Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**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**

2. Institutional Status

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)	https://ststephens.net.in/aqar

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. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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
Feedback from Students	**21-Jan-2020** **1**	**300**
Best practices towards NAAC- Workshop	**09-Oct-2020** **1**	**15**

Antiplastic Campaign	14-Dec-2019 1		1100
An awareness program on how to maintain Covid Protocol among Public and students	25-May-2020 1		20
Green Audit	10-Oct-2019 1		75
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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
Nikhil mohan	FIP substitute	State	2019 365	185232
Sruthy Elsa Jose	FDP substitute	State	2019 365	115938
Institution	RUSA	State	2019 365	3500000
Institution	Construction of women's hostel	UGC	2020 365	600000
Institution	Indoor sports training facilities	UGC	2020 365	400000
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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)	

1. Academic Administrative Audit (AAA) 2. National Level Paper presentation competition is organized 3. Feedback collected, analysed and used for improvements and initiation of follow up action 4..Participation in NIRF 5. Conducted Green auditing in association with CEERD. 6. Conducted awareness programme on the possibilities of e teaching techniques to teachers 7. Conducted seminars by national and international experts in various subjects 8. Conducted health literacy practices.

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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
Merit Day 2019	Merit Day was held on 4 July 2019 with the chief guest being Dr. P.G. Sankaran, the Pro ViceChancellor of CUSAT, and prizes were distributed to the students for their academic and extracurricular excellence in the previous academic year.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC	07-Dec-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	2020
Date of Submission	13-May-2020
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	We use an online total campus solution ERP software developed by Meshilogic which aids • Academic management and administration • Attendance recording, Timetable • Teacher and student data • Android Mobile Apps for teachers and

	parents • Internal Communication System for teachers etc. In addition to this software , we use computers, their accessories, telephone system, internet, notice board, suggestion box and e mail services for ensuring appropriate and adequate dissemination of necessary information. All admission procedures of students including payment of fees to various degree Programmes are conducted online. Mahatma Gandhi University ,which is the affiliating university has developed a software for conducting admissions, the various procedures related examinations including registration, issuing hall tickets, uploading of continuous evaluation marks etc. The data of all employees in the college have been uploaded in the concerned site of the government. The drawing and disbursement of salary and related service matters of teaching and non teaching staffs are done online through SPARK (Service and Payroll Administrative Repository of Kerala), an e Governance endeavour under Finance Department, Govt of Kerala. State Government has ventured this project with a vision to digitize all HR related service and salary data of teaching and non teaching staff .Service books of all employees in state service have been digitalized through this software. Thus an effective MIS prevails in our college. . College Digital Library acts a repository of knowledge by the • Subscription of more than 2 lakhs E books and E journals via NLIST which enables access to the e resources. • OMEKA, a digital repository, is used by teachers to share notes and references • Subscriber of Magzster since March 19th 2020. • Information Literacy training programmes for students is also available online https://infoliteracy.in/ • In association with the British Council, the college library has made available to the students the service of online research data like Proquest Database. • INFLIBNET Allows access to journals and resources from prestigious sources • http://openaccessindia.org/aboutus/workinggroup/ Open access initiative to provide access students and faculty to educational data.

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

The institution is left with little space to frame curriculum like any affiliated college. However, effort is taken to customize the content to suit to the special requirements of the college, even while scrupulously following the curriculum prescribed by the affiliated University. The college ensures adherence to every update notified by 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 CIE etc. Students are also given directions regarding curricular and co-curricular activities. The same is published on the College website also. Departments prepare the academic action plan and semester wise teaching plan to ensure optimum experiential learning. The syllabus work division is done at department level and its time-bound completion and effectiveness is ensured by the respective HoDs. Students are also made aware of the POs, PSOs and COs. 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) gives special attention to slow learners and aims to overcome the academic weakness of students Meritorious students are further motivated through Walk with a Scholar (WWS) to provide guidance to frame their future. In addition to the Internal examinations, formative evaluation is done through assignments, seminars, projects and field work. 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.In order to ensure proper documentation and tracking of these processes, teachers are instructed to maintain a Teacher Performance Record to record all 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. The old paradigm of 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, invited lectures, symposia, assignments and projects. Diverse publications by the departments and units take into account the demands of the curriculum.

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
Insurance	Nil	05/07/2019	Nil	Nil	Nil
Tally	Nil	18/07/2019	Nil	Nil	Nil

Course		Date		Focus	Skill
Practical accounting	Nil	09/07/2019	Nil	Nil	Nil
Certificate course in Biotechniques	Nil	15/10/2019	6	employability	skill in working biotechnology
Environment and sustainable development- Training and Practices	Nil	15/07/2019	6	entrepreneurship	Nil
Certificate Programme in Microsoft Excel	Nil	26/06/2019	6	employability	Nil
Certifcate course in communication presentation and organizational skills	Nil	02/07/2019	6	employability	Nil
Certificate course in LaTeX Programming	Nil	10/06/2019	6	employability	Computational skill
Certificate course in information literacy	Nil	17/06/2019	6	Employability	Life long learning
Breeding and rearing of fishes in aquarium	Nil	09/08/2019	30	Employability	Nil
Holticulture Practise	Nil	12/11/2019	Nil	Nil	Nil
Academic communication and publishing	Nil	14/01/2020	Nil	Nil	Nil
GST	Nil	24/06/2019	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill

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	06/06/2019
BSc	Physics Model 1	06/06/2019
BSc	Chemistry Model 1	06/06/2019
BSc	Zoology Model 1	06/06/2019
BA	Economics Model 1	06/06/2019
BA	English Language and Literature	06/06/2019
BA	English Language and Literature Model 2	06/06/2019
BCom	Computer Applications Model 1	06/06/2019
BCom	Finance and Taxation Model 1	06/06/2019
MSc	Physics	06/06/2019
MSc	Chemistry	06/06/2019
MSc	Computer Science	06/06/2019
MCom	Finance	06/06/2019

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

	Certificate	Diploma Course
Number of Students	410	320

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
Ethical Hacking	26/06/2020	20
Digital marketing	04/07/2019	21
Yoga exericise for sound health	18/07/2019	50
SPSS for data analysis	02/07/2019	40
Communication, presentation and organisational skills	07/08/2019	86
Organic Farming	11/11/2019	22
Human Rights	10/07/2019	Nill
Electronic Equipment Maintenance	01/08/2019	Nill
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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	28
MSc	Chemistry	12
MSc	Physics	12
BA	English Vocational	20
BCom	Computer Application	40
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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

Our college is practicing a feedback system accommodating all the stake holders including teachers, students, alumni, employers and parents with the objectives of collecting necessary inputs from all to improve the performance and effectiveness of the college as a whole. Our college has implemented an online students feedback system to obtain feedback on syllabus teaching and various academic activities. IQAC collected feedback from students of all the departments in Google form in a standardized format. The difficulties of the students were identified and discussed and corrective measures were taken to help the students to progress. Departmental level feedback is also taken from the students to enhance the teaching learning process. Feedback is shared with teachers so that further improvement can be achieved in the teaching process. Feedback from parents, employers and alumni were also taken which offer a framework for the faculty to suggest modifications or inclusions in the University Curriculum. Suggestions made through the above feedbacks were conveyed to the University through teachers who are members of the Board of Studies or those attending seminars/workshops on the curriculum.

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
BSc	Physics	40	628	23
BCom	Computer Application	50	2024	47
BA	Economics	50	1270	50
BA	English-Model II	24	355	23

BA	English-Model I	50	1310	45
BSc	Zoology	40	1002	35
BSc	Chemistry	40	737	27
BCom	Finance and Taxation	50	334	39
MSc	Chemistry	15	1860	15
MSc	Physics	13	1481	13
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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
2019	915	120	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	Numberof smart classrooms	E-resources and techniques used
60	60	80	13	2	20
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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 to 30 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
1035	60	1:17

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	Nill	26	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
2020	Dr. Stephen Mathew	Assistant Professor	Award for outstanding Academic contributions by ENBRIDGE

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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	1	16/12/2019	28/01/2021

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

- The College follows the curriculum prescribed by the affiliated university. In UG and PG programs, the CIE components are attendance, test papers, and assignments/seminars. • During the orientation program 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. The academic calendar clearly specifies the same and includes the schedule of the PTA meetings where the academic progress of the students is shared with the parents. • Fully Fledged Examination Cell deals with grievances regarding the conduct of examinations and related matters in the college. The college conducts two internal assessment tests and a 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 incorporated into the general academic calendar. To increase the seriousness of students,

test papers are conducted in a centralized manner. CCTV cameras are installed in examination halls to control malpractices including copying. Internal squads are also appointed for the smooth conductance of the examination. The exam timetable 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 the 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 records 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 fewer marks in the internal examinations and also they are counseled 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 the examination

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

? As per the curriculum, the College prepares an academic calendar every year in tandem with the University norms. ? The academic calendar is provided to the students as a part of the student handbook. The departments prepare an action plan for the year which is then incorporated into the general academic calendar. Care is also taken to ensure that the co- and extracurricular activities are scheduled in such a way as not to affect the academic activities of the college. ? The academic calendar includes the schedule of the PTA meetings, where the academic progress of the students is shared with their parents. Thus, the calendar serves as a road map to all the stakeholders regarding the academic activities of the college. ? The academic calendar clearly specifies the composition of the Examination Cell which is in charge of the Internal Examinations and Internal Assessment. The Cell also deals with grievances regarding the conduct of examinations and related matters in the college. The Grievance Redressal System follows a three-tier system, at the department, the college, and the University levels. ? Measures are taken to ensure that the time allotted for the academic activities does not suffer due to any unforeseen circumstances. The concerned department ensures this by arranging additional classes to compensate for the deviations from the calendar. Such classes are scheduled as additional class hours in the morning and evening of regular working days or on holidays. ? The IQAC ensures the conduct of the programs stipulated by each department in the academic calendar by periodical review and monitoring. ? An academic Audit is done every year to ensure the effective functioning of all the departments and other bodies in the college.

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
UG MAT	BSc	Mathematics	24	20	83

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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
Major Projects	0	NIL	0	0

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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
Five-day State-level workshop on Data Analysis in Social Sciences	Department of Commerce in association with Insurance Institute of India and M.G. University	06/08/2019
One-day state-level seminar on Academic Publishing in Social Sciences	Department of Commerce	27/09/2019
National-level seminar on "Chemist's Future"	Department of Chemistry	20/09/2019

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
Third place in the Model Parliament competition	St. Stephens College	Institute of Parliamentary affaires, Government of Kerala	28/10/2019	Parliamentary Affaires
One of the best Parliamentarians from the Kottayam district	Jewel Raju	Institute of Parliamentary affaires, Government of Kerala	24/10/2019	Parliamentary Affaires

Elected as one of the moderators of Matter Modelling Stack Exchange. An international community of more than thousand scientists/researchers working in the field of matter/materials modelling	Sri. Thomas Mathew	Material Science Stack Exchange	Nill	Research
Best programme co-ordinator of Model Parliament	Sri. Thomas KC	Institute of Parliamentary affaires, Government of Kerala	28/10/2019	Parliamentary Affaires

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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
Business incubation center	Media centre that produce radioSSC and short films	ED Club	Imimix Designs	Logos Posters, Brochures	06/04/2020
Business incubation center	Organic farming nursery	CEERD	Dairy farm	Vegetable cultivation and cattle rearing lead by our alumni	11/05/2020
Business incubation center	Capacity Building	Women Cell	Arohis Baking Crest	Cake Business	13/05/2020

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3	2	1

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

Name of the Department	Number of PhD's Awarded
0	Nill

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)

International	Physics	2	2
National	Economics	1	Nill
International	Chemistry	3	2.5
National	Commerce CA	1	Nill
National	Commerce FT	1	Nill
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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
Hindi	1
Zoology	1
English	6
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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
Natural Polymers Based Hydrogels for Cell Culture Applications	Gils Jose	Current medicinal chemistry	2020	Nill	Nill	13
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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
Natural Polymers Based Hydrogels for Cell Culture Applications	Gils Jose	Current Medicinal Chemistry	2020	6	Nill	Nill
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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	4	10	22	35
Resource persons	1	4	4	2

| Presented papers | 1 | 1 | 1 | 1 |

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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
Health literacy dissemination website www.healthi nfonet.in	Library	4	1035

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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
'Swachta Pakhwada ':anti-plastic rally, at Uzhavoor Town and Logging of 22kg of plastic waste from Uzhavoor Town	Certificate of appreciation	Uzhavoor Grama Panchayath	108
National Service Scheme Activities	Certificate of appreciation	Mahatma Gandhi University	200

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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	Peruva Grama Panchayath	Cleaning Activities in the adopted village	4	120

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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
Faculty Exchange	10	NA	60
Research Project	10	NA	60
Research Publication	3	NA	60

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
Collaboration	Internship	Department of Physics, Devamatha Collage, Kuravilangad, Mob:9895602191	06/01/2020	02/03/2020	Dr.Tina Sebastian

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
Tropical Institute of ecological sciences Kottayam	03/10/2019	Assist in the study of the Fauna of the Campus and Conservation of animal diversity, sharing of instrumental facility and seminars	79

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
18.1	19.6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing

Campus Area	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 software	Nature of automation (fully or patially)	Version	Year of automation
koha	Partially	19.11.03	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33771	3794598	250	707456	34021	4502054
Reference Books	1195	689934	35	85643	1230	775577

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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
Aby Jimson	Computational Chemistry Theory and Practical	Moodle	Nill
Aby Jimson	Spectroscopy	Moodle	Nill
Jasimudeen S	Health Infonet	go daddy	Nill
Aby Jimson	Organic Chemistry	weebly	Nill
Biju Thomas	Learning Behaviour	You Tube	Nill
Benny Thomas	English Literature	Google Classroom	Nill

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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	111	70	100	1	18	10	12	60	0
Added	0	0	0	0	0	0	0	0	0
Total	111	70	100	1	18	10	12	60	0

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

60 MBPS/ GBPS

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
MOODLE	https://abyjimson.gnomio.com/login/index.php
TEACH:ABLE	https://health-infonet.teachable.com/
YOU TUBE	https://youtube.com/user/TheAbzaby
WEEBLY	https://abjmsn.weebly.com/
godaddy	https://health-infonet.teachable.com/p/academic-communication-trends
you tube	https://www.youtube.com/c/PadippistMedia

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 incurredon maintenance of physical facilites
19.58	15	15.55	16

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)

The institution has a systematic mechanism for maintenance and utilization of the infrastructural facilities and equipments. There are different committees to monitor the smooth functioning of the same through external agencies on demand as per the need and through the faculty members of the institution and skilled staff appointed by the management. ? MAINTENANCE ? At the beginning of each academic year, the Planning and Purchase Committee/ Local Management Committee in consultation with the Management, plans the budgetary provisions for the various requirements associated with the maintenance and upkeep of the infrastructure. ? All policies ensure the optimal utilization of the provisions and facilities of the college to ensure an all-rounded academic environment for the students in the budget. ? All the infrastructural amenities of the college are properly maintained and upgraded on a timely basis. ? PHYSICAL AND ACADEMIC FACILITIES ? CLASSROOMS ? There are enough spacious well-ventilated classrooms for routine classes with library, administrative office and other basic facilities as per the university affiliation norms. ? All the classrooms in the college are numbered and regularly cleaned. Care is taken for the maintenance of the furniture, doors and windows. ? In addition to the regular usage of these rooms for curricular activities, it is also made available for the conduct of examinations, both private and government. ? All the classroom utilities like benches, desks, lecture stands and chairs are properly numbered for the ease of maintenance. ? COMPUTERS ? All the computer labs are supplied with UPS for regular backup and provisions for the same have also been made at major locations like the academic/administrative office and the College Library. ? The college has 60 mpbs broadband facility ? Software upgradation and installation of anti-virus packages are done for all the computers in the campus on a timely basis. ? Computers are properly serviced and reused in an

attempt to reduce e-waste ? The maintenance of the computer hardware and software of the institution is carried out by third party experts through an annual maintenance contract. ? LABORATORY ? At the end of every academic year, the HoDs, who are in charge of the upkeep of their respective laboratories, submit a report on the working status of the equipment used in their departments. ? Annual stock verification of chemicals and glassware are done promptly. A stock register is kept in all departments 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 and by skilled external technicians before the commencement of the new academic year., if need be. ? Students are given proper orientation with regard to the use of laboratory equipment, dress codes, disposal of waste, safety measures, first aid tips etc. ? Waste management is as per the green protocol. ? LIBRARY ? The Librarian, with the help of library assistants, initiates the requirement and maintenance of the library facilities

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	Snehanidhi, Endowment, Student Aid Fund, Jeevakarunya	178	225235
Financial Support from Other Sources			
a) National	e -grants, Scholarships	855	3325655
b)International	NIL	Nill	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
Yoga training	10/06/2019	70	National Cadet Corps
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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 passedin the comp. exam	Number of studentsp placed
2020	Career Placement Cell	224	332	95	21

| 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
15	15	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	Nill	75	29

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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	145	Nill	Nill	Nill	Nill

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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	3
GATE	1
Any Other	78

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

Activity	Level	Number of Participants
St Stephens Vanambadi Competition	Collegiate	32
Miss St Stephens Competition	Collegiate	20
All Kerala NCC fest Commando 2020	State	120
Tik Tok video competition	Collegiate	75
23rd Prof. Celine K Joseph Memorial All Kerala intercollegiate Physics Quiz and seminar competition	State	95
Shuttle Badminton Tournament	State	18

All Kerala Intercollegiate Football Tournament	State		160
All Kerala Intercollegiate Volleyball Tournaments for Men and Women	State		90
Intramural Sport Day	Collegiate		550
Arts Fest	Collegiate		395
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nill	National	39	12	Nill	Nill
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are the major stakeholders of the institution and care is taken to ensure their representation and participation in the administrative, academic, co-curricular, and extra-curricular activities. ? Student Council • The College has an active Student Council elected on the parliamentary model as per Para 6.2.4 of the J.M. Lyngdoh Commission Report and the order passed by the Supreme Court of India in SLP No. 24295/2004 and the High Court of Kerala. • The Student Council consists of a Chairperson, Vice-Chairperson (reserved for female students), General Secretary, two University Union Councilors, College Magazine Editor, Arts Club Secretary, Sports Secretary, and two lady representatives in addition to one girl and one boy as Class Representatives from each class. The Student Council officially represents the students. Suggestions and grievances are given to the Principal in writing and necessary steps are taken after it is brought to the notice of the Principal and the College Council. Formal meetings of the Council members, class representatives, and departmental association in-charges are held to chalk out the co-curricular and extra-curricular activities. ? Administrative Level Representation • IQAC: Student representation ensures student involvement in core decision making and implementation and also helps the management to understand the problems faced by the students regarding infrastructure, teaching-learning, etc. • Grievance Redressal Committee ensures student representation • Library Advisory Committee has student representatives to put forward student concerns and recommendations on library facilities. • Mobile Inspection Squad • Anti-Ragging Committee, Anti- Narcotic Cell, Anti-Sexual Harassment Cell, Discipline Committee, Canteen Committee, Grievance Redressal Committee, and Women's Cell • Walk With a Scholar (WWS) and Scholar Support Programme (SSP)have student representatives in the college level monitoring committee. ? Co-curricular and Extracurricular Participation • Students Council and the Celebration Committee organize programs and identify students for participation in ? Inter-collegiate, University/ State/ National level sports and cultural events ? Onam and Christmas celebrations ? College day celebration ? Foodfest ? Arts festival ? observance of important local/national/international days ? invited talks, debates, competitions, exhibitions, etc • The elected Sports Secretary helps

coordinate sports activities to develop a spirit of sportsmanship among students. • Department Associations with the student executive committee support the students in both academic and non-academic affairs and also act as the platform for showcasing their talents. • Drama Club, Oratory Club, Nature and Birds Club, Entrepreneurship Development Club, Folklore Club, etc function for students under the supervision of teachers • NSS activities witness active student participation along with the active involvement of community members. • NCC participation helps mold a patriotic, disciplined, and socially-oriented student community. • CEERD ensures that all students are members of the unit, with the representation of two students from each class to the executive body. • The College Magazine spearheaded by Magazine Editor helps mirror the activities of the year and to bring to the limelight the literary and aesthetic talents of students. • SSC Radio is a student-run initiative.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Registration number: 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 helping promote welfare activities. 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 illustrious alumni spread out over different parts of the world with Chapters in UAE, Kuwait, Qatar, Dubai, the U.K, and state-wise chapters in the USA. ? The Annual Alumni meet, convened on Sunday that precedes Christmas every year, witnesses the participation of the Alumni Executive and members, teachers, and retired teachers. The achievements of alumni members are also honored on this occasion in addition to the cultural program. ? Departmental Alumni meets and annual get-togethers help to establish a strong alumni network. ? Jubilee celebrations of the college always witness the joint efforts of the Alumni and the institution. ? Some of the present faculty are members of the alumni association and they play an important role in maintaining a strong alumni bond for the development of the college. Since its inception, the Alumni association has provided strong 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 programs for the benefit of students enrolled in the institution. FINANCIAL CONTRIBUTIONS: • Institution of awards, endowment scholarships, cash prizes, and financial support to the students • • Infrastructural development • Sponsorship of events infests and competitions NON-FINANCIAL CONTRIBUTIONS: • Dr. K. R. Narayanan Memorial Lecture Series: Annual Lecture Series in memory of the Late President of India, Dr. K. R Narayanan who was a well-wisher of this institution. The Association has been regularly conducting this since 2006, with invited talks by renowned speakers • Academic Interaction: Prominent alumni share their expertise and interact with students, as resource persons/guests of honor. • Dr. K.R. Narayanan Memorial Intercollegiate Elocution Competition: Spearheaded by ALMASS, this event witness student participation from the various universities of Kerala • IQAC: Alumni representation ensures active support in IQAC's quality enhancement initiatives • Talks: ALMASS has always been at the forefront to organize talks by experts and media debates • Guidance and Support: Prominent alumni such as Member of Legislative Assembly and members of local bodies contribute as well-wishers and promoters of the institution • Department Alumni takes initiatives to honor the retired faculty. • Alumni feedback through departments, the college website, and other social media is very valuable for institutional assessment and

5.4.2 – No. of enrolled Alumni:

325

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

300000

5.4.4 – Meetings/activities organized by Alumni Association :

Yearly Alumni meet: Every year the Sunday that preceded Christmas is especially devoted to the annual gathering. Alumni Executives, teachers, and retired teachers participate in this program. Very often this gathering turns out to be the meeting ground of generations of women. Cultural programs and refreshments add color to the program. The achievements of the eminent alumni are honored on the occasion. In the memory of Late President of India Dr. K. R Narayanan, from 2006 onwards the Association regularly conducted Dr. K. R. Narayanan Memorial Lecture series by well-known contemporary speakers for the students of the college for inspiring and inculcating values in them. 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. • The General alumni meeting of the college was held on 22 December 2019 • Reflections-94 was the meet-up of the 1994-97 alumni batch of the Physics Dept. on 13 July 2019. The Commerce Department had its alumni meet on 02 October 2019 day with its former faculty members and students actively participating in the event. • As part of its Golden Jubilee Celebrations, the alumni association of the Department of Economics organized a panel discussion consisting of eminent panelists on 16 December 2019, called "Industrial Investment in Kerala: Opportunities and Challenges". • On 1 January 2020,the department of English was visited by their 2014-17 Alumni batch who also

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)

Decentralization The institution ensures decentralized administration and plays a leading role in institutionalizing the best practices of the departments. A classic evidence of the practice of decentralization and participative management of the College is manifested in the augmentation of infrastructural facilities availing RUSA funds.• A total fund of Rupees 2 crores was sanctioned to the college in the previous year• A Detailed Project Report (DPR) was prepared by the RUSA Project Committee taking into consideration the suggestions of the Governing Body .This enabled the provision of funds for the augmentation of infrastructural facilities pertaining to teaching and research such as rennovation of jubilee building ,upgradation and renovation of existing laboratory facilities, networking and computer facilities, purchase of lab equipment etc • To ensure the proper usage of funds, a Board of Governance was formed consisting of members such as representatives of the management and technical staff. In addition a Project Monitoring Committee was formed, which had varied and representative members such as people from the PTA, faculty, non-teaching and the student community. Frequent meetings were convened at the institutional level and the department level involving all the stakeholders. This process of decentralisation has substantially alleviated the target attainment. The second evidence of the practice of decentralization and participative management of the College was Academic audit on February 2020 which was lead by the Governing body . The Management in consultation with the IQAC Coordinator scheduled the date. A common staff meeting was convened and

respective committees were formed in accordance with the criteria requirement. The existing convenor was appointed to lead the criterion committees. The committees thus constituted have been calling frequent meetings and evaluating their progress ever since. The smooth functioning of the committees was ensured through the participation of the students who were always ready to work hand in hand with the teachers and other stakeholders. As the institution came to the threshold of the NAAC visit the committees intensified their collaborative work. Metric wise sub committees were formed to bolster the criterion committees. Frequent meetings were convened at the institutional level and the department level involving all the stakeholders. This process of decentralisation has substantially alleviated the work of the IQAC Coordinator. The decentralised NAAC team work testifies to the institutional ethos of democracy and participative management.

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
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 roles of a facilitator and a mentor, 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.
Curriculum Development	The institution, being an affiliated college, is left with little space to frame the curriculum. However, the effort is taken to customize the content to suit the special requirements of the college, while scrupulously 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 direct involvement in the framing of the curriculum, the institution exerts its influence through the faculty in the Boards of Studies and the Syllabus Revision Committee. Feedback from parents and students also serves to give suggestions to the University.
Examination and Evaluation	The Examination Cell is fully involved in dealing with examination related works. Internal 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. Teachers collect feedback regarding their teaching strategies from the students at the end of every semester in the feedback form issued by the departments. Result analysis is maintained by the department heads which are updated when the results of every semester examination are published by the University.
Admission of Students	The college admits students through online centralized admission process (CAP). Merit lists are Displayed. e weightage is given for Divyagjan, SC/ST/OEC/OBC students. The college also admits students who excelin Sports and Cultural activities. Information regarding admission is disseminated through college website and hand book. The college appoints an Admission committee. Help desk is set up for students for counselling which helps the students in taking the right course of their choice.
Industry Interaction / Collaboration	The college always encourages collaborative projects of the department with industries. Students of Department of Commerce and English Vocational do their internship or job oriented training in nearby industries. ED club of the college arranges industrial visit and interaction with industry representatives.
Human Resource Management	The college recruits and promotes teaching and nonteaching staff as per the norms of UGC, State Govt., and MG University. the institutional duties are shared among the stakeholders in correspondence with their respective competence. The stakeholders are given the liberty to take responsibility in various capacities. The management of the institution is well organized through an administrative tier system hierarchically starting with the Principal and ending with the mentor. The human resource of the institution duly absorbed into bodies like IQAC, College Council, PTA, Alumni Association, and the different clubs

	and organizations The college follows a multi-tiered systematic Performance Appraisal System for both the teaching and non-teaching staff, through which the management is able to assess the contributions of the staff. It also motivates the staff to do their best and aims at professional learning, growth, and teamwork which will, in turn, lead to holistic development. The Principal regularly meets the staff and addresses their grievances if any. The progress of an organization depends on its employees and the provision of welfare measures for the staff are inevitable for the seamless functioning and growth of any organization. The institution has effective welfare schemes for the benefit of its teaching and non-teaching staff as it believes that one can give their best when he/she is happy at work. This in turn has a positive impact on the student community. The academic needs of the students are addressed in a method starting with the mentor and going through the tutor and HOD and culminating with the Principal
Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT, and Physical Infrastructure are assistance upgraded periodically based on the recommendations of the Library Committee.• A well-stocked, spacious fully automated library with browsing facilities and subscription of more than 2 lakhs E-books and E-journals via N-LIST enables access to the e-resources. The digital repository OMEK Venables teachers to share notes and references. With the subscription of Magister, the college provides access to 5000 magazines and newspapers. In association with the British Council, the college library has made available to the students the service of online research data like the Proquest Database. • Wi-Fi enabled campus under the surveillance of CCTV to ensure round-the-clock security - no. of classrooms needed. Department digital classrooms are equipped with high-quality projectors, laptops, Wi-Fi, and smart boards • The Golden Jubilee Block was constructed after the last NAAC accreditation to meet the growing infrastructural needs and consists of ……. Classrooms. • DST- FIST lab caters to the ICT needs of the science

	department students Language and Audio-Visual Lab with state-of-the-art technology Radio SSC / Studio/ Media Room enabled with acoustic facilities and public address system
Research and Development	The Research Cell of the college publishes a multidisciplinary research journal 'AUREOLE' every year with ISSN No. print- 2249-7862 online -2455-877x (www.aureoleonline.in).To augment scientific temper among students, an in-house copy of Aureole ensures student paper publication. RD cell of the Institute consists of eminent academicians. Departments occasionally conduct national and international seminars. Major and minor research projects as part of the faculty development program and that of the curriculum are supported by the departments. The college library is a subscriber of the NLIST facility through which e-journals and ebooks • are made available to the researchers (both students and staff. Laboratories are well equipped under the financial assistant of the DST-FIST scheme

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

E-governace 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. Informations are Disseminated to stakeholders through college portal Whatsaap and email. The college uses ERP -Meshilogic software for effective governance
Administration	The governance 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 auditing is done and frequent 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 the Principal for financial accuracy. The directions from the Higher Education department and external Chartered Account are followed during the internal audit process. External audit is done by a chartered accountant, audit wing from Deputy Directorate of Collegiate Education, Kottayam, and Accountant's General's Office, Trivandrum
Student Admission and Support	Student data is maintained through ERP –Meshilogic software Admission process is completed online as per the guidelines of the university. Payment of fees is done online mode. 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	Dates of examinations is 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 processare lucid. Submission of application,fee remittance, collection of hall tickets, generation of question papers,submission of attendance and internalmarks 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 and 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
2020	AMBILY CATHERINE THOMAS	INTERNATIONAL WORKSHOP ON OUTCOME BASED EDUCATION AND ICT ENABLED TEACHING LERNING	Nill	1000
2019	ARUN THOMAS	HANDS ON TRAINING ON OUTCOME BASED EDUCATION	Nill	500
2019	ABHISHEK THOMAS	HANDS ON TRAINING ON OUTCOME BASED EDUCATION	Nill	500
		View File		

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)
2019	Nill	ERP software	Nill	Nill	Nill	12
2019	moodle lms	Nill	Nill	Nill	50	Nill
2020	ACADEMIC WRITING	Nill	Nill	Nill	40	Nill
2020	SERVICE RULES	Nill	Nill	Nill	Nill	Nill
2020	Nill	SPARK	Nill	Nill	Nill	Nill
Nill	UGC PAY FIXATION	Nill	Nill	Nill	Nill	Nill
			No file uploaded.			

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	10	Nill	Nill	Nill

Course					
		View File			

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	26	Nill	4

6.3.5 – Welfare schemes for

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

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 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	4058314	college development

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6.4.3 – Total corpus fund generated

12134741

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	Yes	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 • throughbritish 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

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	Date of	Duration From	Duration To	Number of

	initiative by IQAC	conducting IQAC			participants
2019	participation in NIRF	30/11/2019	Nill	Nill	1100

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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
skill development for girls student	Nill	Nill	17	Nill
Tutorial system	Nill	Nill	512	400
Awareness classes	Nill	Nill	480	420
Self defence classes	Nill	Nill	25	Nill
competitions for girl student	18/02/2020	Nill	26	Nill
food fest	23/01/2020	Nill	41	Nill
certificate course in yoga	Nill	Nill	40	Nill
yoga	Nill	Nill	22	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 12/31/21, 9:07 PM https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqarFilledData/eyJpdiI6ImYxV2RnUVhQNVAzZm11ZzJHcHUxRkE9PSIsInZhbHVlIjoiUWpGXC9oZjQ0YThkaEE4NHMrS… https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqarFilledData/eyJpdiI6ImYxV2RnUVhQNVAzZm11ZzJHcHUxRkE9PSIsInZhbHVlIjoiUWpGXC9oZjQ0YThkaEE4NHMrSUlyV3IwMmdJbVB… 36/42 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	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	Yes	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	Yes	Nill

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
2019	1	2	17/06/2019	Nill	Valicheriyal muktha campus, gramam, nagaram scheme'-	pollution	200
					[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)
Mobile phones	Nill	Mobile phones are not

prohibited		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.
dress code	Nill	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
equality	Nill	Uniform is made compulsory for students and decent dress code for faculty member
Stick on to the discipline	Nill	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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Participation in National Integration Camp	Nil	Nil	Nil
Blood donation	Nil	Nil	Nil
Celebration of important national days	Nil	Nil	Nil

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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 departments english 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 functioning vermicompost unit by the 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

Title In quest of future scientists- Quesitio 2020 Duration Year of inception – 2020 The All-India Paper Presentation Competition - Quesitio 2020 was conducted from 02/11/2020 to 08/11/2020. The program lasted for 10 days, each day allotted for different subjects. Objectives 1. To provide an opportunity for students conducting original scientific investigations to present their work publicly. 2. To receive recognition for their achievement. 3. To publish their research works in the National peer reviewed research journal 4. To present the project done in their UG/PG in front of a panel of eminent academicians. 5. To promote future aspirants by creating a scientific temper towards research. Context Research usually is restricted to the academicians only. Ensuring public participation in the development of research will definitely help to improve social knowledge and scientific interventions in the society. Students are given the opportunity to conduct research as final year projects of UG/PG courses. This program is unique by the opportunity provided to students, rather than professionals who are experienced in research, to explore their ideas done to the public by presenting it. Youngsters are the backbones of our nation, who has to be given ample support and recognition for their relevant ideas and contributions for society. By organizing this program, we envisage the overall promotion of research in various disciplines and the budding aspirants. Articles from the science, commerce and arts streams were highly discussed. Practice During the time of Covid-19 pandemic, the only possible way to conduct the program was through online media. Abstracts were invited from students, who had completed/ would be completing their UG/PG in arts and science from colleges and universities across the country in the year 2020. Hundreds of abstracts were received and were screened and shortlisted by peer reviewers. Applicants with shortlisted articles were invited to present their work through online platform. The program was inaugurated by Dr. R. Prakash, Deputy Director, Collegiate Education, Kottayam on 02/11/2020. 70 students were selected to the final round presentation in nine disciplines. The programmes were conducted through Google meet . All the participants were highly competitive and well prepared. Their research works were commendable. Results were announced following the valedictory function on 08/11/2020. The best

projects among different subjects were awarded cash prizes. Selected articles were published in the Annual multidisciplinary research journal Aureole 2020 (ISSN NO: 2249 -7862(Print) and 2455 -877X (online).. All the final round participants were given e-certficates. Evidence of success In Spite of various technical encounters, the program was run through a line of success. Participation of a large number of students amidst this pandemic is highly appreciable. The program, being online, was also beneficial to students who participated from states other than Kerala. Offline conduct would have demanded their physical presence. Many universities demand the publication of research papers to fulfill the requirements to meet in order to be awarded a masters degree. Here we give a chance for students for the same. Discussion with the judges followed by peer group discussion was also highly appreciated. Yearly conduct of this program will definitely help students to come forward with their ideas, that may benefit the society. Since most of our universities do not have this practice, students might consider the final year research project lightly. But recognition through such a competition will definitely want them to take the research more seriously. Being a platform to ensure the interaction of peers will definitely make this program relevant. This will help to boost the confidence as well as to enhance their talents as a researcher. Along with it, the presentation skills, research article writing skill and social interaction ability are also ensured by this practice. Problems Online meetings are not the complete solution to address the needs of the society to interact. Technical errors, internet range issues and also unavailability of suitable gadgets will adversely affect students who want to participate in the program. Face to face interactions help one to identify the emotional balance needed to face an audience and to build up confidence. Being on the screen wont ensure the proper presentation and seriousness needed to compete. Moreover, social interaction skills also deteriorate eventually. BEST PRACTICE 2: Title of the Practice: Leading Digital: Turning Technology into Classroom Objectives of the Practice- 100 words With an eye towards establishing 100 digital classrooms and enhancing ICT enabled learning experience for students as well as teachers, the institution implemented such a practice and the major objectives include: ? To ensure an optimal teaching learning environment for upgrading the status of the education. ? To utilize information and communication technology to support, enhance and optimize the transaction of knowledge. ? To transform the entire classrooms of the College into Hi-Tech and provide an avant-garde teaching-learning experience. ? To increase the use of ICT in education by integrating technology to the curriculum which has significant and positive impact on students' achievements. ? To lead towards an improved student learning and better teaching methods. (110 words) The Context: 150 words ICT has invaded and changed numerous parts of our day to day routines to the degree that we experience an environment overwhelmed by innovation and it is moreover part of our lifestyle than a choice. Recognizing the bidirectional link between education and technology and consistently striving and upgrading itself to keep up its mission in education as per the prerequisites of time, it was inevitable to upgrade the existing ICT facilities and to implement Hi-tech classrooms in St. Stephens College Uzhavoor. As per IQAC meeting held on March 2020, it was decided to move ahead with the project of smart classrooms and digital theatre. The Practice: 400 words In its quest for achieving world class university standards and with an intent to purvey to the changing requirements of students, St. Stephen's has adopted innovative methods of teaching and has taken care to improve its infrastructure by incorporating/modifying classrooms to Hi-tech. Furthermore, in order to enhance the teaching-learning experience, a proposal was put forward to the government through the RUSA scheme for upgradation of classrooms to smart classrooms in July 2020, which was later accepted after review and granted 15 lakhs for 10 classes. In addition to this, joint meeting all Head of the Departments and Alumni executive body was held and it was then, a suggestion regarding interactive panels was put forward.

Alumni members were, further, contacted for funds to establish interactive panels in every department. A proposal was also put forward that the management would pool half the total amount needed and the rest half by the alumni of each department and former faculties. After multiple discussions and thorough planning, the panels were installed in November 2020. Thus, every classroom in the college was digitally enabled- having all together 13 high-tech (interactive panels) classrooms, 10 smart classrooms (interactive projectors) and the rest of the classrooms having projectors. In addition to wireless internet access being available in every classroom, the sophisticated interactive panels equipped with high-speed and uninterrupted network connection made learning more engaging and effective. Moreover, the establishment of a commodious educational theatre was advanced and is almost complete. This would bring forth an ultimate immersive experience and target every sense simultaneously. With its utilization of all the four learning styles, including visual, aural, verbal and physical, the educational theatre would carry deep messages and leave strong imprints in the students. In this way, the educational theatre would have a profound effect and provide an avant-garde teaching-learning experience. A fully air conditioned and high-tech Conference Hall enabled creative discussion for students as well as teachers. This facilitated the dissemination of knowledge through visual-interactive learning and enlarged skylines for students. An extensive College library, of a first grade status, with more than 34000 books, subscribes to N- List, and gives access to 4000 e-journals and to more than two lakh e-books via 10 academic databases. The library has a smart phone digital library which caters to the needs of visually challenged students and provides access to subject-wise accessible books. Bearing in mind that education could not be limited within the teacher alone and taught without a social environment, the college also has a Cutting-edge and technology advanced media Centre. The centre has a seating capacity of 50. (423 words) Evidence of Success (200 words) In St. Stephen's College, ICT tools are now integrated in every aspect of the teaching learning process. Furthermore, the response from the side of students was also deeply overwhelming. They verified that the use of educational technologies makes them feel more successful and enlarged skylines for them. Even instructors stated that such tools create more organized learning and alert instructors to search for the best tools for students, and let course materials accessible whenever students need. Even when students missed sessions due to genuine/unforeseen circumstances, this benefitted them, since notes could be shared. Especially in the current COVID scenario, even when students were infected and isolated, students would be able to attend sessions online or even access materials as per their convenience. The digitized classrooms, furthermore,

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-2019-20.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

Environmental consciousness 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. In the college campus sprawling across 11.5 acres, the need to preserve the fauna and flora, conservation of water, energy, soil etc. will guarantee the foundation for a sustainable environment. The major objectives of this thrust area are To develop an eco-friendly campus with the cooperation of students To promote green living that helps to conserve energy and also prevent air, water and noise pollution. To include schemes that prove to be a boon for the environment and also prevent human health from deterioration. To develop 'love for nature' and create an awareness about nature conservation among the students. To sustain nature and to keep the environment neat and clean through novel ventures including 'microfarming' organize rallies, awareness programmes, among many and in this manner, generate and cultivate a healthy generation. The Practice 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 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 characterized. At College Level : The Clubs like Centre for Environmental Education and Rural Development (CEERD) , National Service Scheme (NSS) ,National Cadet Corps (NCC) are actively participated in the Environmental protection and promotion activities. The practice of developing an eco-friendly campus has helped to create an environmentally conscious student community. This has taken students outside classrooms providing them a unique learning experience. ? It has made them aware about their responsibility to protect and conserve nature and environment. Students showed great interest and actively participated in various programs of nature related activities in the environmental education classes (Nature camps)organized at different forests in Kerala. Students have made short films and documentaries related to nature and presented the same in the prestigious 'Rain International Nature Film Festival' in the year 2019 2020. The college has been declared a plastic free zone and the students are encouraged to reduce the use of plastic inside the class. Majority of the students consented to the use of eco-friendly pens instead of plastic pens.

Provide the weblink of the institution
https://ststephens.net.in/uploads/naac/criteria7/SSC-7.3.1-InstitutionalDistinctiveness-2019-20.pdf

8.Future Plans of Actions for Next Academic Year

To attain A grade in the upcoming NAAC visit To upgrade into a fully digitalised teaching learning environment To augment infrastructure facilities using RUSA fund