



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		ST. STEPHEN'S COLLEGE, UZHAVOOR
• Name of the Head of the institution	Dr. STEPHEN MATHEW	
• Designation	ASSISTANT PROFESSOR	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	04822240127	
• Mobile no	9446015903	
• Registered e-mail	info@ststephens.net.in	
• Alternate e-mail	principal@ststephens.net.in	
• Address	UZHAVOOR	
• City/Town	KOTTAYAM	
• State/UT	KERALA	
• Pin Code	686634	
2.Institutional status		
• Affiliated /Constituent	AFFILIATED	
• Type of Institution	Co-education	
• Location	Rural	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	MAHATMA GANDHI UNIVERSITY, KOTTAYAM				
• Name of the IQAC Coordinator	Dr.Sincy Joseph				
• Phone No.	9447959048				
• Alternate phone No.	9446196882				
• Mobile	9349802181				
• IQAC e-mail address	iqacsscuzhavor@gmail.com				
• Alternate Email address	info@ststephens.net.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://ststephens.net.in/edu-admin/uploads/iqac/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ststephens.net.in/college-handbook-calender				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A+	3.39	2022	11/10/2022	10/10/2027
6.Date of Establishment of IQAC			26/02/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
St.Stephen's College Uzhavoor	RUSA	RUSA SPD	2020-21	1,00,00,000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Installation of MOODLE- Learning Management System		
Organised Quaesitio 2020 - National Level Paper Presentation Competition		
Organized seminars on Programme Specific Outcomes and CO - PO Mapping		
Establishment of Dr. K.R Narayanan Chair for Social Justice and Joseph Chazhikadan Chair for Regional Development Studies.		
Conduct of FDP series on E-Teaching during Covid - 19 pandemic		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Regular IQAC Meetings	Conducted 4 meetings in 2020-21 to plan & implement various academic & administrative activities.	
Participation in NIRF ranking & AISHE survey	The college has participated in NIRF2022 & AISHE survey	
Monitoring of Add-on Courses	14 Add-on courses offered during the year 2020-21.	
Program & Course Outcome	Organized seminars on Programme	

Attainment & Result Analysis	Specific Outcomes and CO - PO Mapping. Programme specific and Course outcomes were charted and regularly communicated to students to align it with the teaching-learning process. Outcome Attainment analysis was done for the UG and PG programmes.
General as well as Curriculum Feedback Collection	General as well as Curriculum Feedback was collected & analyzed. The IQAC suggestions for improvement along with the analysis report was submitted to the higher authorities for further action.
preparation for NAAC re-accreditaion	Seminar on the topic 'The NAAC Re-accreditation Process - Criterion-wise Questions and Their Philosophy, Documentation Processes and Benchmarking' was organized with Dr. T.M. Joseph, the Academic Director as the resource person.
Oraganise Collaborative quality initiatives with other institutions	Collaboration with - -Pavanatma College, Murickaserry for co-hosting lectures, meetings and seminars -Inter- University Centre for Disability Studies -M.G University for academic collaborative extension activities & creation of online resources for Health Infonet -Nirmala College, Muvattupuzha Dept. of Hindi for Research Collaborations -Library St. Peter's College, Kolenchery for sharing services and involvement in Health Infonet awareness
Preparation of Academic Calendar	College Academic Calendar and Handbook with the examination schedules, departmental Year Plans including curricular, co-

	curricular and extension activities was prepared
ICT enabled teaching and use of e resources	During the COVID pandemic imposed lockdown, the entire academic year was in the online mode, with ICT support as well as the use of various e-resources. All the class rooms were equipped with smart/interactive boards
To provide an awareness of the possibilities of e teaching techniques to teachers during covid pandemic	<p>IQAC conducted online Teachers Training sessions on various topics. One successful outcome of the venture is that teachers have sought the assistance of e-teaching tools to improvise and enhance their teaching. IQAC conducted online Teachers Training sessions on various topics. 1)How to Record Video Lectures 2)Use of Google Meet 3)Online Education Tools 4)How to Podcast using Anchor FM 5)Whiteboard Canvas in Google meet 6)Creation of Google forms 7)How to record your own writing in the first week of June 2020 8)Use of Google meet for video conferencing and online classes</p> <p>IQAC also organized technical sessions - 1)'Google meet and Google extensions 2) Video recording and video editing on 12th June 2020 3)IQAC organized an online session on Quizizz Tutorial on 14th June 2020, as a result of which teachers started to use e-teaching tools to improvise and enhance the teaching-learning process</p>
To conduct curriculum enrichment programmes	IQAC organised 21 invited talks in online mode (webinar series)in association with various departments in August

	2020
Webinar on NEP	Organized a webinar on NEP by Dr. TP Sreenivasan, for the faculty members of all the four colleges under the Arch Diocese of Kottayam on 13th August 2020.
To promote research	<p>- Research Cell & PTA have instituted a scholarship for the best project of the final year students in all the departments.</p> <p>- All India Paper Presentation Competition for students - QUAESITIO-2020 was held in November 2020. The paper presentation competition was conducted for UG and PG students in 9 disciplines, from all over India. Hundreds of abstracts were received and 70 students were selected for the final round. The presentations were conducted online and was inaugurated by Dr. R.Pragash, DD, Collegeiate Education, Kottayam on 2nd November. The Valedictory function was held on 9th November. - Publication of AUREOLE - 2020- a peer reviewed multi-disciplinary research journal - Have applied for UGC - CARE List, recommended by Gandhigram Rural University, Dindigal (DEEMED UNIVERSITY) - Dr. Sincy Joseph and Dr. Merly K Punnose are research guides at Maharajas College and Nirmala College respectively. - Sri. Thomas Mathew submitted his PhD Thesis titled 'Electronic Structure of Quasi-one-dimensional Metal Chalcogenides: A Density functional Approach' to the Central University of Kerala on 12th November 2020 - 5</p>

	International publications were produced by the faculty Sri. Thomas Mathew, elected as one of the moderators of Matter Modelling Stack Exchange, which is an international community of more than thousand scientists/researchers working in the field of matter/materials modelling.
To excel our students in academic performance	<p>- Ms. Besty Varghese & Ms. Ahallya Bharathy B A secured the 1st & 2nd rank respectively, for B A English Model- 2 MG University CBCS Examination 2020</p> <p>- Mr. Jyothis Cyriac secured the 9th Position for B A English Model 1 and Ms. NS Sruthy secured the 7th position for B. Com Computer Application (all with A+ grade) in the MG University CBCS Examination 2020</p>
To get funds from external agency	A total of Rupees 2 crore has been allotted from RUSA,
To conduct Health Literacy Practices	<p>-Health Literacy Dissemination website/ portal was launched https://health-infonet.teachable.com/p/webinar-series. -Health Literacy Webinar Series inaugurated by Smt. K.K Shailaja (Minister of Health, Govt. of Kerala) -Disability related webinars - 15 -Webinars on General Health and Hygiene - 6</p>
To encourage students' extracurricular capabilities	Online Quiz; Malayali Manka Competition; Online Essay Writing Competition; Online Image Caption Competition- Legende 2020; Celebration of Kerala Piravi Dinam, Onam, Xmas etc
Active involvement of NSS	Observation of important days, Active Video Competitions, Covid

	19 training, Mask making, Paper-pen Making, FORD PLASTA - Plastic Free Home Challenge, Integrity Pledge, Easy Tips (A Video Created With Lifestyle Tips); Organic Farming- Selfie With Adukkalathottam; Tips For Healthy Living (Video On Yoga); Waste To Best- (Recycling Of Waste Materials To Useful Items); Webinar On Cancer Prevention And Life style Diseases ; Inter-Collegiate Essay Writing Competition (Theme: One India One Nation); Salvos 2020: NSS 7-Day Annual Special Online Camp
Active involvement of CEERD activity	The Selection Committee meeting of Paristhithy Mithra Award 2020 was held on 10th July 2020. Individual Winner: Sri. K. Binu, Binu Manthiram,Vazhoor and Institutional Winners: Malabar Social Service Society (MASS), Sreepuram, Kannur
NCC activity	International Yoga Day celebration on June 21 st; Tree Plantation at homes; Cleaning the premises of Pakal Veedu,Uzhavoor;Fit India Campaign; Covid -19 Online Training
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	04/06/2022
14.Whether institutional data submitted to AISHE	

Year	Date of Submission
2020-21	04/02/2022

15.Multidisciplinary / interdisciplinary

The institution aims at integrating education into a comprehensive unit, empowering students to identify tangible correlations across subjects. With this aim, the College has opted for a variety of Open Courses in accordance with the stipulations of the university. This helps the final year students to combine knowledge of various disciplines as they graduate. These courses offer the students a chance to gain a holistic understanding of other disciplines.

Various Add-on courses are initiated by the departments and units like K.R. Narayanan Study Centre, to enhance the scope and depth of learning. Social Welfare and Justice, Organic Farming, Communication, Presentation and Organization, Environmental Awareness, sociological and political mindfulness are the different disciplines that are considered for study.

The provision of Common Courses in languages help to install literary skills along with the creation of artistic, cultural and humane thoughts.

The institutional bodies conduct curricular and co-curricular seminars and workshops of interdisciplinary nature.

A multi-disciplinary research journal named 'AUREOLE' which helps promotes diverse research activities, is published by the Research Cell of the college.

16.Academic bank of credits (ABC):

Our institution aims to foster the use of this student-oriented system and is eagerly waiting for a positive response from the higher authorities for favourable decisions that will provide better scope for the implementation of such progressive measures. The college being an affiliated institution, can only follow the instructions of the affiliating University in the implementation of Academic bank of credits.

The institution aims to be a part of the Academic Bank of Credits once the institution gets an autonomy status thereby securing the right to award Degrees.

17.Skill development:

The College relentlessly pursues innovative and sustaining measures that enable students to identify their inherent talent, project their potential, and channelize them into developing a skill that

will help them to secure a safe and progressive future for themselves and for society at large. By actively implementing programmes like SSP, ASAP, and WWS, the College makes it possible that every student is given fair and varied opportunities to develop themselves. Units like the NSS, NCC, CEERD etc. conduct skill-based training workshops to help students excel in their areas of expertise that will help initiate them as entrepreneurs into new areas. Along with a prescribed syllabus, the College has created a flexible curriculum that grants the student a broader space and a wider scope for realizing his objectives. The artistic and sports programmes and other club and association activities are directed at developing various Life skills and cultural skills along with the co-curricular and extra-curricular ones. Paying equal respect to the emotional, physical, social and cognitive wellbeing of the learners, the institution facilitates to engage in experiential learning.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

It is with pride that our institution acknowledges and promotes our Indian heritage and traditions with the sole aim to inspire in-depth spiritual and intellectual inquiry. The College strives on a daily basis to create a youth who upholds the Indian culture by inculcating sound values and an understanding for humanity. Units like the NSS, NCC and various clubs organize programmes and ensure the active participation of students in all the activities.

Significant stress is given to the promotion of the use of Indian Languages through competitions and activities that are specifically conducted in this regard. Courses based on Indian language and culture is offered in Malayalam and Hindi languages and literatures. These courses relate to the study of ancient, medieval, modern, post-modern, cultural, social and linguistic aspects of Indian Culture, facilitating among students a deep bonding with the Indian knowledge system. Value enrichment programmes are conducted regularly to instill our youth with morals that will bring glory to our Nation.

The maintenance of the Medicinal Garden helps provide valuable knowledge about Indian medicinal system to the students. The institution also takes effort to integrate the Indian tradition and culture through the celebration of days of National importance as well as national festivals.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our institution always resolves to practice clear standards that focus on observable and measurable outcomes which help to analyze

the academic progress of the students. The curriculum framework is created specifically to encourage students to not only present facts but to also make complex analysis and interpretations. This approach helps to identify a student's strengths and weaknesses. The institution makes use of these processes to recognize the positive, concrete, and individual improvements of a student prioritizing their individual needs and giving opportunities to realize their full potential.

Programme, Programme Specific and Course Outcomes are charted and regularly communicated to students to align it with the teaching-learning process. Moreover, outcome attainment analysis is done for the UG and PG programmes. Based on the attainment analysis, corrective measures are taken to effectuate the reach of outcomes.

20.Distance education/online education:

The institution has worked to stay abreast of all the changes that the challenging times have thrown our way. The shift in the teaching-learning process as it evolved from normal classrooms to Google classrooms during the pandemic was efficiently handled and implemented by the institution. The faculty were trained intensively and equipped with the necessary technical skills to adapt to the changing scenario. The students were encouraged to interact in virtual classrooms.

Amidst the chaos created by the pandemic, the institution urged its faculty to render educational and academic support to all the students by working on a full-time basis, arranging classes on a flexible mode, scheduled on the basis of connectivity and availability of the students. Video and audio lectures came into vogue and was a very convenient and efficient means of knowledge dissemination with the added benefit of retrieval and availability as per the needs of the students. Virtual and live classrooms coexisted and apart from this the institution took special care to implement blended classroom learning to ensure that all students benefited simultaneously despite their circumstances. The College stepped forward by providing many deserving students with the necessary technological facilities in cash and kind so as to reduce the digital divide. The College has renovated all the classrooms and upgraded them to high-tech classrooms with interactive boards that facilitate an efficient, interactive and progressive teaching-learning experience

Extended Profile

1.Programme

1.1	442
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	954
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	97
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	359
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	55
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	55
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	67.89
4.3 Total number of computers on campus for academic purposes	80

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Affiliated to Mahatma Gandhi University, St. Stephen's College, Uzhavoor follows the syllabi of the University. Effective and systematic curriculum delivery is ensured through a comprehensive academic calendar detailing the academic activities college, programme structure, evaluation criteria, internal assessment dates, redressal mechanisms of Continuous Internal Evaluation etc., which is published on the College website and in Students' Handbook. Each department prepares an action. The HoDs prepare the time table and allocation to each faculty who prepare semester wise teaching plan. An orientation programme for new students and parents is offered on the opening day itself. Post Admission Test, Remedial and Bridge classes conducted to identify and cater to the needy students. The Scholar Support Programme (SSP), Additional Skill Acquisition Programme (ASAP), Walk with a Scholar (WWS), Add on and Certificate courses help cater to the academic needs of the students. Internal evaluation is done through tests, assignments, seminars, projects and field work and marks are published. PTA meetings are conducted periodically to discuss results and performance. The resourceful College Central library, Language Lab and Educational Theatre, Science Labs, ICT enabled curriculum and subject related seminars / workshops/ quizzes, invited lectures, interaction with experts etc,

help augment the effectiveness of curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ststephens.net.in/po-pso

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College prepares an Annual Academic Calendar in tandem with the University norms and curriculum. Action plans prepared by departments are incorporated into the academic calendar which is provided to the students in their handbooks. Co-curricular and extracurricular activities are scheduled without affecting 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 and grievances regarding examinations and related matters. The Grievance Redressal System follows a three-tier system, at the department, the college and the University levels. The internal examination schedule comprises of announcement of dates of examination, question paper submission, return of valued answer sheets, publishing of consolidated marks and verification by students and submission to university. Departments ensure that additional classes are arranged in the morning and evening hours of regular working days or on holidays to compensate for the deviations from the calendar, if any.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ststephens.net.in/college-handbook-calender

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the

following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG

programs Design and Development of

Curriculum for Add on/ certificate/ Diploma

Courses Assessment /evaluation process of the
affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

641

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

1.3 - Curriculum Enrichment

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

Gender: Courses in Feminism and Women's Literature are included in the curriculum of BA English and in Common Course Malayalam and Hindi, which are taught to all the students. These lessons find a real life expression in the activities of the Women's Cell of the college.

Environment and Sustainability: The Centre for Environmental Education and Rural Development (CEERD) of the college has instituted the Paristhithi Mithra Award and conducts activities and Add on course on Environment Sustainability Training and Practices. A subject- based course on Environment Studies and Human Rights is offered to all 5th Semester students and a module on Environment is provided to all 1st Semester students. The Departments of Zoology and Botany, Nature Club and Birds Club offer courses and organize nature camps, field visits, study tours, aiming at promoting interest in birds, conservation of nature and environment.

Human Values & Professional Ethics: Sessions by external experts on discipline specific professional ethics, soft skills, workshops on personality development and life skills, value enrichment etc. are offered by various departments. Courses like English for Business

Communication has course content dealing with this area. Life and Career Guidance Seminars for final semester students are conducted on a regular basis.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

299

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://ststephens.net.in/feedbackanalysis
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ststephens.net.in/feedbackanalysis

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

313

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

71

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution caters to students with diverse learning capacities based on two parameters.

1. Qualifying examination Marks

2. Post Admission Test-Departmental entry test conducted after admission. Those securing below 50% identified as slow learners and above 50% as advanced learners

Programs for Slow learners

Bridge Course bridges the knowledge gap between the syllabus of qualifying course and the programme of admission.

Remedial sessions for slow learners.

Satellite Study Groups involves the division of classes into groups of 5-6, headed by advanced learner

Peer teaching where a student who has effectively grasped the topic takes sessions.

Scholar Support Programme (SSP)- Kerala Government initiative to uplift under-achievers.

Question papers archive available

Student Counselling Cell with provides an in-house counsellor in addition to an external counsellor.

Mentoring- teacher-mentor assigned for guidance.

Programs for Advanced learners

Best Student Project Award-initiated by PTA

Advanced learners guided to undertake projects, paper presentations, seminar participation, workshops, MOOC courses.

College Library provides N-LISTe-resources and Magzster.

University/Intercollegiate/Department level programmes

Merit Day

NET/PSC Coaching and certificate course in Tally Ace

Career Guidance

Walk with a Scholar initiated by Higher Education Department, Govt. of Kerala.

Cross teaching where a teachers from one department takes class for another department.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/uploads/aqar20-21/criteria2/SSC-AQAR-2.2.1Programmesfor-students.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
954	55

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution focuses on student-centric methods such as

EXPERIENTIAL LEARNING

Projects/Internships/On-the-job training expose students to actual demands in the work field.

Field trips/Industrial visits/nature camps develop life skills and environmental awareness.

Add On courses for diverse career options.

Entrepreneurship Development Club imparts practical business knowledge.

Prof. K M Mathew Astroview Centre augments astronomical interests

Well-equipped laboratories for experiential learning

Radio SSC augments content creation, technical production and communication skills.

Seminar presentations and assignments boost inquisitiveness

Short films, Drama performances and role-plays enhance creative writing and performance skills

Voluntary Community Service during floods and Covid-19.

CEERD and Clubs ensure participation in green and eco- friendly initiatives and

PARTICIPATIVE LEARNING

Face-a-Book-Challenge augments reading habit

University/College/Department programmes and invited talks by experts

Quizzes, group discussions, debates, interactions, wall magazines, paintings and graffiti ensure participative learning.

ICT ENABLED LEARNING

35 ICT enabled smart class rooms, Language and Audio-Visual Lab,

Educational Theatre facilitate teaching-learning through virtual platforms like Google Classrooms and MOODLE.

Students apply ICT skills in online magazines, brochures, posters, invites

Encouraged to participate in SWAYAM, NPTEL courses

SKILL ENRICHMENT

Cloth bag manufacturing, jewellery-making

Departmental manuscript magazines

Additional Skill Acquisition Programme (ASAP) by the Govt of Kerala helps improve employability quotient

File Description	Documents
Upload any additional information	View File
Link for additional information	https://ststephens.net.in/uploads/agar20-21/criteria2/SSC-AQAR-2.3.1-Student-Centric-Methods.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college adopts the most effective educational tools in ICT to enrich teaching-learning experience.

Attending MOOC Courses, training programmes, and workshops related to the use of ICT are encouraged

Wi-Fi enabled campus provides conducive environment for virtual learning. The college has 35 ICT enabled classrooms with interactive smart board panels, LCD projectors and laptop.

The computer lab with a total of 25 computers, acts as the browsing center for students. DST-FIST lab caters to ICT needs of the science department and the computer labs of the Department of Commerce and Computer Science provide internet facilities for students. ICT amenities are also provided in the Digital Lecture Hall, Conference Hall and Media Centre.

Language Lab with 16 computers enables self-paced learning focussing on Listening, Speaking, Reading, and Writing skills.

Faculty use Google classrooms, Moodle ,Quizzes, Google forms.

Library automated with KOHA facilitates access to N-LIST, online publications and e-resources. Magzster provides access to more than 5000 international/national magazines. Software for visually challenged students and

Access to educational data and Information Literacy Training Programmes

Students are guided towards e-content development, web-magazine, vlogs, direction, scripts, acting, short films and documentaries.

Radio SSC

ERP has been implemented for attendance recording and student data.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

8

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

361

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms**2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode.**

Write description within 200 words.

The college has framed significant reforms in Continuous Internal Evaluation System (CIE) to improve the academic performance of students. Dates for their seminars/assignments, internal exams are announced in CIE calendars prepared by the college.

Students are provided College Handbook where the CIE process, distribution of marks, schedule for internal/external evaluation and registering of grievances are described. Scheme and Schedule are given in handbook for further information. Basic requirements and eligibility for evaluation process is made known to the students through university website, notice boards, orientation, and class counselling.

Staff Review meetings are conducted periodically on departmental and college level. Questions are set from Question Archive. College institutes an Examination Cell, Invigilation Squad, CCTVs and puts up Invigilation duty-list for teachers and seating arrangement-list for students.

Valued answer scripts are distributed personally. Marks of exams are signed and verified in the A and B forms by students, class teachers, HoD and Principal. Later result analysis done at departmental level.

ERP by TCS Meshilogic to track daily and hourly record of the attendance.

All CIE related Grievances are redressed with the help of redressal applications based on Three-tier mechanism available at departmental, college and university level.

Regular PTA meetings conducted.

File Description	Documents
Any additional information	View File
Link for additional information	https://ststephens.net.in/uploads/agar20-21/criteria2/SSC-AQAR-2.5.1-Mechanismof-InternalAssessment.pdf

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

Performance and evaluation are essential in teaching-learning process. The College follows a time bound and transparent system so that every student enjoys the right to apply for re-tests, re-valuation, scrutiny and improvement at the college and university level. The internal marks are allotted based on defined strategies and the A and B forms containing the individual and aggregate marks are signed and verified by the students before uploading to the university site.

In case of any grievances about the Continuous Internal Evaluation (CIE) processes, the Three-tier hierarchical procedures are followed by the college published in the College Handbook. Grievances regarding the CIE are registered in two different redressal application forms that are instituted separately for grievances and requests. The complaint moves from the teacher, HoD, Principal, CIE Grievance Redressal and then to the University.

The Examination Cell and Invigilation Squad work effectively to conduct exams. Seating arrangement lists, Invigilation duty list and CCTVs help in the smooth conduct of exams. Evaluation and distribution of answer scripts are time bound. All matters regarding exams and results are intimated to the university with utmost urgency

File Description	Documents
Any additional information	View File
Link for additional information	https://ststephens.net.in/uploads/agar20-21/criteria2/SSC-AQAR-2.5.2-Internalexam-grievanceredressel.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The POs, PSOs and COs for the programmes based on the syllabus framed by Mahatma Gandhi University, are uploaded on the college website and Print versions available in the departments, IQAC and Principal's office.

COMMUNICATION TO TEACHERS

Department Meetings and Staff Meetings held at the beginning of the academic year ensure the communication of POs, PSOs and COs to the

faculty.

IQAC organizes workshops and sessions for faculty on POs, PSOs and COs, Outcome Based Education, Bloom's Taxonomy etc.

Faculty participation in the syllabus revision workshops conducted by the University helps the departments to keep abreast of the changes.

Faculty members in the Board of Studies are responsible for revising the POs, PSOs and COs. Any problem in the syllabus is communicated along with rectification.

COMMUNICATION TO STUDENTS

POs, PSOs and COs are displayed on Department Notice Boards and website .

Orientation Programmes are at college and department levels, Students Handbook and Calendar helps familiarizing POs, PSOs and COs.

Faculty handling a particular course also explain the COs of the same in detail during class.

The objectives of the programme are measured through satisfaction surveys and academic/administrative audits. Later IQAC evaluates these feedbacks.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ststephens.net.in/po-pso
Upload COs for all Programmes (exemplars from Glossary)	View File

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

INTERNAL METHODS

Continuous Internal Evaluation helps assess POs and COs. Question papers and assignments are framed on COs and attainment assessed from answer scripts.

Marks of test-papers, assignments and seminars along with participation in curricular, co-curricular and extra-curricular activities are matrix to map learning outcomes.

Exit surveys at the end of the semester and course helps attain feedback regarding POs and COs

IQAC discusses the feedback with concerned departments.

EXTERNAL METHOD

University Examination evaluate attainment of POs and COs. IQAC analyses programme and course-wise examination results. Projects of PG and UG along with Pass percentage, progression to higher studies, placement, Internships and On-the-job training help assess learning outcomes. Feedback is collected from stakeholders .

College Council and Governing Body are intimated by IQAC through audits and surveys.

ATTAINMENT

POs and PSOs are accomplished through curriculum.

Question papers are prepared based on Bloom's Taxonomy. Each question satisfies a CO and evaluation done. Department Board of Studies decide the cut-off percentage for CO attainment. IQAC formulates a matrix. And the average correlation level is calculated for all POs and PSOs.

PSOs are measured using the weighted average method with grade points on a scale of 10.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ststephens.net.in/uploads/aqar20-21/criteria2/SSC-AQAR-2.6.2-PoCo-Attainment.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

275

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://ststephens.net.in/annual-reports

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://ststephens.net.in/uploads/agar20-21/criteria2/SSC-AOAR-2.7-Student-Satisfaction-survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

5

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.santhigiriashram.org/nskgrcas.php

3.2 - Innovation Ecosystem

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

The business Incubation Centre (BIC) of the Institution fosters students' first-hand experience and encourages self-reliance, experimentation, innovations, and entrepreneurship skills by providing infrastructure, mentoring space, and learning ecosystems.

One of the activities of the BIC is organic farming by the students on campus. The Women Cell organized a webinar on "Successful Story of a Woman Entrepreneur" and conducted a competition: 'St. Stephen's Young Innovators Award 2021'. Innovative practices by various departments include Water analysis; In- House Biodiversity Display and Practices; Vermicompost Unit Maintenance; Mushroom-Cultivation; Star Watching etc. CEERD distributes Paristhithi Mithra Award - for the best innovative practices in environmental management in Kerala. For the dissemination of scientific and experimental knowledge, The Research Cell and IQAC organized QUAESITIO -2020, a National Conference and Paper Presentation Competition.

The institution always supported students to channel their passion into a successful business. It is notable that many students have been gaining monetary benefits out of their start-ups.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephens.net.in/business-incubation-centre

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

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

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during

the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

21

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

12

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the academic year 2020-21.

For the promotion of Environmental Activism in Society, CEERD conducted Paristhithi Mithra Awarding Ceremony, Awareness Class, and Field visit.

Making masks and distribution to the public, Town cleaning, Health survey, providing ground support to Uzhavoor Krishi Bhavan for their AIMS ([Agriculture Information Management System) app, Fordplasta, a plastic-free challenge, 'Clean up Uzhavoor Drive' and cleaning of the Puthuvely Govt. School Library are some of the extension activities done by the NSS volunteers.

The Health-Infonet is a platform for collaborating with more than 50 institutional and health care organizations aiming to disseminate health literacy, especially during the covid- pandemic.

By instituting a Covid- 19 Help-Desk KOODEYUNDU ST. STEPHEN'S fought against the pandemic Covid-19. It was a joint venture of CEERD, NSS, NCC, and K R Narayanan Study Centre & Health Info Net.

The College, with the support of teaching staff, donated a Water Heater to the Domiciliary Care Centre run by Uzhavoor Panchayat and also donated 3 Chairs to K. R. Narayanan Hospital.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

12

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

29

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

900

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college spans an area of 11.5 acres with a built-in area of 11153.28 sq. meters. It provides the adequate infrastructure to nurture the academic and extracurricular interests of students.

The college has three blocks namely, Main Block, Golden Jubilee Block, and the Chazhikattu Hall. The college has 35 ICT-enabled classrooms with LMS (Moodle) access, eight adequately ventilated science laboratories, and six computer labs. Wi-Fi connection of 200 Mbps bandwidth offers continuous internet connectivity. A total of 123 computers and 11 laptops cater to the student community.

The spacious College Library has a vast collection of books and online databases. The Smartphone digital library Initiative assists visually challenged students to avail academic documents in an accessible format. The College takes pride in Bishop Tharayil Memorial Educational Theatre (127 seats), Archbishop Mar Kuriakose Kunnassery Conference Hall, and Language Lab.

K. R Narayanan Chair for Social Justice and Adv. Joseph Chazhikadan Chair for Regional Development Studies is established in the college.. K. R. Narayanan Study Centre and Museum and Prof. K. M. Mathew Astroview Centre are two highlights of the college infrastructure.

The college offers parking spaces and regularly serviced water coolers. The canteen offers subsidized food.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephens.net.in/uploads/agar20-21/criteria4/SSC-AQAR/4.1.1infrastructurephotos.pdf

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

.

St. Stephen's College takes pride in its exceptional infrastructural facilities for sports and cultural activities.

The college has excellent sports training for Volleyball, Judo, Cricket, Football, and Badminton. Sr. Goretti Memorial All Kerala Volleyball tournament for Women, Bishop Tharayil Memorial Volleyball Tournament for men, Bishop Kuriakose Kunnassery Sacerdotal Golden Jubilee Memorial All-Kerala Football Tournament, and Golden Jubilee Memorial Shuttle Tournament are the various annual sports tournaments hosted by the college.

The Multipurpose Indoor Stadium with courts for basketball, volleyball, ball badminton, and three badminton courts along with the Gymnasium furnished with advanced equipment offer quality sports infrastructure for our students. The spacious sports ground used for athletics and football, and the multipurpose playground with volleyball, basketball, ball badminton, lawn tennis, and a Kho-Kho ground are some of the additional sports facilities made available by the college.

The spacious Chazhikattu Auditorium with 800 seats is the venue for cultural programs and indoor games Media Centre, Seminar hall The Activity Hall/ Meditation Centre are venues for the conduct of cultural events and workshops. The Prayer Hall is a welcoming abode catering to the spiritual and mental development of our students and a venue for meditation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephens.net.in/uploads/aqar20-21/criteria4/SSC-AQAR//4.1.1infrastructurephotos.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

37

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central Library of our college is a 1st Grade Library with more than 34,000 books, 65 print periodicals, 6000+ e-journals(N-LIST), 5000+ online magazines (MAGZTER), and a subscription to 10 newspapers.

Library Automation

Since 2013 the library has been fully automated using 'KOHA', a user-friendly open-source Integrated Library Management Software. It helps provide a handful of attractive interfaces, like quick search and access, Web-OPAC, and the feasibility of integrating new technologies like RFID.

Name of ILMS Software : KOHA

Nature of Automation : Fully

Version : 20.11.03

Year of Automation : 2013

Library Website

- <http://www.ststephenslibrary.com>
- The Website lists the services offered by the library for users and provides links to information resources. A digital reference page with a provision for users to post their academic queries.

Library Support Services

- Electronic Resource Management Package for E-journals /E-books.
- Subscription to UGC (INFLIBNET) E-books and E-journals via N-LIST.
- Anti-plagiarism software URKUND
- Add-on course in Information Literacy / Research and Publication ethics.

- Dr. APJ Abdul Kalam Memorial "Kalam Corner".
- Reference assistance
- Service of a qualified and competent college librarian.
- Open Access System.
- Special arrangements for Divyangjan.
- Smartphone digital library to assist visually challenged students.
- Resources catering to competitive examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://koha.ststephenslibrary.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

130680

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

93

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The academic and administrative spaces of the college are ICT integrated to meet the novel demands of the post-pandemic higher education sector. The college has a leased line of Optical Fiber Cable (OFC) internet connection (200 Mbps bandwidth). All classrooms and staffrooms have LAN ports. Enterprise Resource Planning Software is maintained by TCS. The college has a well-maintained website with facilities for online admission and online fee payment. The traditional attendance marking system of staff was replaced with the technologically advanced Biometric attendance system in 2020.

The well-equipped and fully automated library has Open Access System and Online Public Access Catalogue (OPAC) and Library Management Software. All Department has ICT-enabled classrooms equipped with interactive panels/ smart board and projector. The Departments of Chemistry, Commerce, Zoology, Physics, and Computer Science have their own computer labs along with the DST- FIST computer lab. The Language Lab housing fifteen computers is a technologically enriched language learning platform. The System Administrator ensures regular software updates and antivirus installments on all computers.

The educational innovation of our institution, Bishop Tharayil Memorial Educational Theatre helps translate the goals of edutainment. (education through entertainment) The Bishop Kunnassery Conference Hall is equipped with the latest audio-visual facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephens.net.in/gallery?album=SMART+Classrooms

4.3.2 - Number of Computers

123

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

4213235

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Management of St. Stephen's College through frequent monitoring by several committees strives to satisfy modern standards and assures a systematic procedure for the preservation and maintenance of infrastructural facilities. The Purchase Committee and the office of the Bursar in cooperation with Management plan the budgetary provisions for the various requirements linked with the maintenance and care of the infrastructure at the start of each financial year.

The Maintenance and Repair Committee under the leadership of the Bursar is in charge of all maintenance and strives to fill any gaps in infrastructural, academic, and support facilities. Additionally, the Purchase Committee, Building Committee, UGC Planning Board, Campus Beautification Committee, Canteen Committee, NEP Implementation Committee, and Library Advisory Committee constantly monitor and evaluate the requirements of the college. All policies ensure the optimal utilisation of the provisions and facilities of the college to ensure a balanced academic environment for the students.

A regular cleaning crew efficiently takes care of the general upkeep and hygiene of the campus. Dedicated trash cans are set up across the college for biodegradable and non-biodegradable wastes to ensure responsible waste management. A full-time mechanic ensures the maintenance of the physical infrastructure of the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

476

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

155

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

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	https://ststephens.net.in/skill-enhancement
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

134

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

134

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

96

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

28

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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. The College has an active Student Council elected by the parliamentary mode of election as per the stipulations of the university. The Student Council on behalf of the students puts forward suggestions and grievances before the Principal and the College Council after which necessary steps are taken for redressal by the same.

The College ensures student participation in core decision making and implementation procedures by including them as members of the College IQAC. Two student representatives are included in the Grievance Redressal Committee where complaints lodged by the students are redressed and resolved. The Library Advisory Committee consists of a student representative to posit their concerns and recommendations on library facilities. Student participation is mandatory in other cells such as Mobile Inspection Squad, Anti-Ragging Committee, Anti- Narcotic Cell, Anti-Sexual Harassment Cell, Discipline Committee, Canteen Committee, Grievance Redressal Committee, and Women's Cell. The elected Sports Secretary coordinates college level sports activities and thereby encourages a spirit of sportsmanship among students. Department Associations with student executive committees help to provide appropriate arenas for showcasing their talents.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/student-council
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

116

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of St. Stephen's College, ALMASS, strives to promote an endearing relationship between its former students and the Alma-Mater. The association instills in its members a spirit of loyalty to the college in which they studied. It is officially registered under the Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955 (Reg. No. KTM/505/02) on 24th October 2002.

ALMASS, the association of illustrious galaxy of alumni, expands beyond its physical campus with Alumni Chapters in UAE, Kuwait, Qatar, Dubai, U.K and state wise chapters in USA. Every year, the Alumni are convened at the college on the Sunday that precedes Christmas.

FINANCIAL CONTRIBUTIONS

Infrastructural development- The alumni contributed a considerable amount for the Installation of ICT Enabled Interactive Smart boards in the classrooms. Sponsoring events like department fests and competitions. The alumni institute awards, initiate endowments and cash prizes and provide financial support to the deserved students.

NON-FINANCIAL CONTRIBUTIONS: Conduct of Dr. K. R. Narayanan Memorial Lecture Series and Intercollegiate Elocution Competition Academic Interactions Participation in IQAC Initiatives for conducting Lecture Series and panel discussions. Valuable Alumni feed-backs collected Foreign Chapters organize programmes and competitions for the students

File Description	Documents
Paste link for additional information	https://ststephens.net.in/alumni-association
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **A. ? 5Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION

Reach out to the star of human excellence based on the love of God and service to mankind as modelled in Jesus Christ, in a background of Indian heritage so as to produce intellectually trained, morally upright, socially committed and spiritually inspired citizens.

MISSION

To attain holistic development of the individual through academic excellence coupled with a strong commitment to man and nature.

Governance Mechanism

The Manager is the ex-officio president of the Governing Body, appoints staff, and guides and supports the Principal. He is the authority on policy matters. The Governing Body gives appropriate inputs to the IQAC for strategic plan preparation.

The Academic Director advises the staff on benchmarks of educational quality.

The Principal decides internal matters and takes important decisions. The Vice Principal assists the Principal and discharges duties in their absence. The Bursar is in charge of infrastructure

development.

The Internal Quality Assurance Cell frames various policies and advices on related matters.

The College Council discusses relevant matters in the college and assists the Principal.

Heads of Departments address department issues, communicate college policies and convene regular department meetings.

Class teachers are responsible for their assigned classes. Faculty interact with students and execute assigned responsibilities.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/about-us
Upload any additional information	View File

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

Effective leadership is visible through participative procedures. Faculty members are encouraged to make various suggestions. The students too, provide suggestions through apt representation in significant committees.

Case Study

Effective leadership is quite visible in the construction of the Golden Jubilee Block. Stakeholders wanted to augment infrastructure. Infrastructural requirements were thus framed in a participative manner considering the opinions of staff and students. The requirements included additional classrooms, rooms for co-curricular activities /clubs, computer labs and wash rooms.

The Building Proposal thus formulated, was presented to the Governing Body for approval which was soon granted. The plan and estimate were drawn up considering the requirements.

The 'Building Committee' was responsible for executing the plan. They met frequently to discuss progress and challenges. The finance

committee had to mobilise funds.

Staff members contributed Rs 44,60,300/- to the fund. Retired faculty also contributed generously sponsoring new class rooms. The Alumni Association conducted fund raising campaigns globally. Parents/ students supported the initiative through coupons.

The Golden Jubilee Block was blessed in May, 2016. It houses 9 Classrooms, 2 Computer Labs, 1 Staff Room, rooms for NSS, NCC, CEERD, K R Narayanan Study Centre and washroom facilities.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/alumni-contributions
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college's strategic plans involve all stakeholders. IQAC formulated 'The Institutional Development Plan' (IDP) to strengthen campus-community relationships.

GRAMA-MITHRA CAMPUS

'Centre for Environmental Education and Rural Development' (CEERD) began for students' community participation and eco-consciousness. Koodeyundu St. Stephen's (St. Stephen's is with you) assists the indigenous population. Snehanidhi, helps disadvantaged students, incorporating initiatives like Lend a Hand (voluntary student contributions). Health Infonet is a free information dissemination portal. Together they constitute Grama-Mithra Campus - the college's attempts to support the local community.

Deployment Process

Koodeyundu St. Stephen's offers COVID help-desk services and aid to local hospitals e.g. donating a water heater & chairs. The college was also a COVID testing centre when needed.

CEERD has outreach projects: digitalizing farmers' details, coaching

classes for schools, distributing grow bags publicly, etc. The 'Paristhithi Mithra Award' is also given annually for innovative environmental practice.

Faculty began Snehanidhi to help students buy meals, purchase study material, etc.

Students began Lend a Hand to meet academic expenses, pursue higher studies, etc.

Health Infonet is a free initiative for transforming libraries into public health literacy dissemination centres.

The students' strong social orientation was visible during the floods and pandemic: 224 students volunteered. 476 people benefited.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.ststephens.net.in/idp
Upload any additional information	View File

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

The college is a well-defined, organisation under the Archdiocese of Kottayam, headed by the Bishop. The Governing Body frameworks its policies. The Manager heads it, assisted by the Corporate Educational Secretary. It recommends adoptable strategic plans.

The Principal manages the college's daily affairs and implements the governing body's directives according to the government/ other regulatory agencies.

The College Council discusses major concerns and supports the Principal administratively.

Committees and Cells support administratively.

The Grievance Redressal Committee, headed by the Principal, includes the IQAC co-ordinator, staff secretary, a senior lady teacher, and the Students' Council President and Secretary.

POLICIES/ PROCEDURES

The college has a 'Policy Document' to ensure smooth functioning.

The college follows UGC Acts and Regulations, & the University and State Government norms for recruitment/ promotion.

Vacancies are reported to the DCE, Government of Kerala and on receiving concurrence, advertised regulation-wise. A panel conducts the interview as per UGC regulations and University directives.

Guest faculty are recruited as per Government rules, meritoriously.

The college follows an impartial, transparent promotional policy for teachers based on the UGC's Career Advancement Scheme (CAS).

Service Rules

The institution complies with UGC regulations, Kerala Service Rules (KSR) and University Statutes as per current rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.ststephens.net.in/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has effective staff welfare schemes, believing that they perform best when happy, which impacts students positively.

Statutory Measures:

- 15 days casual leave for teaching & 20 for non-teaching staff. 20 half pay leave /10 day leave, commutable yearly
- Gratuities, Pension, all government welfare schemes
- State Life Insurance, GIS, GPAIS
- Provident Fund facilities
- Maternity/ paternity leave
- Regular increments/ periodic salary revision
- Festival allowances
- Duty leave

Non- Statutory Measures:

- Financial assistance: seminars, workshops, FDPs
- Day care facility: staff members' children during working hours
- Hostel facilities - lady teachers
- Uzhavoor Adhyapaka Co-operative Society provides emergency loans, etc. to staff without hassles
- Advance salary to guest faculty
- Access to academic databases/ software
- Canteen
- Separate parking
- Full-fledged indoor stadium
- Staff associations for teaching/ non-teaching staff, meeting regularly
- Lady teachers' association
- Teaching staff encouraged to take up research/ extension activities
- Management encourages staff: Career Advancement schemes; felicitates achievements
- Department-wise/ institutional get-togethers
- Retirement meetings honor dedicated service; management representatives / family members of retiring staff attend
- Staff tours
- Celebrate important festivals/days
- Admission: Preference given - wards of staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

19

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

29

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college's multi-tiered, systematic appraisal system for assessing staff performance, motivates them to perform well, leading to holistic development.

FACULTY APPRAISAL

All faculty have to fill a self-appraisal record (Teacher Performance Record/ TPR) annually, containing details like time table, courses engaged, leave taken, etc.

The HOD verifies the TPR periodically. At the end of the academic year, the Principal assesses the record submitted.

The Principal submits an annual Confidential Faculty Report to the Manager, who evaluates it and provides encouragement, improvement suggestions and corrective measures individually, confidentially.

Faculty members also prepare documents for Career Advancement. At promotion, these are produced before the Manager.

STUDENT FACULTY APPRAISAL

The IQAC monitors student feedback through an online questionnaire evaluating faculty performance at the end of every academic year. The feedback is then analysed/ reviewed by the Principal, and discussed with the concerned faculty confidentially, suggesting corrective measures if needed, providing appreciation too.

ALUMNI / PARENTS FEEDBACK

The feedback from alumni/ parents provides external assessment, collected during PTA meetings/ online through the college website.

NON-TEACHING STAFF APPRAISAL

The superintendent guides the non-teaching staff in preparing their annual self-appraisal form for assessment. The Manager/ Principal evaluates it, giving suggestions individually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts a systematic internal and external financial audit regularly.

EXTERNAL AUDIT

The audit of the accounts maintained by the college is done annually by a practicing Chartered Accountant. The Management has appointed Thomas Chazhikadan & Associates as the external auditor.

A certified Chartered Accountant verifies income and expenditure details of the sanctioned projects. After due verification 'Audit Report' and 'Utilisation Certificate' are issued by the CA which are subsequently sent to the sanctioning authorities for the settlement of accounts.

The audit wing of the Department of Higher Education inspects the accounts related to the schemes that the college has availed. The

Accountant General (Kerala), also conducts verification.

INTERNAL AUDIT

Internal audit is carried out by the office staff comprising the Superintendent, the head accountant and the staff in charge of that accounts. The Head Accountant scrutinizes and verifies the financial data which is again scrutinized by the Office Superintendent and the Principal for financial accuracy.

FINANCIAL AUDITS OF GRANTS AND FUNDS SANCTIONED BY MANAGEMENT

On behalf of the Management, daily transactions and accounts pertaining to management funds of the college are verified and audited by the Internal Audit Team of the Diocese of Kottayam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

2.05

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has a well-defined 'Financial Management and Resource Mobilization Policy' and time-tested mechanism for fund mobilization/ optimal utilization. The college forecasts its financial requirements through annual budgeting. Budgetary

allocations are developed based on the Institutional Development Plan & various requirements. Teachers are responsible for mobilizing resources from as many agencies as possible by submitting the proposals as per requirements.

The Management has also appointed a full-time Bursar to take care of the college's financial security. He devises appropriate strategies for mobilizing funds.

The major sources of non-government funding are contributions from parents, Alumni, philanthropists, Endowments and Scholarships instituted by retired teachers, interest-free loans from teachers, funds raised by departments/ cells/ associations, etc. Rent from the conduct of various competitive exams like PSC Exams, Bank Exams, etc. is also a source of income.

The institution ensures transparency and accountability in utilizing financial resources. Proper accounts and documents regarding income and expenditure are maintained. Sufficient and appropriate supporting evidence are ensured before passing financial entries. UGC funds are deposited in separate PFMS bank accounts and utilized accordingly. Students' scholarships from Government/ private agencies are distributed only through bank accounts. Optimal utilization of funds is ensured through a transparent tendering process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC strives to help achieve academic excellence and ensure quality enhancement. Below are two practices:

1. Teacher's Performance Record (TPR)

Each teacher maintains TPR to document as a continuous self-appraisal system, academic and administrative activities. The faculty can note down duties and all activities undertaken. The TPR is verified by the HoD and submitted to the Principal before the

IQAC's assessment and feedback. The faculty thus identifies their strengths and weaknesses.

2.OUTCOME BASED EDUCATION

The IQAC introduced 'Outcome Based Education' (OBE) as per NAAC and the UGC Manual/ policy, when a new curriculum was introduced. So the IQAC organised a two-day workshop.

The IQAC articulated 'Graduate Outcomes' and instructed departments to frame their 'Course Outcomes' (COs), 'Programme Outcomes' (POs) and Program Specific Outcomes (PSOs) on the basis of the syllabus and the college's Vision & Mission. The IQAC ensured that they were stated in easy terms before communicating it to all.

The IQAC also organized sessions on PSOs and CO PO Mapping. Faculty were encouraged to participate in similar programmes & the University's syllabus revision workshops.

Students' exit feedback, gives effective criticism regarding the attainment of outcomes, which are discussed with departments with corrective measures taken if needed.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/po-pso
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC improves the quality/ performance of staff through initiatives in research/ developmental activities.

I.QUAESITIO

The IQAC and the Research Cell introduced 'Quaesitio' 2019 (paper presentation competition) to present research outcome. Initially, 'Quaesitio' was for within the college. Its success led IQAC to organize the programme pan-India. During the pandemic, the programme was hosted online. 'Quaesitio 2020', invited abstracts from students pan-India. Participants shortlisted, presented their papers online. 'Quaesitio's proceedings were published later too.

To further the research ambience, IQAC established [1] Dr. K R Narayanan Chair for Social Justice and [2] Joseph Chazhikadan Chair for Regional Development Studies.

II.STAFF PROGRAMMES

To ensure academic quality, the IQAC has organized 52 professional development/ administrative training programmes for the staff which improved their subject knowledge, teaching skills and technical expertise.

32 programmes on topics such as Academic Publishing and Plagiarism via the Internet were based on current academic trends, benefiting all.

An FDP series on E-Teaching by the IQAC was successful during the pandemic. It covered basics like hosting a Google Meet and advanced topics like Flip Classrooms. The NAAC reaccreditation process - criterion-wise questions and their philosophy - were also part of the programmes offered. The IQAC thus offers FDPs annually.

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=y95Ptb_8_Sg
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ststephens.net.in/igac-newsletter
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

St. Stephen's College was established at a time when gender inequality was ingrained in all sections of the society. It is noteworthy that a majority of the student community, 58% of the teaching staff and a majority of Principals during the assessment period were from the women folk.

The college is situated in a rural area and the students from faraway places can stay safely in the college hostel. CCTV surveillance of the college and the hostel with a full time security staff posted in the campus ensure a safe and secure environment for women. Effective counselling is ensured through class teachers and mentors. The Counselling Cell has a MoU with Jeeva Counselling Center from where a counsellor regularly visits the college and strives to resolve issues regarding sexual harassment or gender conflict and render psychological support.

Women's Cell, Anti-Ragging Cell, Grievance Redressal Cell, CIE complaints Committee, Discipline Committee, Anti-Sexual Harassment Cell, Anti-Narcotic Cell, Counselling Cell and Value Enrichment Cell ensure the welfare of students. A well-furnished common room for ladies and a sickroom with two wheel chairs, a bed, attached washroom and the provision of basic first aid facilities are ensured through a teacher-in-charge. Daycare facility is arranged for staff with young children in collaboration with St. Stephen's English Medium Nursery School, Uzhavoor.

File Description	Documents
Annual gender sensitization action plan	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC_7.1.1genderactionplan20-21.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC_7.1.1gendercommoncover20-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures **A. 4 or All of the above**
Solar energy
Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college is committed to its policy of green protocol and 'zero waste' and follows eco-friendly waste management mechanism. Students and staff are encouraged to follow the 5R's policy 'Refuse-Reduce-Reuse- Repurpose-Recycle' in order to reduce individual waste generation and the environmental impact of their activities.

Dustbins are provided in all the classrooms, departments and key areas for the disposal of water and the segregation of biodegradable and non degradable waste are monitored by CEERD unit. Plastic, Styrofoam glasses and plates are banned in the campus and CEERD has taken initiatives to replace them with steel utensils. Use of disposable/plastic lunch packets have been discouraged and an increasing number of staff and students have shifted to the use of steel lunch boxes and lunch packets in plantain leaves. Flex boards are banned and notices are printed on cloth and other reusable materials.

Our college adheres to the protocol of liquid waste disposal in its laboratories. The College does not generate radioactive chemicals and biomedical waste. The college optimizes the inventory of computers and hardware resources through reassembling, modification and up gradation under the supervision of the System Administrator. A collaboration with M.S.H. Traders with regard to solid and E-waste management, ensures that discarded computers or printers are not lying idle in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has always been at the forefront in creating an inclusive campus environment- embodying students from diverse backgrounds and also catering to the needs of the marginalized groups. Various religious festivals of cultural and regional importance like Onam, Christmas, Keralapiravi and Bakrid are harmoniously observed with maximum student participation. Folklore Day, Arts Day, College Day and Association-wise cultural events also allow students to interact each other.

Observance of Mathrubhasha Dinam, Rashtrabhasha Day and Reading Day addresses the linguistic diversity of our society.

Flood Relief activities under the guidance of NSS, NCC and CEERD, gave students opportunities to enthusiastically participate in cleaning drives, collection and distribution of needy items and fund raising in the flood affected areas. NSS extension activities aimed at developing social, environmental and legal consciousness include classes on micro-farming and bio-farming techniques, distribution of seeds, legal aid clinic etc. for the community.

Majority of the students are from economically weak backgrounds and one-third of the students are from backward communities. Snehanidhi and Lend-a-hand schemes are institutional mechanisms instituted by the faculty and students respectively to provide financial assistance to students, parents and staff. Academic-socio-emotional support systems like bridge courses, remedial coaching, Scholar Support Scheme, satellite study groups, tutoring, mentoring and counselling help students to blend in the community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college provides students opportunities to develop their constitutional obligations including values, rights, duties and responsibilities as citizens. The Preamble of the Constitution, fundamental rights and duties are displayed in the campus at prominent places. The College working day starts with an all religion prayer and ends with the National Anthem. The 'K.R.Narayanan Study Centre', 'K.R.Narayanan Chair for Social Justice' and 'Adv. Joseph Chazhikadan Chair for Regional Development Studies' focus on making students aware of the Indian Constitution, secularism, Gandhian philosophy, policy making etc.

The Electoral Club has organized drill sessions on the working of VVPAT and has provided assistance to students for availing Voter's Id, to generate electoral awareness among students. Swachh Bharat Abhiyaan helps inculcate values and ethics of service to society.

In the Covid-19 pandemic scenario students and staff of the college were actively involved in community service through activities in a new venture named 'Koodeyundu St. Stephen's'. In addition to this, our college was a Covid-19 testing center and the staff served Covid-19 duty at K.R.Narayanan first line treatment center. To instill the spirit of Nationalism, among the students, a statue of Mahatma Gandhi is installed in a prominent place in the campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC_7.1.9dutiesagar20-21.pdf
Any other relevant information	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC_7.1.9valueenrichment20-21.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates important international, national and regional festivals; and commemorates important dates in order to create an awareness of the nationalist, democratic, secular and patriotic values envisioned in the constitution of India. Flag hoisting and the customary parade by NCC unit mark Independence Day and Republic Day celebrations. Cleanliness drives of the institution, nearby hospitals and roads are the activities for Gandhi Jayanthi.

NSS and NCC organize Blood donation camps on World Blood Donor Day

and National Blood Donation Day. Talks, essay writing competitions, street plays, awareness talks, rallies, distribution of badges, programmes and dramas are the events for Anti-Narcotics Day, World AIDS Day, National Youth Day, Social Media Day, Anti-Dowry Day, Women's Entrepreneurship Day and World Population Day.

Students take initiative to celebrate Teachers' Day by organizing cake cutting, gift exchange and gratitude dedications. Vayana Dinam (Reading Day), Mathrubhasha Day (Mother Language Day) and Folklore Day were celebrated with Face-a-Book Challenge, talks, book exhibitions talks and traditional art performances to create awareness about the protection of the mother tongue Malayalam.

Rallies, seminars, painting competitions and signature campaigns for college and school students in order to propagate green messages and to affirm the green ethics of the college were conducted on Ozone Day. World Environment Day is observed by Paristhithi Mithra Awards distribution, pledges, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice -1 KOODEYUNDU ST. STEPHENS

KOODEYUNDU ST. STEPHENS, which literally means "St. Stephen's is with you", is a combined venture of CEERD, NSS, NCC, KR Narayanan Study Centre & Health Info Net to serve the society during pandemic with the following objectives:

- To form a COVID-19 Help Desk.
- To offer following services as part of college extension and community participation:
 - Vaccination support
 - Doctor's Support

- Blood donation
 - Transportation support
 - Emergency Support
 - Support to Health workers
- To extend this support to the two Grama Panchayats namely Uzhavoor and Veliyannoor.

Best Practice -2 SAVIEZZA

St. Stephen's college has always been in the forefront in promoting higher learning and engaging in diverse extension activities. Furthermore, this was the first time such a comprehensive and cross-disciplinary event Saviezza - the Annual Stephanian Erudite Series, an inter-collegiate, and multidisciplinary webinar series. was organized on a virtual platform. Saviezza, the webinar series, with 10 successful webinars, was able to challenge the conventions, ignite fresh ideas and develop ways to pursue excellence, especially by introducing audiences to some of the experts in various disciplines from across the world when our country and the entire world battles the pandemic

File Description	Documents
Best practices in the Institutional website	https://ststephens.net.in/best-practices
Any other relevant information	https://ststephens.net.in/uploads/aqar20-21/criteria7/SSC-7.2-BestPractices-Supporting.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Health Infonet, a not-for-profit and novel academic initiative, is the result of the combined efforts of St.Stephen's College, Uzhavoor and the Mahatma Gandhi University. It connects the libraries of various institutions, thereby disseminating health literacy education to students and faculty of the participating institutions

through dedicated online channels. This practice is unique and distinctive in the context of higher education in India as it ensures student involvement in a community participation to improve the quality of life. The students, in the course of their education, are thus made aware of community issues and health challenges prevalent in society. This helps to mould a health-conscious generation and inculcate in them healthcare ethics, moral responsibility and a philanthropic spirit.

Health Infonet Literacy Initiatives include:

An Academic Health Social Network Platform is created for collaboration and

learning on health-related aspects, using the premium version of workplace App

of Facebook.

- Health Literacy E-learning - This online e-learning platform imparts basic health literacy education to the
- academic community and the public.
- Facilitates talk with a Health care Expert
- National Institute of Physical Medicine and Rehabilitation Webinar Series
- Health Literacy E-Learning Portal which connecting academic institutions and

libraries

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Affiliated to Mahatma Gandhi University, St. Stephen's College, Uzhavoor follows the syllabi of the University. Effective and systematic curriculum delivery is ensured through a comprehensive academic calendar detailing the academic activities college, programme structure, evaluation criteria, internal assessment dates, redressal mechanisms of Continuous Internal Evaluation etc., which is published on the College website and in Students' Handbook. Each department prepares an action. The HoDs prepare the time table and allocation to each faculty who prepare semester wise teaching plan. An orientation programme for new students and parents is offered on the opening day itself. Post Admission Test, Remedial and Bridge classes conducted to identify and cater to the needy students. The Scholar Support Programme (SSP), Additional Skill Acquisition Programme (ASAP), Walk with a Scholar (WWS), Add on and Certificate courses help cater to the academic needs of the students. Internal evaluation is done through tests, assignments, seminars, projects and field work and marks are published. PTA meetings are conducted periodically to discuss results and performance. The resourceful College Central library, Language Lab and Educational Theatre, Science Labs, ICT enabled curriculum and subject related seminars / workshops/ quizzes, invited lectures, interaction with experts etc, help augment the effectiveness of curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ststephens.net.in/po-pso

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College prepares an Annual Academic Calendar in tandem with the University norms and curriculum. Action plans prepared by departments are incorporated into the academic calendar which is provided to the students in their handbooks. Co-curricular and

extracurricular activities are scheduled without affecting 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 and grievances regarding examinations and related matters. The Grievance Redressal System follows a three-tier system, at the department, the college and the University levels. The internal examination schedule comprises of announcement of dates of examination, question paper submission, return of valued answer sheets, publishing of consolidated marks and verification by students and submission to university. Departments ensure that additional classes are arranged in the morning and evening hours of regular working days or on holidays to compensate for the deviations from the calendar, if any.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ststephens.net.in/college-handbook-calender

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****13**

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****14**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**641**

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

1.3 - Curriculum Enrichment

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

Gender: Courses in Feminism and Women's Literature are included in the curriculum of BA English and in Common Course Malayalam and Hindi, which are taught to all the students. These lessons find a real life expression in the activities of the Women's Cell of the college.

Environment and Sustainability: The Centre for Environmental Education and Rural Development (CEERD) of the college has instituted the Paristhithi Mithra Award and conducts activities and Add on course on Environment Sustainability Training and Practices. A subject- based course on Environment Studies and Human Rights is offered to all 5th Semester students and a module on Environment is provided to all 1st Semester students. The Departments of Zoology and Botany, Nature Club and Birds Club offer courses and organize nature camps, field visits, study tours, aiming at promoting interest in birds, conservation of nature and environment.

Human Values & Professional Ethics: Sessions by external experts on discipline specific professional ethics, soft skills, workshops on personality development and life skills, value enrichment etc. are offered by various departments. Courses like English for Business Communication has course content dealing with this area. Life and Career Guidance Seminars for final semester students are conducted on a regular basis.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

299

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://ststephens.net.in/feedbackanalysis
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ststephens.net.in/feedbackanalysis

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

313

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

71

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution caters to students with diverse learning capacities based on two parameters.

1. Qualifying examination Marks

2. Post Admission Test-Departmental entry test conducted after admission. Those securing below 50% identified as slow learners and above 50% as advanced learners

Programs for Slow learners

Bridge Course bridges the knowledge gap between the syllabus of qualifying course and the programme of admission.

Remedial sessions for slow learners.

Satellite Study Groups involves the division of classes into groups of 5-6, headed by advanced learner

Peer teaching where a student who has effectively grasped the topic takes sessions.

Scholar Support Programme (SSP)- Kerala Government initiative to uplift under-achievers.

Question papers archive available

Student Counselling Cell with provides an in-house counsellor in addition to an external counsellor.

Mentoring- teacher-mentor assigned for guidance.

Programs for Advanced learners

Best Student Project Award-initiated by PTA

Advanced learners guided to undertake projects, paper presentations, seminar participation , workshops, MOOC courses.

College Library provides N-LISTe-resources and Magzster.

University/Intercollegiate/Department level programmes

Merit Day

NET/PSC Coaching and certificate course in Tally Ace

Career Guidance

Walk with a Scholar initiated by Higher Education Department, Govt. of Kerala.

Cross teaching where a teachers from one department takes class for another department.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/uploads/aqar20-21/criteria2/SSC-AQAR-2.2.1Programmesfor-students.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
954	55

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution focuses on student-centric methods such as

EXPERIENTIAL LEARNING

Projects/Internships/On-the-job training expose students to actual demands in the work field.

Field trips/Industrial visits/nature camps develop life skills and environmental awareness.

Add On courses for diverse career options.

Entrepreneurship Development Club imparts practical business knowledge.

Prof. K M Mathew Astroview Centre augments astronomical interests

Well-equipped laboratories for experiential learning

Radio SSC augments content creation, technical production and communication skills.

Seminar presentations and assignments boost inquisitiveness

Short films, Drama performances and role-plays enhance creative writing and performance skills

Voluntary Community Service during floods and Covid-19.

CEERD and Clubs ensure participation in green and eco- friendly initiatives and

PARTICIPATIVE LEARNING

Face-a-Book-Challenge augments reading habit

University/College/Department programmes and invited talks by experts

Quizzes, group discussions, debates, interactions, wall magazines, paintings and graffiti ensure participative learning.

ICT ENABLED LEARNING

35 ICT enabled smart class rooms, Language and Audio-Visual Lab, Educational Theatre facilitate teaching-learning through virtual platforms like Google Classrooms and MOODLE.

Students apply ICT skills in online magazines, brochures, posters, invites

Encouraged to participate in SWAYAM, NPTEL courses

SKILL ENRICHMENT

Cloth bag manufacturing, jewellery-making

Departmental manuscript magazines

Additional Skill Acquisition Programme (ASAP) by the Govt of Kerala helps improve employability quotient

File Description	Documents
Upload any additional information	View File
Link for additional information	https://ststephens.net.in/uploads/aqar20-21/criteria2/SSC-AQAR-2.3.1-Student-Centric-Methods.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college adopts the most effective educational tools in ICT to enrich teaching-learning experience.

Attending MOOC Courses, training programmes, and workshops related to the use of ICT are encouraged

Wi-Fi enabled campus provides conducive environment for virtual learning. The college has 35 ICT enabled classrooms with interactive smart board panels, LCD projectors and laptop.

The computer lab with a total of 25 computers, acts as the browsing center for students. DST-FIST lab caters to ICT needs of the science department and the computer labs of the Department of Commerce and Computer Science provide internet facilities for students. ICT amenities are also provided in the Digital Lecture Hall, Conference Hall and Media Centre.

Language Lab with 16 computers enables self-paced learning focussing on Listening, Speaking, Reading, and Writing skills.

Faculty use Google classrooms, Moodle ,Quizzes, Google forms.

Library automated with KOHA facilitates access to N-LIST, online publications and e-resources. Magzster provides access to more than 5000 international/national magazines. Software for visually challenged students and

Access to educational data and Information Literacy Training Programmes

Students are guided towards e-content development, web-magazine, vlogs, direction, scripts, acting, short films and documentaries.

Radio SSC

ERP has been implemented for attendance recording and student data.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**8**

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****361**

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has framed significant reforms in Continuous Internal Evaluation System (CIE) to improve the academic performance of students. Dates for their seminars/assignments, internal exams are announced in CIE calendars prepared by the college.

Students are provided College Handbook where the CIE process, distribution of marks, schedule for internal/external evaluation and registering of grievances are described. Scheme and Schedule are given in handbook for further information. Basic requirements and eligibility for evaluation process is made known to the students through university website, notice boards, orientation, and class counselling.

Staff Review meetings are conducted periodically on departmental and college level. Questions are set from Question Archive. College institutes an Examination Cell, Invigilation Squad, CCTVs and puts up Invigilation duty-list for teachers and seating arrangement-list for students.

Valued answer scripts are distributed personally. Marks of exams are signed and verified in the A and B forms by students, class teachers, HoD and Principal. Later result analysis done at departmental level.

ERP by TCS Meshilogic to track daily and hourly record of the attendance.

All CIE related Grievances are redressed with the help of redressal applications based on Three-tier mechanism available at departmental, college and university level.

Regular PTA meetings conducted.

File Description	Documents
Any additional information	View File
Link for additional information	https://ststephens.net.in/uploads/agar20-21/criteria2/SSC-AQAR-2.5.1-Mechanismof-InternalAssessment.pdf

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

Performance and evaluation are essential in teaching-learning process. The College follows a time bound and transparent system so that every student enjoys the right to apply for re-tests, re-valuation, scrutiny and improvement at the college and university level. The internal marks are allotted based on defined strategies and the A and B forms containing the individual and aggregate marks are signed and verified by the students before uploading to the university site.

In case of any grievances about the Continuous Internal Evaluation (CIE) processes, the Three-tier hierarchical procedures are followed by the college published in the College Handbook. Grievances regarding the CIE are registered in two different redressal application forms that are instituted separately for grievances and requests. The complaint moves from

the teacher, HoD, Principal, CIE Grievance Redressal and then to the University.

The Examination Cell and Invigilation Squad work effectively to conduct exams. Seating arrangement lists, Invigilation duty list and CCTVs help in the smooth conduct of exams. Evaluation and distribution of answer scripts are time bound. All matters regarding exams and results are intimated to the university with utmost urgency

File Description	Documents
Any additional information	View File
Link for additional information	https://ststephens.net.in/uploads/agar20-21/criteria2/SSC-AQAR-2.5.2-Internalexam-grievanceredressel.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The POs, PSOs and COs for the programmes based on the syllabus framed by Mahatma Gandhi University, are uploaded on the college website and Print versions available in the departments, IQAC and Principal's office.

COMMUNICATION TO TEACHERS

Department Meetings and Staff Meetings held at the beginning of the academic year ensure the communication of POs, PSOs and COs to the faculty.

IQAC organizes workshops and sessions for faculty on POs, PSOs and COs, Outcome Based Education, Bloom's Taxonomy etc.

Faculty participation in the syllabus revision workshops conducted by the University helps the departments to keep abreast of the changes.

Faculty members in the Board of Studies are responsible for revising the POs, PSOs and COs. Any problem in the syllabus is communicated along with rectification.

COMMUNICATION TO STUDENTS

POs, PSOs and COs are displayed on Department Notice Boards and website .

Orientation Programmes are at college and department levels, Students Handbook and Calendar helps familiarizing POs, PSOs and COs.

Faculty handling a particular course also explain the COs of the same in detail during class.

The objectives of the programme are measured through satisfaction surveys and academic/administrative audits. Later IQAC evaluates these feedbacks.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ststephens.net.in/po-pso
Upload COs for all Programmes (exemplars from Glossary)	View File

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

INTERNAL METHODS

Continuous Internal Evaluation helps assess POs and COs. Question papers and assignments are framed on COs and attainment assessed from answer scripts.

Marks of test-papers, assignments and seminars along with participation in curricular, co-curricular and extra-curricular activities are matrix to map learning outcomes.

Exit surveys at the end of the semester and course helps attain feedback regarding POs and COs

IQAC discusses the feedback with concerned departments.

EXTERNAL METHOD

University Examination evaluate attainment of POs and COs. IQAC analyses programme and course-wise examination results. Projects of PG and UG along with Pass percentage, progression to higher studies, placement, Internships and On-the-job training help

assess learning outcomes. Feedback is collected from stakeholders .

College Council and Governing Body are intimated by IQAC through audits and surveys.

ATTAINMENT

POs and PSOs are accomplished through curriculum.

Question papers are prepared based on Bloom's Taxonomy. Each question satisfies a CO and evaluation done. Department Board of Studies decide the cut-off percentage for CO attainment. IQAC formulates a matrix. And the average correlation level is calculated for all POs and PSOs.

PSOs are measured using the weighted average method with grade points on a scale of 10.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ststephens.net.in/uploads/agar20-21/criteria2/SSC-AQAR-2.6.2-PoCo-Attainment.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

275

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://ststephens.net.in/annual-reports

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://ststephens.net.in/uploads/aqar20-21/criteria2/SSC-AQAR-2.7-Student-Satisfaction-survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

5

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.santhigiriashram.org/nskgrcas.php

3.2 - Innovation Ecosystem

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

The business Incubation Centre (BIC) of the Institution fosters students' first-hand experience and encourages self-reliance, experimentation, innovations, and entrepreneurship skills by providing infrastructure, mentoring space, and learning ecosystems.

One of the activities of the BIC is organic farming by the students on campus. The Women Cell organized a webinar on "Successful Story of a Woman Entrepreneur" and conducted a competition: 'St. Stephen's Young Innovators Award 2021'. Innovative practices by various departments include Water analysis; In- House Biodiversity Display and Practices; Vermicompost Unit Maintenance; Mushroom-Cultivation; Star Watching etc. CEERD distributes Paristhithi Mithra Award - for the best innovative practices in environmental management in Kerala. For the dissemination of scientific and experimental knowledge, The Research Cell and IQAC organized QUAESITIO -2020, a National Conference and Paper Presentation Competition.

The institution always supported students to channel their passion into a successful business. It is notable that many students have been gaining monetary benefits out of their start-ups.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephens.net.in/business-incubation-centre

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

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

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

21

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

12

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the academic year 2020-21.

For the promotion of Environmental Activism in Society, CEERD conducted Paristhithi Mithra Awarding Ceremony, Awareness Class, and Field visit.

Making masks and distribution to the public, Town cleaning, Health survey, providing ground support to Uzhavoor Krishi Bhavan for their AIMS ([Agriculture Information Management System) app, Fordplasta, a plastic-free challenge, 'Clean up Uzhavoor Drive' and cleaning of the Puthuvvely Govt. School Library are some of the extension activities done by the NSS volunteers.

The Health-Infonet is a platform for collaborating with more than

50 institutional and health care organizations aiming to disseminate health literacy, especially during the covid-pandemic.

By instituting a Covid- 19 Help-Desk KOODEYUNDU ST. STEPHEN'S fought against the pandemic Covid-19. It was a joint venture of CEERD, NSS, NCC, and K R Narayanan Study Centre & Health Info Net.

The College, with the support of teaching staff, donated a Water Heater to the Domiciliary Care Centre run by Uzhavoor Panchayat and also donated 3 Chairs to K. R. Narayanan Hospital.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

12

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

29

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

900

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college spans an area of 11.5 acres with a built-in area of 11153.28 sq. meters. It provides the adequate infrastructure to nurture the academic and extracurricular interests of students.

The college has three blocks namely, Main Block, Golden Jubilee Block, and the Chazhikattu Hall. The college has 35 ICT-enabled classrooms with LMS (Moodle) access, eight adequately ventilated science laboratories, and six computer labs. Wi-Fi connection of 200 Mbps bandwidth offers continuous internet connectivity. A total of 123 computers and 11 laptops cater to the student community.

The spacious College Library has a vast collection of books and online databases. The Smartphone digital library Initiative assists visually challenged students to avail academic documents in an accessible format. The College takes pride in Bishop Tharayil Memorial Educational Theatre (127 seats), Archbishop Mar Kuriakose Kunnassery Conference Hall, and Language Lab.

K. R Narayanan Chair for Social Justice and Adv. Joseph Chazhikadan Chair for Regional Development Studies is established

in the college.. K. R. Narayanan Study Centre and Museum and Prof. K. M. Mathew Astroview Centre are two highlights of the college infrastructure.

The college offers parking spaces and regularly serviced water coolers. The canteen offers subsidized food.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephens.net.in/uploads/agar20-21/criteria4/SSC-AQAR/4.1.1infrastructurephotos.pdf

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

.

St. Stephen's College takes pride in its exceptional infrastructural facilities for sports and cultural activities.

The college has excellent sports training for Volleyball, Judo, Cricket, Football, and Badminton. Sr. Goretti Memorial All Kerala Volleyball tournament for Women, Bishop Tharayil Memorial Volleyball Tournament for men, Bishop Kuriakose Kunnassery Sacerdotal Golden Jubilee Memorial All-Kerala Football Tournament, and Golden Jubilee Memorial Shuttle Tournament are the various annual sports tournaments hosted by the college.

The Multipurpose Indoor Stadium with courts for basketball, volleyball, ball badminton, and three badminton courts along with the Gymnasium furnished with advanced equipment offer quality sports infrastructure for our students. The spacious sports ground used for athletics and football, and the multipurpose playground with volleyball, basketball, ball badminton, lawn tennis, and a Kho-Kho ground are some of the additional sports facilities made available by the college.

The spacious Chazhikattu Auditorium with 800 seats is the venue for cultural programs and indoor games Media Centre, Seminar hall The Activity Hall/ Meditation Centre are venues for the conduct

of cultural events and workshops. The Prayer Hall is a welcoming abode catering to the spiritual and mental development of our students and a venue for meditation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephens.net.in/uploads/agar20-21/criteria4/SSC-AQAR//4.1.1infrastructurephotos.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

37

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central Library of our college is a 1st Grade Library with more than 34,000 books, 65 print periodicals, 6000+ e-journals(N-LIST), 5000+ online magazines (MAGZTER), and a subscription to 10 newspapers.

Library Automation

Since 2013 the library has been fully automated using 'KOHA', a user-friendly open-source Integrated Library Management Software. It helps provide a handful of attractive interfaces, like quick search and access, Web-OPAC, and the feasibility of integrating new technologies like RFID.

Name of ILMS Software : KOHA

Nature of Automation : Fully

Version : 20.11.03

Year of Automation : 2013

Library Website

- <http://www.ststephenslibrary.com>
- The Website lists the services offered by the library for users and provides links to information resources. A digital reference page with a provision for users to post their academic queries.

Library Support Services

- Electronic Resource Management Package for E-journals /E-books.
- Subscription to UGC (INFLIBNET) E-books and E-journals via N-LIST.
- Anti-plagiarism software URKUND

- Add-on course in Information Literacy / Research and Publication ethics.
- Dr. APJ Abdul Kalam Memorial "Kalam Corner".
- Reference assistance
- Service of a qualified and competent college librarian.
- Open Access System.
- Special arrangements for Divyangjan.
- Smartphone digital library to assist visually challenged students.
- Resources catering to competitive examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://koha.ststephenslibrary.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

130680

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

93

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The academic and administrative spaces of the college are ICT integrated to meet the novel demands of the post-pandemic higher education sector. The college has a leased line of Optical Fiber Cable (OFC) internet connection (200 Mbps bandwidth). All classrooms and staffrooms have LAN ports. Enterprise Resource Planning Software is maintained by TCS. The college has a well-maintained website with facilities for online admission and online fee payment. The traditional attendance marking system of staff was replaced with the technologically advanced Biometric attendance system in 2020.

The well-equipped and fully automated library has Open Access System and Online Public Access Catalogue (OPAC) and Library Management Software. All Department has ICT-enabled classrooms equipped with interactive panels/ smart board and projector. The Departments of Chemistry, Commerce, Zoology, Physics, and Computer Science have their own computer labs along with the DST-FIST computer lab. The Language Lab housing fifteen computers is a technologically enriched language learning platform. The System

Administrator ensures regular software updates and antivirus installments on all computers.

The educational innovation of our institution, Bishop Tharayil Memorial Educational Theatre helps translate the goals of edutainment. (education through entertainment) The Bishop Kunnassery Conference Hall is equipped with the latest audio-visual facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephens.net.in/gallery?album=SMART+Classrooms

4.3.2 - Number of Computers

123

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

4213235

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Management of St. Stephen's College through frequent monitoring by several committees strives to satisfy modern standards and assures a systematic procedure for the preservation and maintenance of infrastructural facilities. The Purchase Committee and the office of the Bursar in cooperation with Management plan the budgetary provisions for the various requirements linked with the maintenance and care of the infrastructure at the start of each financial year.

The Maintenance and Repair Committee under the leadership of the Bursar is in charge of all maintenance and strives to fill any gaps in infrastructural, academic, and support facilities. Additionally, the Purchase Committee, Building Committee, UGC Planning Board, Campus Beautification Committee, Canteen Committee, NEP Implementation Committee, and Library Advisory Committee constantly monitor and evaluate the requirements of the college. All policies ensure the optimal utilisation of the provisions and facilities of the college to ensure a balanced academic environment for the students.

A regular cleaning crew efficiently takes care of the general upkeep and hygiene of the campus. Dedicated trash cans are set up across the college for biodegradable and non-biodegradable wastes to ensure responsible waste management. A full-time mechanic ensures the maintenance of the physical infrastructure of the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

476

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

155

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Link to Institutional website</td><td>https://ststephens.net.in/skill-enhancement</td></tr> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Details of capability building and skills enhancement initiatives (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Link to Institutional website	https://ststephens.net.in/skill-enhancement	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to Institutional website	https://ststephens.net.in/skill-enhancement								
Any additional information	View File								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
134									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
134									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

96

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

28

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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. The College has an active Student Council elected by the parliamentary mode of election as per the stipulations of the university. The Student Council on behalf of the students puts forward suggestions and grievances before the Principal and the College Council after which necessary steps are taken for redressal by the same.

The College ensures student participation in core decision making and implementation procedures by including them as members of the College IQAC. Two student representatives are included in the Grievance Redressal Committee where complaints lodged by the students are redressed and resolved. The Library Advisory Committee consists of a student representative to posit their concerns and recommendations on library facilities. Student participation is mandatory in other cells such as Mobile Inspection Squad, Anti-Ragging Committee, Anti- Narcotic Cell, Anti-Sexual Harassment Cell, Discipline Committee, Canteen Committee, Grievance Redressal Committee, and Women's Cell. The elected Sports Secretary coordinates college level sports activities and thereby encourages a spirit of sportsmanship among students. Department Associations with student executive committees help to provide appropriate arenas for showcasing their talents.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/student-council
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

116

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of St. Stephen's College, ALMASS, strives to promote an endearing relationship between its former students and the Alma-Mater. The association instills in its members a spirit of loyalty to the college in which they studied. It is officially registered under the Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955 (Reg. No. KTM/505/02) on 24th October 2002.

ALMASS, the association of illustrious galaxy of alumni, expands beyond its physical campus with Alumni Chapters in UAE, Kuwait, Qatar, Dubai, U.K and state wise chapters in USA. Every year, the Alumni are convened at the college on the Sunday that precedes Christmas.

FINANCIAL CONTRIBUTIONS

Infrastructural development- The alumni contributed a considerable amount for the Installation of ICT Enabled Interactive Smart boards in the classrooms. Sponsoring events like department fests and competitions. The alumni institute awards, initiate endowments and cash prizes and provide financial support to the deserved students.

NON-FINANCIAL CONTRIBUTIONS: Conduct of Dr. K. R. Narayanan Memorial Lecture Series and Intercollegiate Elocution Competition Academic Interactions Participation in IQAC Initiatives for conducting Lecture Series and panel discussions. Valuable Alumni feed-backs collected Foreign Chapters organize programmes and

competitions for the students

File Description	Documents
Paste link for additional information	https://ststephens.net.in/alumni-association
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)**A. ? 5Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION

Reach out to the star of human excellence based on the love of God and service to mankind as modelled in Jesus Christ, in a background of Indian heritage so as to produce intellectually trained, morally upright, socially committed and spiritually inspired citizens.

MISSION

To attain holistic development of the individual through academic excellence coupled with a strong commitment to man and nature.

Governance Mechanism

The Manager is the ex-officio president of the Governing Body, appoints staff, and guides and supports the Principal. He is the authority on policy matters. The Governing Body gives appropriate inputs to the IQAC for strategic plan preparation.

The Academic Director advises the staff on benchmarks of educational quality.

The Principal decides internal matters and takes important decisions. The Vice Principal assists the Principal and discharges duties in their absence. The Bursar is in charge of infrastructure development.

The Internal Quality Assurance Cell frames various policies and advices on related matters.

The College Council discusses relevant matters in the college and assists the Principal.

Heads of Departments address department issues, communicate college policies and convene regular department meetings.

Class teachers are responsible for their assigned classes. Faculty interact with students and execute assigned responsibilities.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/about-us
Upload any additional information	View File

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

Effective leadership is visible through participative procedures. Faculty members are encouraged to make various suggestions. The students too, provide suggestions through apt representation in significant committees.

Case Study

Effective leadership is quite visible in the construction of the Golden Jubilee Block. Stakeholders wanted to augment infrastructure. Infrastructural requirements were thus framed in a participative manner considering the opinions of staff and students. The requirements included additional classrooms, rooms for co- curricular activities /clubs, computer labs and wash rooms.

The Building Proposal thus formulated, was presented to the

Governing Body for approval which was soon granted. The plan and estimate were drawn up considering the requirements.

The 'Building Committee' was responsible for executing the plan. They met frequently to discuss progress and challenges. The finance committee had to mobilise funds.

Staff members contributed Rs 44,60,300/- to the fund. Retired faculty also contributed generously sponsoring new class rooms. The Alumni Association conducted fund raising campaigns globally. Parents/ students supported the initiative through coupons.

The Golden Jubilee Block was blessed in May, 2016. It houses 9 Classrooms, 2 Computer Labs, 1 Staff Room, rooms for NSS, NCC, CEERD, K R Narayanan Study Centre and washroom facilities.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/alumni-contributions
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college's strategic plans involve all stakeholders. IQAC formulated 'The Institutional Development Plan' (IDP) to strengthen campus-community relationships.

GRAMA-MITHRA CAMPUS

'Centre for Environmental Education and Rural Development' (CEERD) began for students' community participation and eco-consciousness. Koodeyundu St. Stephen's (St. Stephen's is with you) assists the indigenous population. Snehanidhi, helps disadvantaged students, incorporating initiatives like Lend a Hand (voluntary student contributions). Health Infonet is a free information dissemination portal. Together they constitute Grama-Mithra Campus - the college's attempts to support the local community.

Deployment Process

Koodeyundu St. Stephen's offers COVID help-desk services and aid to local hospitals e.g. donating a water heater & chairs. The college was also a COVID testing centre when needed.

CEERD has outreach projects: digitalizing farmers' details, coaching classes for schools, distributing grow bags publicly, etc. The 'Paristhithi Mithra Award' is also given annually for innovative environmental practice.

Faculty began Snehaniidhi to help students buy meals, purchase study material, etc.

Students began Lend a Hand to meet academic expenses, pursue higher studies, etc.

Health Infonet is a free initiative for transforming libraries into public health literacy dissemination centres.

The students' strong social orientation was visible during the floods and pandemic: 224 students volunteered. 476 people benefited.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.ststephens.net.in/idp
Upload any additional information	View File

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

The college is a well-defined, organisation under the Archdiocese of Kottayam, headed by the Bishop. The Governing Body frameworks its policies. The Manager heads it, assisted by the Corporate Educational Secretary. It recommends adoptable strategic plans.

The Principal manages the college's daily affairs and implements the governing body's directives according to the government/ other regulatory agencies.

The College Council discusses major concerns and supports the Principal administratively.

Committees and Cells support administratively.

The Grievance Redressal Committee, headed by the Principal, includes the IQAC co-ordinator, staff secretary, a senior lady teacher, and the Students' Council President and Secretary.

POLICIES/ PROCEDURES

The college has a 'Policy Document' to ensure smooth functioning.

The college follows UGC Acts and Regulations, & the University and State Government norms for recruitment/ promotion.

Vacancies are reported to the DCE, Government of Kerala and on receiving concurrence, advertised regulation-wise. A panel conducts the interview as per UGC regulations and University directives.

Guest faculty are recruited as per Government rules, meritoriously.

The college follows an impartial, transparent promotional policy for teachers based on the UGC's Career Advancement Scheme (CAS).

Service Rules

The institution complies with UGC regulations, Kerala Service Rules (KSR) and University Statutes as per current rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.ststephens.net.in/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has effective staff welfare schemes, believing that they perform best when happy, which impacts students positively.

Statutory Measures:

- 15 days casual leave for teaching & 20 for non-teaching staff. 20 half pay leave /10 day leave, commutable yearly
- Gratuities, Pension, all government welfare schemes
- State Life Insurance, GIS, GPAIS
- Provident Fund facilities
- Maternity/ paternity leave
- Regular increments/ periodic salary revision
- Festival allowances
- Duty leave

Non- Statutory Measures:

- Financial assistance: seminars, workshops, FDPs
- Day care facility: staff members' children during working hours
- Hostel facilities - lady teachers
- Uzhavoor Adhyapaka Co-operative Society provides emergency loans, etc. to staff without hassles
- Advance salary to guest faculty
- Access to academic databases/ software
- Canteen
- Separate parking
- Full-fledged indoor stadium
- Staff associations for teaching/ non-teaching staff, meeting regularly

- Lady teachers' association
- Teaching staff encouraged to take up research/ extension activities
- Management encourages staff: Career Advancement schemes; felicitates achievements
- Department-wise/ institutional get-togethers
- Retirement meetings honor dedicated service; management representatives / family members of retiring staff attend
- Staff tours
- Celebrate important festivals/days
- Admission: Preference given - wards of staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

19

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

29

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college's multi-tiered, systematic appraisal system for assessing staff performance, motivates them to perform well, leading to holistic development.

FACULTY APPRAISAL

All faculty have to fill a self-appraisal record (Teacher Performance Record/ TPR) annually, containing details like time table, courses engaged, leave taken, etc.

The HOD verifies the TPR periodically. At the end of the academic year, the Principal assesses the record submitted.

The Principal submits an annual Confidential Faculty Report to the Manager, who evaluates it and provides encouragement, improvement suggestions and corrective measures individually, confidentially.

Faculty members also prepare documents for Career Advancement. At promotion, these are produced before the Manager.

STUDENT FACULTY APPRAISAL

The IQAC monitors student feedback through an online questionnaire evaluating faculty performance at the end of every academic year. The feedback is then analysed/ reviewed by the Principal, and discussed with the concerned faculty confidentially, suggesting corrective measures if needed, providing appreciation too.

ALUMNI / PARENTS FEEDBACK

The feedback from alumni/ parents provides external assessment, collected during PTA meetings/ online through the college website.

NON-TEACHING STAFF APPRAISAL

The superintendent guides the non-teaching staff in preparing their annual self-appraisal form for assessment. The Manager/ Principal evaluates it, giving suggestions individually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts a systematic internal and external financial audit regularly.

EXTERNAL AUDIT

The audit of the accounts maintained by the college is done annually by a practicing Chartered Accountant. The Management has appointed Thomas Chazhikadan & Associates as the external auditor.

A certified Chartered Accountant verifies income and expenditure details of the sanctioned projects. After due verification 'Audit Report' and 'Utilisation Certificate' are issued by the CA which are subsequently sent to the sanctioning authorities for the settlement of accounts.

The audit wing of the Department of Higher Education inspects the accounts related to the schemes that the college has availed. The Accountant General (Kerala), also conducts verification.

INTERNAL AUDIT

Internal audit is carried out by the office staff comprising the Superintendent, the head accountant and the staff in charge of that accounts. The Head Accountant scrutinizes and verifies the financial data which is again scrutinized by the Office Superintendent and the Principal for financial accuracy.

FINANCIAL AUDITS OF GRANTS AND FUNDS SANCTIONED BY MANAGEMENT

On behalf of the Management, daily transactions and accounts pertaining to management funds of the college are verified and audited by the Internal Audit Team of the Diocese of Kottayam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

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

2.05

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has a well-defined 'Financial Management and Resource Mobilization Policy' and time-tested mechanism for fund mobilization/ optimal utilization. The college forecasts its financial requirements through annual budgeting. Budgetary allocations are developed based on the Institutional Development Plan & various requirements. Teachers are responsible for mobilizing resources from as many agencies as possible by submitting the proposals as per requirements.

The Management has also appointed a full-time Bursar to take care of the college's financial security. He devises appropriate strategies for mobilizing funds.

The major sources of non-government funding are contributions from parents, Alumni, philanthropists, Endowments and Scholarships instituted by retired teachers, interest-free loans from teachers, funds raised by departments/ cells/ associations, etc. Rent from the conduct of various competitive exams like PSC Exams, Bank Exams, etc. is also a source of income.

The institution ensures transparency and accountability in utilizing financial resources. Proper accounts and documents regarding income and expenditure are maintained. Sufficient and appropriate supporting evidence are ensured before passing financial entries. UGC funds are deposited in separate PFMS bank accounts and utilized accordingly. Students' scholarships from Government/ private agencies are distributed only through bank accounts. Optimal utilization of funds is ensured through a

transparent tendering process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC strives to help achieve academic excellence and ensure quality enhancement. Below are two practices:

1. Teacher's Performance Record (TPR)

Each teacher maintains TPR to document as a continuous self-appraisal system, academic and administrative activities. The faculty can note down duties and all activities undertaken. The TPR is verified by the HoD and submitted to the Principal before the IQAC's assessment and feedback. The faculty thus identifies their strengths and weaknesses.

2. OUTCOME BASED EDUCATION

The IQAC introduced 'Outcome Based Education' (OBE) as per NAAC and the UGC Manual/ policy, when a new curriculum was introduced. So the IQAC organised a two-day workshop.

The IQAC articulated 'Graduate Outcomes' and instructed departments to frame their 'Course Outcomes' (COs), 'Programme Outcomes' (POs) and Program Specific Outcomes (PSOs) on the basis of the syllabus and the college's Vision & Mission. The IQAC ensured that they were stated in easy terms before communicating it to all.

The IQAC also organized sessions on PSOs and CO PO Mapping. Faculty were encouraged to participate in similar programmes & the University's syllabus revision workshops.

Students' exit feedback, gives effective criticism regarding the attainment of outcomes, which are discussed with departments with corrective measures taken if needed.

File Description	Documents
Paste link for additional information	https://ststephens.net.in/po-pso
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC improves the quality/ performance of staff through initiatives in research/ developmental activities.

I.QUAESITIO

The IQAC and the Research Cell introduced 'Quaesitio' 2019 (paper presentation competition) to present research outcome. Initially, 'Quaesitio' was for within the college. Its success led IQAC to organize the programme pan-India. During the pandemic, the programme was hosted online. 'Quaesitio 2020', invited abstracts from students pan-India. Participants shortlisted, presented their papers online. 'Quaesitio's proceedings were published later too.

To further the research ambience, IQAC established [1] Dr. K R Narayanan Chair for Social Justice and [2] Joseph Chazhikadan Chair for Regional Development Studies.

II.STAFF PROGRAMMES

To ensure academic quality, the IQAC has organized 52 professional development/ administrative training programmes for the staff which improved their subject knowledge, teaching skills and technical expertise.

32 programmes on topics such as Academic Publishing and Plagiarism via the Internet were based on current academic trends, benefiting all.

An FDP series on E-Teaching by the IQAC was successful during the pandemic. It covered basics like hosting a Google Meet and advanced topics like Flip Classrooms. The NAAC reaccreditation process - criterion-wise questions and their philosophy - were also part of the programmes offered. The IQAC thus offers FDPs annually.

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=y95Ptbg
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ststephens.net.in/igac-newsletter
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

St. Stephen's College was established at a time when gender inequality was ingrained in all sections of the society. It is noteworthy that a majority of the student community, 58% of the teaching staff and a majority of Principals during the assessment period were from the women folk.

The college is situated in a rural area and the students from

faraway places can stay safely in the college hostel. CCTV surveillance of the college and the hostel with a full time security staff posted in the campus ensure a safe and secure environment for women. Effective counselling is ensured through class teachers and mentors. The Counselling Cell has a MoU with Jeeva Counselling Center from where a counsellor regularly visits the college and strives to resolve issues regarding sexual harassment or gender conflict and render psychological support.

Women's Cell, Anti-Ragging Cell, Grievance Redressal Cell, CIE complaints Committee, Discipline Committee, Anti-Sexual Harassment Cell, Anti-Narcotic Cell, Counselling Cell and Value Enrichment Cell ensure the welfare of students. A well-furnished common room for ladies and a sickroom with two wheel chairs, a bed, attached washroom and the provision of basic first aid facilities are ensured through a teacher-in-charge. Daycare facility is arranged for staff with young children in collaboration with St. Stephen's English Medium Nursery School, Uzhavoor.

File Description	Documents
Annual gender sensitization action plan	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC_7.1.1genderactionplan20-21.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC_7.1.1gendercommoncover20-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college is committed to its policy of green protocol and 'zero waste' and follows eco-friendly waste management mechanism. Students and staff are encouraged to follow the 5R's policy 'Refuse-Reduce-Reuse- Repurpose-Recycle' in order to reduce individual waste generation and the environmental impact of their activities.

Dustbins are provided in all the classrooms, departments and key areas for the disposal of waste and the segregation of biodegradable and non degradable waste are monitored by CEERD unit. Plastic, Styrofoam glasses and plates are banned in the campus and CEERD has taken initiatives to replace them with steel utensils. Use of disposable/plastic lunch packets have been discouraged and an increasing number of staff and students have shifted to the use of steel lunch boxes and lunch packets in plantain leaves. Flex boards are banned and notices are printed on cloth and other reusable materials.

Our college adheres to the protocol of liquid waste disposal in its laboratories. The College does not generate radioactive chemicals and biomedical waste. The college optimizes the inventory of computers and hardware resources through reassembling, modification and up gradation under the supervision of the System Administrator. A collaboration with M.S.H. Traders with regard to solid and E-waste management, ensures that discarded computers or printers are not lying idle in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has always been at the forefront in creating an inclusive campus environment- embodying students from diverse backgrounds and also catering to the needs of the marginalized groups. Various religious festivals of cultural and regional importance like Onam, Christmas, Keralapiravi and Bakrid are harmoniously observed with maximum student participation. Folklore Day, Arts Day, College Day and Association-wise cultural events also allow students to interact each other.

Observance of Mathrubhasha Dinam, Rashtrabhasha Day and Reading Day addresses the linguistic diversity of our society.

Flood Relief activities under the guidance of NSS, NCC and CEERD, gave students opportunities to enthusiastically participate in cleaning drives, collection and distribution of needy items and fund raising in the flood affected areas. NSS extension activities aimed at developing social, environmental and legal consciousness include classes on micro-farming and bio-farming techniques, distribution of seeds, legal aid clinic etc. for the community.

Majority of the students are from economically weak backgrounds and one-third of the students are from backward communities. Snehanidhi and Lend-a-hand schemes are institutional mechanisms instituted by the faculty and students respectively to provide financial assistance to students, parents and staff. Academic-socio-emotional support systems like bridge courses, remedial coaching, Scholar Support Scheme, satellite study groups, tutoring, mentoring and counselling help students to blend in the community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college provides students opportunities to develop their constitutional obligations including values, rights, duties and responsibilities as citizens. The Preamble of the Constitution,

fundamental rights and duties are displayed in the campus at prominent places. The College working day starts with an all religion prayer and ends with the National Anthem. The 'K.R.Narayanan Study Centre', 'K.R.Narayanan Chair for Social Justice' and 'Adv. Joseph Chazhikadan Chair for Regional Development Studies' focus on making students aware of the Indian Constitution, secularism, Gandhian philosophy, policy making etc.

The Electoral Club has organized drill sessions on the working of VVPAT and has provided assistance to students for availing Voter's Id, to generate electoral awareness among students. Swacch Bharat Abhiyaan helps inculcate values and ethics of service to society.

In the Covid-19 pandemic scenario students and staff of the college were actively involved in community service through activities in a new venture named 'Koodeyundu St. Stephen's'. In addition to this, our college was a Covid-19 testing center and the staff served Covid-19 duty at K.R.Narayanan first line treatment center. To instill the spirit of Nationalism, among the students, a statue of Mahatma Gandhi is installed in a prominent place in the campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC_7.1.9dutiesagar20-21.pdf
Any other relevant information	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC_7.1.9valueenrichment20-21.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators

A. All of the above

and other staff **4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates important international, national and regional festivals; and commemorates important dates in order to create an awareness of the nationalist, democratic, secular and patriotic values envisioned in the constitution of India. Flag hoisting and the customary parade by NCC unit mark Independence Day and Republic Day celebrations. Cleanliness drives of the institution, nearby hospitals and roads are the activities for Gandhi Jayanthi.

NSS and NCC organize Blood donation camps on World Blood Donor Day and National Blood Donation Day. Talks, essay writing competitions, street plays, awareness talks, rallies, distribution of badges, programmes and dramas are the events for Anti-Narcotics Day, World AIDS Day, National Youth Day, Social Media Day, Anti-Dowry Day, Women's Entrepreneurship Day and World Population Day.

Students take initiative to celebrate Teachers' Day by organizing cake cutting, gift exchange and gratitude dedications. Vayana Dinam (Reading Day), Mathrubhasha Day (Mother Language Day) and Folklore Day were celebrated with Face-a-Book Challenge, talks, book exhibitions talks and traditional art performances to create awareness about the protection of the mother tongue Malayalam.

Rallies, seminars, painting competitions and signature campaigns for college and school students in order to propagate green messages and to affirm the green ethics of the college were

conducted on Ozone Day. World Environment Day is observed by Paristhithi Mithra Awards distribution, pledges, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice -1 KOODEYUNDU ST. STEPHENS

KOODEYUNDU ST. STEPHENS, which literally means "St. Stephen's is with you", is a combined venture of CEERD, NSS, NCC, KR Narayanan Study Centre & Health Info Net to serve the society during pandemic with the following objectives:

- To form a COVID-19 Help Desk.
- To offer following services as part of college extension and community participation:
 - Vaccination support
 - Doctor's Support
 - Blood donation
 - Transportation support
 - Emergency Support
 - Support to Health workers
- To extend this support to the two Grama Panchayats namely Uzhavoor and Veliyannoor.

Best Practice -2 SAVIEZZA

St. Stephen's college has always been in the forefront in promoting higher learning and engaging in diverse extension

activities. Furthermore, this was the first time such a comprehensive and cross-disciplinary event Saviezza - the Annual Stephanian Erudite Series, an inter-collegiate, and multidisciplinary webinar series. was organized on a virtual platform. Saviezza, the webinar series, with 10 successful webinars, was able to challenge the conventions ,ignite fresh ideas and develop ways to pursue excellence, especially by introducing audiences to some of the experts in various disciplines from across the world when our country and the entire world battles the pandemic

File Description	Documents
Best practices in the Institutional website	https://ststephens.net.in/best-practices
Any other relevant information	https://ststephens.net.in/uploads/agar20-21/criteria7/SSC-7.2-BestPractices-Supporting.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Health Infonet, a not-for-profit and novel academic initiative, is the result of the combined efforts of St.Stephen's College, Uzhavoor and the Mahatma Gandhi University. It connects the libraries of various institutions, thereby disseminating health literacy education to students and faculty of the participating institutions through dedicated online channels. This practice is unique and distinctive in the context of higher education in India as it ensures student involvement in a community participation to improve the quality of life. The students, in the course of their education, are thus made aware of community issues and health challenges prevalent in society. This helps to mould a health-conscious generation and inculcate in them healthcare ethics, moral responsibility and a philanthropic spirit.

Health Infonet Literacy Initiatives include:

An Academic Health Social Network Platform is created for collaboration and

learning on health-related aspects, using the premium version of workplace App

of Facebook.

- Health Literacy E-learning - This online e-learning platform imparts basic health literacy education to the
- academic community and the public.
- Facilitates talk with a Health care Expert
- National Institute of Physical Medicine and Rehabilitation Webinar Series
- Health Literacy E-Learning Portal which connecting academic institutions and

libraries

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Conduct of Internal & External Academic Audit for year 2021-22
 2. conduct of a national seminar on 'Accreditation and NEP' with the sponsorship of NAAC
 3. to conduct a workshop on OBE in the beginning of the next academic year.
 4. Campus ERP will be implemented in full-fledged manner from next academic year onwards.
 5. Preparation & Evaluation of Action plans for each department and Clubs/association.
 6. Infrastructure Improvement:
 7.E-Learning facilities - it is planned to enhance the number of smart classrooms to 100%.
 8. Planning to submit IIQA .
 9. Planning to conduct International Seminars/ Workshops.
 10.Interdepartmental exhibition
 11. Expert sessions / talks by Alumni.
 12. Introducing job oriented certificate courses
 13.Observance of important days.
 14.Intensive support programmes (additional support sessions to weak students after normal working hours)
 14.Research methodology workshop for 3rd year

students.15.Model examinations for competitive examinations likeCAT/JAM etc 16.Intensive support programmes before annual examinations.