques	Nil	16/06/2018	16/06/2018	45	Nil
Nil	2018 UGC REGULATIONS	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	07/06/2018	04/07/2018	Nil
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	29	Nil	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Encouragement to	? Staff association to	Free wifi • Digital

attend seminars, workshops and FDPs ? Teaching staff is also motivated to take up research and other extension activities. ? Management also provides support and encouragement to staff members to take up Career Advancement schemes ? Free Wi-fi facility on campus ? Access to academic databases and software like N-list, Grammarly, Quillbot, Proquest etc. ? Canteen facility is offered to both staff and students. ? Separate four wheeler / two wheeler parking facility for staff ? Full-fledged indoor stadium with shuttle badminton and volleyball court which staff make use during evenings. ? Staff associations to discuss common issues and concerns. ? Separate association for lady teachers. ? Department wise as well as institutional get togethers. ? Retirement meetings and party to honour the dedicated services of the staff with management representatives and family members of retiring staff as special invitees. ? Staff tours ? Daycare/ creche facility is available for taking care of the children of staff members, during working hours. For this purpose, an MOU has been signed with St. Stephen's English Medium Nursery School. ? Hostel facilities are provided to lady teachers if required. ? Staff are members of the UzhavoorAdhyapaka Co-operative society which

discuss common issues and concerns. ? 20 days casual leave for the non-teaching staff. ? 20 half pay leave or 10 days leave can be commuted every year. ? Gratuities, Pension and all other Government welfare schemes. ? ESI and Provident Fund facilities. ? Maternity and Paternity leave as per the provision. ? Regular increments and periodic revision of salary of staff. ? State Life Insurance scheme for the staff. ? Festival Allowances ? Provision of security cabin and uniform for the security personnel

theatre • special rooms And facilities for Differently abled in Campus and library (wheel chair, ramps in allbuildings • gymnasium • Separate parking Facilities • student mobile App • smart classes (13 Nos) • park Benches • google class rooms • • plagiarism Checker software for Students and research

provides Emergency loans and other financial products without much hassle. ? Preference is given to wards of staff at admission time. ? 15 days casual leave for the teaching staff. ? 20 half pay leave or 10 days leave can be commuted every year. ? Gratuities, Pension and all other Government welfare schemes. ? ESI and Provident Fund facilities. ? Maternity and Paternity leave as per the provision. ? Regular increments and periodic revision of salary of staff. ? State Life Insurance scheme for the staff. ? Festival Allowances ? Duty leave to attend Training Programmes/ Orientation/ Refresher/ Workshop/ Seminar/ Examinations

#### 6.4 – Financial Management and Resource Mobilization

##### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

? **EXTERNAL AUDIT** • Statutory Audit( by Chartered Accountant ) . The Management has appointed Narayana Swamy Co. as the external auditor of the Management accounts. • Audit of the Grants and Projects sanctioned by the Government /UGC ? Projects sanctioned by UGC and other government bodies were submitted to a certified Chartered Accountant for verification and audit certificate ? After due verification 'Audit Report' and 'Utilisation Certificate' were issued by the Chartered Accountant. ? The Utilization Certificates and statements of account were sent to the authorities concerned for the settlement of accounts. • Audit by DDE and DCE ? The audit wing of the government from the Department of Education inspects all the files relating to financial and administrative matters, the schemes that the college has availed of and all the receipts and payments in the college. ? Reconciliation of accounts with the bank is also done to keep the accuracy of cash and bank accounts with our banks. • Accountant's General's Office, Trivandrum ? The Accountant General, Kerala also conducts verification and suggests directions by way of audit report. ? **INTERNAL AUDIT** • The initial stage of the internal audit is carried out by the office staff comprising the Superintendent, the head accountant and the staff in charge of accounts. • The directions from the Higher Education Department and external Chartered Accountant are followed during the internal audit process. • Financial Audits of grants and funds sanctioned by Management ? On behalf of the Management, daily transactions and accounts pertaining to the college are verified and audited by the Internal Audit Team of the Diocese of Kottayam. ? The internal audit of Management accounts is done periodically. The Internal Audit Team verifies all financial transactions and submit a detailed report of observations to the Management.

##### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Alumni, PTA, Philanthropist, Management	4630343	college development
No file uploaded.		

6.4.3 – Total corpus fund generated

17668715
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### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GOVERNING BODY	Yes	IQAC
Administrative	Yes	DD	Nil	MANAGEMENT

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Three executive meetings were held this year. Issues like students' attendance shortage, wearing id cards, uniform, abuse of mobile phone, and college union election in parliamentary mode were discussed in the three meetings and the PTA extended its support to all the relevant decisions taken by the college authorities in these matters. The tenure of the PTA was fixed as one year instead of the existing 2 years according to the directives issued by the director of collegiate education. College principal will be the president of the PTA, and an elected representative of the parents will be the vice president. The PTA will have a 10 member executive committee. The PTA decided to hold class wise PTA meetings twice a year. The PTA honours Meritorious students every year.

6.5.3 – Development programmes for support staff (at least three)

Welfare measures for non-teaching staff include the following. Non- Statutory Welfare Measures: ? Free Wi-fi facility in the campus ? Canteen facility is offered ? Separate four-wheeler / two-wheeler parking facility for staff ? Provision of security cabin and uniform for the security personnel ? Staff association for non-teaching staff. Regular meetings to discuss common issues and concerns. ? Staff tours ? Staff are members of the Uzhavoor Adhyapaka Co-operative society which provides Emergency loans and other financial products without much hassle. ? Preference is given to wards of staff at admission time. Statutory Welfare Measures: ? 20 days casual leave to non-teaching staff. ? 20 half pay leave or 10 days leave can be commuted every year. ? Gratuities, Pension and all other Government welfare schemes. ? State Life Insurance, GIS and GPAIS ? Medical Reimbursement and Provident Fund facilities. ? Maternity and Paternity leave as per the provision. ? Regular increments and periodic revision of salary of staff. ? Festival Allowances

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- All the departments and CEERD have started value added certificate courses.
- vacancies for teaching faculty positions were identified and duly filled in after getting concurrence.
- entrepreneur development cell focussed its activities on providing students and local women with hands-on learning

opportunities like jewel making, paper pen, bag, cloth mat mask making training, tailoring classes and mushroom cultivation training with regard to business. • MOUs / Agreements collaborations have been signed with other institutions units to encourage college - industry interface • Completed the construction of new girls' hostel utilising UGC grant • Agreement with a private lodge situated about 500 meters from the campus, to cater to boy's accommodation • Phd registrations have been encouraged • 2 of the faculty members have become research guides • The multi-disciplinary research journal aureole with issn is available both online print • soil - water analysis, soil fertility measurements, tax consultancy, translation etc. • Conducted seminars and symposia at department • Academic and administrative audits done at regular intervals with effective follow up on the suggestions put forward • Organises activities like the K.R Narayanan lecture series in association with Alumni association • Affiliation to MG university limits academic flexibility. • Six faculty members of the college were selected as board of studies members of various subjects, which ensures successful communication of suggestions. • IQAC monitors curriculum enrichment through regular academic and administrative audits • audio books-daisy available • call and connect information gateway for differently abled - nipmr • installation of screen reading programmes • disabled friendly physical infrastructure has been augmented to ensure easier accessibility • parking for students with disabilities made available near the building. • ramps constructed to ensure independent barrier free access. • faculty have been encouraged to participate in faculty development programmes. • proposals for more post- graduation courses have been submitted • more phds have been registered • 2 faculty members have become research guides • seven faculties completed minor research projects through funds from the ugc. • information literacy training programmes for students, also available online-<https://infoliteracy.in/> • major / minor project funds utilised for purchase of books • n - list is effectively used • through british council, online research proquest database available • 5000 e-magazines, newspapers and journals subscribed • magzter has been subscribed • add on course in academic communication and publishing in collaboration with cms college • media and information literacy short term courses in collaboration with st. Peter's college, kolenchery and st. Thomas college of teacher education , pala • teachers have been encouraged to publish more papers • two faculty awards - best nss progra

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Academic and Administrative Audit	13/05/2019	13/05/2019	13/05/2019	60
<a href="#">View File</a>					

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)



Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
yoga training for women	05/09/2018	Nill	16	Nill
Tutorial classes for girl students	Nill	Nill	450	Nill
skill development training programme for women's cell	Nill	Nill	450	Nill
poster competition	11/02/2019	Nill	20	7
various competitions in connection with women's day	08/03/2019	Nill	450	Nill
Awareness talk for girl students	Nill	Nill	500	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college has a green and comforting environment and care has been taken to maintain a plastic free campus. Students are groomed to function as ambassadors of plastic reduction activities. Various energy conservation strategies have been 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 characterized. The centre for environmental education and rural development (ceerd) has instituted the annual 'paristhithi mithra award' and also conducts various awareness programmes. the certificate course in 'environment and sustainable development-training and practices' by ceerd had started with an enrolment of 50 students from various disciplines who have successfully completed the programme. Green audit was done under the supervision of ceerd The department of zoology botany maintains hundred varieties of medicinal plants and keeps the herbarium of these plants and planted trees. Bio-diversity display notice-board has been set up. The birds of the campus have been identified and the photos have been displayed in front of the campus as part of the students project. The students are given training for vermi - composting, apiculture and mushroom cultivation. ozone day was observed with the aid of KSCSTE funds by arranging awareness class and competitions for college and school students The department of physics has also been contributing actively towards green initiatives by conducting workshops on diverse topics including: the assembly of energy saving cost effective led bulbs for college students lpg safety clinic, electricity and plumbing, and led lamp assembling for kudumbasree' workers of uzhavoor panchayath The economic association observed world environment day 2018 on 5th june 2018 in accordance with the theme 'beat plastic pollution'. The students of the association conducted a display of artistic works done with waste plastics and charts displaying the importance of nature and clean environment The college has been consistently trying to turn the campus into a paper free one. Maximum

communication to departments and students is made through mails and other electronic media to spread awareness about the same. By using public address and public display systems, the college abides by the tenets of the green protocol. Paper waste generated is immediately sent for recycling.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Stick on to the discipline	Nil	Students Should give due respect to teachers and elders Should always behave in a decent manner that suits the core values of the college. Students who happen to have no class should not loiter in the corridors or campus during class hours. They must either go to the Library and read or retire to their hostels. The administrative staff should be polite and gentle towards students, teachers and public Teachers should treat teaching in college as



		their sole profession and should not engage in any other external paid jobs Principal should maintain tolerance while dealing with burning issues among students and subordinates. While discharging his/her duties, the principal is bound to respect the due process of law and the principles of subsidiarity and dialogue.
Mobile phones prohibited	Null	Mobile phones are not allowed in the class rooms. If mobiles are found in the class, they will be handed over to the head of the institution for necessary action.
Eqaulity	Null	Teachers should treat their colleagues as professional equals, regardless of their status. All the stakeholders do not discriminate among themselves on grounds of gender, colour, and creed
Dress code	Null	Uniform is made compulsory for students and decent dress code for faculty members

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

GREEN AUDIT. STUDENTS PLANTED TREES AS PART OF ENVIRONMENT DAY. ENVIRONMENT FRIENDLY CLASSROOMS/ DEPARTMENT WITH PLANTS/ AQUARIUM SET UP BY THE DEPARTMENTSENGLISH AND ZOOLOGY. SELF-INITIATIVE - ATTEMPT TO REDUCE PEN /REFILLS BY USE OF INK PENS BY THE DEPARTMENT OF ENGLISH IN-HOUSE MEDICINAL GARDEN IN THE DEPARTMENT OF ZOOLOGY CORRIDOR. ACTIVELY FUNCTIONINGVERMICOMPOST UNIT BYTHE DEPARTMENT OF ZOOLOGY GREEN HOUSE HAS ALTERNATIVE ENERGY CONSERVATION METHODS VIZ. BIOGAS PLANT, USE OF LED BULBS/POWER EFFICIENT ENERGY SOURCES, SOLAR PANEL ETC. POLICY OF GREEN PROTOCOL AND 'ZERO WASTE' REUSE OF TYRE TO PLANT POT BY NSS UNIT

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title of the practice : To Nurture the Nature The Centre for Environmental Education and Rural Development (CEERD) was established in St. Stephen's College, Uzhavoor, in 2001 to promote sustainable development in the local villages through extension programmes. Objectives of the Practice: ? To develop environment-conscious citizens who are socially responsible and culturally aware of environmental issues. ? To transform Uzhavoor Panchayath and neighbouring areas into self-sufficient areas through sustainable development. ? To promote eco-farming practices by using organic manure, organic pesticides, etc., and implementing proper waste disposal techniques. ? To conduct short term courses for students, teachers and the local public to enrich the environmental and agricultural areas through organic gaming / promote eco-friendly environment and practices. ? To function as a resource centre for environment, biodiversity and various socio-cultural aspects. ? To promote research projects on local environmental issues and suggest remedial measures. ? The local administration, governmental bodies, NGOs, banks, and the local community mutually beneficial to link the college with all educational institutions in the area. The Context: Uzhavoor is an ecologically blessed area where the college is situated. However, there has been a misuse of ecological resources and hence, a rising need to create awareness about eco-friendly practices. One of the significant problems affected by the village is the scarcity of drinking water. The natural water resources cannot meet the region's demand which has further aggravated due to poor water management resources. Water has been contaminated by overloading and malfunctioning septic systems, solid waste disposal, plastic dumping, and pesticides, herbicides, and improper management of fertilizer and manure in agriculture. Added to these, the cost-benefit balance in agriculture has made the agriculture sector less attractive. Environmental Education is the need of the hour. The academic community of St. Stephen's strives to be aware of and interact with society to make the education system relevant and meaningful. There is a need to understand what constitutes sustainability in the environment, explore all the problems related to the environment, and engage in wise ways of preserving it. The practice of CEERD mainly aims at students' awareness and activities on eco-friendly practices and environmental issues. The Practice The Centre for Environmental Education and Rural Development (CEERD) was established in St. Stephens College Uzhavoor in 2001 to promote extension programmes of the college ultimately aiming at the theall round development of the region. Moreover its uniqueness lies in its organization of programmes which uphold social responsibility as well as environment consciousness for both students and community. It is an arena to practice the value - 'Love Nature and Save Nature'. • One of its significant initiatives includes Paristhithi Mithra, an award instituted by the CEERD in 2009. • As the initiative received great support and appreciation, it was extended to bestow two awards in recognition of the outstanding contribution of individuals, social service organizations, clubs and educational institutions towards the promotion of environmental education, protection, conservation, preservation and sustainable development in the State of Kerala. • The awards are presented every year in observance of the World Environment Day. • Each award consists of Certificate, CEERD Trophy and a cash prize of Rs. 15000/-. Applications for the award of Paristhithi Mithra Award are called for by the office of the Executive Director, CEERD, St. Stephens College, Uzhavoor on or before 15 April of every year along with a detailed report of the environmental activities undertaken by the organization during the previous calendar year. The winner will be adjudicated by a panel of environmental experts whose decision will be final. • In addition to this, the unit also arranges various activities and competitions an association-wise Grow-bag cultivation competition. Other activities associated with World Environment Day, include plantation of saplings in the campus distribution of the same to plant in houses. • Environment Education Trips organized to make students more eco-sensitive and freegan in 2016-17. • Introduction of a Certificate course in

'Environment and Sustainable Development -Training Practices' in association with Kottayam Social Service Society (KSS) which aims to upgrade students knowledge and awareness of the environment. • CEERD has also organised Seminars and Workshops to encourage students and teachers to be environmentally sound and responsible citizens. These include: ? Seminar on Sustainable Development by Dr. MG Sanilkumar, S.N. College Maliankara ? Seminar on Waste Management by Sri. Thomas KC ? Workshop on Mushroom Cultivation by Dr. Sincy Joseph ? Seminar on Climate Change by Dr. Pratheesh C. Mamman, from ICC, Kottayam. • The World Food Day was observed on 16th October 2018, which further amplifies how imbalance in the environment and its resources results in hunger, obesity, food loss and waste and affects the world as a whole. Food stalls were set up with the sale of traditional food items to promote healthy eating. • Energy conservation campaigns were also undertaken and training was given in the making of paper-bag, paper-pen and cloth mat. • Field visit arranged like the visit to KSS, Chaithanya, which included sessions on green audit, organic farming, soap detergent preparation, animal husbandry, biocompost preparation were held. • Supervises the maintenance of the vermi-compost unit in the campus. Evidence of Success • The Centre for Environmental Education and Rural Development (CEERD) has carried out extension activities with the involvement of the various departments. • To widen learning experience, field visits were arranged for students ? to a home grown nursery of exotic fruits at Kanjirappally ? to Malnadu Diary farm at Kanjirappilly ? to Nutmeg Plantation ? to Nursery at Kinatti environment. • In association with the World Environment Day, tree saplings were distributed for planting in the campus in the houses. Students are encouraged towards micro-farming and also to clean the campus and classrooms The overwhelming response of the coveted Paristhithi Mithra Award obliged the institution to raise the sponsorship amount and ensure appreciation of the best environmentalist in three categories such as individuals, educational institutions and social service societies, along with individual prizes for association wise Grow- bag cultivation competition. Problems Encountered and Resources Required • The full success of such a venture requires hands-on experiential environmental education which can heighten awareness and effective action. • A major constraint and problem encountered was the lack of integration of indigenous knowledge in the teaching of environmental education • The constraint of time due to a packed syllabus prevents full swing effective activity participation and hinders activities like field trips etc

**BEST PRACTICE 2: Title of the Practice : Battle for a Health Literate Society: Health Infonet**

**Objectives of the Practice** The institution implemented the practice in order to ensure healthy lives towards the creation of a healthy community and sustainable future. The major objectives of this health mission are as follows: • To inculcate ethical responsibility, philanthropism and humanitarian attitude among the students by initiating them into community service • Transform academic libraries into health literacy dissemination centres for the public • To fight against medical misinformation and health hoaxes by providing awareness about the same • To prevent manipulation and end confusion on health-related matters • To promote health equity among the community • To create a health literate society through the collaboration of institutional and healthcare experts.

**The Context** In this world, where health is a major concern, health literacy tends to be essential for a healthy well-being. Hence, today the priority is for a collective and continuous effort to create a health literate society Health Infonet, a novel academic initiative, is the result of the combined efforts of St. Stephen's College, Uzahvoor and the Mahatma Gandhi University. It connects the libraries of various institutions, thereby disseminating health literacy education to students and faculty of the participating institutions through dedicated online channels. This practice is unique and distinctive in the context of higher education in India as it ensures student involvement in a community participation to improve the quality of life. The students, in the course of

their education, are thus made aware of community issues and health challenges prevalent in society. This helps to mould a health conscious generation and inculcate in them healthcare ethics ,moral responsibility and a philanthropic spirit. The Practice Health Infonet is a not-for-profit initiative projected as an institutional effort of St.Stephen's College, Uzahvoor and Mahatma Gandhi University under the co-ordination of Dr.Biju Thomas, Syndicate Member, who serves as the academic co-ordinator of Health Infonet Health Literacy Initiative. It is a platform for collaboration of institutional and health care experts aiming at the dissemination of health literacy. It provides its services through the health infonet web portal (<https://healthinfonet.in>). The practice helps create an awareness in the students and the faculty regarding different health issues and the methods to adopt to experience better health and well-being. They thus become harbingers of a health care revolution. ? Health Infonet Literacy Initiatives include: • Health Literacy Social Network An Academic Health Social Network Platform is created for collaboration and learning on health-related aspects, using the premium version of workplace App of Face book. • Health Literacy E-learning This online e-learning platform

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://ststephens.net.in/uploads/naac/criteria7/SSC-7.2.1-BestPractices-2018-19.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

FOSTERING A CULTURE OF ENVIRONMENTAL CONSCIOUSNESS AMONG THE YOUNG GENERATION IS THE NEED OF THE HOUR. AS YOUNG CITIZENS AND FUTURE DECISION MAKERS IN SOCIETY, STUDENTS HAVE TO BE INSTILLED WITH A SENSE OF COMMITMENT AND RESPONSIBILITY TO PROTECT THE ENVIRONMENT. VOLUNTARY PARTICIPATION IN ACTIVITIES THAT ENABLE THEM TO NURTURE ENVIRONMENTAL CONSCIOUSNESS AND CREATE IN THEM A SENSE OF RESPECT TOWARDS NATURE WITH THE ETHICAL RESPONSIBILITY TO APPRECIATE THE MUTUAL INTERDEPENDENCE OF ALL SPECIES ON EARTH WILL HAVE A SIGNIFICANT EFFECT UPON A SUSTAINABLE ENVIRONMENT. ? THE CENTRE FOR ENVIRONMENTAL EDUCATION AND RURAL DEVELOPMENT (CEERD) OF THE COLLEGE GRANTS THE 'PARISTHITHI MITHRA AWARD' ANNUALLY AND CONDUCTS VARIOUS AWARENESS PROGRAMMES. THE CEERD HAS FURTHER MADE ARRANGEMENTS FOR GROW-BAG VEGETABLE CULTIVATION BY ALL THE DEPARTMENTS AND ALSO MAINTAINS A VERMICOMPOST UNIT. A SEPARATE ANAEROBIC ORGANIC WASTE DISPOSAL UNIT (PIPE COMPOST) WAS ALSO INSTALLED ? IN OBSERVANCE OF THE WORLD ENVIRONMENT DAY, THE MEMBERS OF CEERD AND NSS ENCOURAGED STUDENTS TO START MICRO-FARMING IN THEIR HOUSES. ? THE NSS AND CEERD STUDENTS PARTICIPATED IN VARIOUS WORKSHOPS ON THE PRODUCTION OF ECO- FRIENDLY PRODUCTS AND THEY FURTHER IMPARTED TRAINING TO THE REST OF THE STUDENTS OF THE COLLEGE. ? CEERD STARTED A CERTIFICATE COURSE IN 'ENVIRONMENT AND SUSTAINABLE DEVELOPMENT-TRAINING AND PRACTICES' WITH THE ENROLMENT OF 50 STUDENTS FROM VARIOUS DISCIPLINES WHO HAVE SUCCESSFULLY COMPLETED THE PROGRAMME. ? THE DEPARTMENT OF ZOOLOGY AND BOTANY MAINTAINS HUNDRED VARIETIES OF MEDICINAL PLANTS, KEEPS THE HERBARIUM OF THESE PLANTS AND PLANTED TREES, INCLUDING A HERITAGE TREE IN THE CAMPUS. BIO-DIVERSITY DISPLAY NOTICE-BOARD HAS BEEN SET UP.THE BIRDS OF THE CAMPUS HAVE BEEN IDENTIFIED AND THE PHOTOS HAVE BEEN DISPLAYED IN FRONT OF THE CAMPUS AS PART OF THE STUDENTS PROJECT. THE STUDENTS ARE GIVEN TRAINING FOR VERMI-COMPOSTING, APICULTURE AND MUSHROOM CULTIVATION.THE DEPARTMENT HAS ALSO ORGANISED NATURE CAMPS FOR STUDENTS TO PEPPARA WILDLIFE SANCTUARY.A SHORT FILM 'KARUTHAL' AND ONE DOCUMENTARY 'KATTUCHEMPAKAM' ON THE THEME ENVIRONMENT CONSERVATION WERE ALSO RELEASED BY THE STUDENTS WHICH WERE APPRECIATED IN BIRDS CLUB INTERNATIONAL SYMPOSIUM HELD AT MUNNAR. ? THE ECONOMIC ASSOCIATION OBSERVED WORLD ENVIRONMENT DAY 2018 ON

5TH JUNE 2018 IN ACCORDANCE WITH THE THEME 'BEAT PLASTIC POLLUTION'. THE STUDENTS OF THE ASSOCIATION CONDUCTED A DISPLAY OF ARTISTIC WORKS DONE WITH WASTE PLASTICS AND CHARTS DISPLAYING THE IMPORTANCE OF NATURE AND CLEAN ENVIRONMENT. ? WASTE MANAGEMENT IS THE AREA IN WHICH WE COULD REGISTER MAXIMUM BENEFIT. SEGREGATION OF PLASTIC AND BIODEGRADABLE WASTE IS DONE IN TWO SEPARATE COLLECTING AREAS. FOOD WASTE IS DISPOSED INTO TWO LARGE ANAEROBIC PIPE COMPOSTS INSTALLED NEAR THE DINING AREA. ? OUR CAMPUS IS SURROUNDED BY BOTH NATURAL AND PLANTED PLANTS, MAKING IT A LUSH AND UNDENIABLY PICTURESQUE ENVIRONMENT TO LIVE IN. THE STUDENTS TAKE GREAT EFFORTS TO MAINTAIN AND IMPROVE IT. ? FURTHERMORE, THE SOLID SOCIAL ORIENTATION AND GUIDANCE TRANSMITTED TO STUDENTS WAS EFFECTIVELY DISPLAYED DURING THE FLOODS THAT DESOLATED KERALA. A LARGE NUMBER OF STUDENTS CHIPPED IN SELFLESSLY DURING THEIR ONAM BREAK TO DEAL AND HELP WITH THE FLOOD RELIEF OPERATIONS IN A NEED-BASED MANNER.

Provide the weblink of the institution

<https://ststephens.net.in/uploads/naac/criteria7/SSC-7.3.1-InstitutionalDistintiveness-2018-19.pdf>

### **8.Future Plans of Actions for Next Academic Year**

Having fulfilled most of the quality criteria prescribed by the UGC, the college is hopefully preparing to get the final nod from the NAAC to get A . Each department is advised to take up socially useful extension activities in concurrence with the National Education Policy. The overall wellness facilities of the college have been upgraded. The college has been augmenting its infrastructural facilities to equip itself with a view of accommodating contemporary curricular needs. A fund of 2 crores had been sanctioned from RUSA and therefore this would be used for the development of the institution's facilities and infrastructure. The institution also has decided to start more certificate and value added courses to apply for more courses to strengthen industry-academia linkages to organize professional development programmes for teaching and non teaching staff to conduct student satisfaction survey in a more effective way to increase the number of ICT enabled classrooms to conduct more quality programmes for students To organize International National Seminars and workshops to conduct more quality programmes for students