



ST.STEPHEN'S COLLEGE, UZHAVOOR

Affiliated to the Mahatma Gandhi University, Kottayam

ANNUAL REPORT



**Academic Year
2017-18**

Compiled and Edited by

ST.STEPHEN'S COLLEGE, UZHAVOOR

IQAC TEAM

- | | | | |
|----|--|---|---|
| 1 | Chairperson | : | Dr. Shiney Baby, <i>Principal</i> |
| 2 | Representative From Management | : | Rev. Fr. Alex Akkaparambil, <i>Manager</i>
Rev. Fr. Thomas Pralel, <i>Vicar</i>
(<i>St. Stephen's Forane Church, Uzhavoor</i>) |
| 3 | Education Expert | : | Dr. T. M. Joseph, <i>NAAC Peer Team Member</i>
(<i>Principal, Nirmala College, Muvattupuzha</i>) |
| 4 | Co-ordinator | : | Lt. Jais Kurian,
(<i>Asst. Professor, Dept. of Mathematics</i>) |
| 5 | Representative from
Administrative Officers | : | 1. Dr. Benny Kuriakose, <i>Vice Principal</i>
2. Sr. Sherly SVM, <i>Office Superintendent</i>
3. Sri. Jasimudeen S, <i>UGC Librarian</i>
4. Dr. Francis Cyriac E, <i>Former Principal</i>
5. Fr. Jose Thekkunilkunnathil, <i>Bursar</i> |
| 6 | Eminent Person from Local Body | : | Smt. Mercy James
(<i>President, Uzhavoor Grama Panchayat</i>) |
| 7 | Nominee from Parents | : | Sri. Joy Philipose,
(<i>Vice President, PTA</i>) |
| 8 | Nominee from Industrialist | : | Sri. James Joseph,
(<i>Founder & Director, Jackfruit 365</i>) |
| 9 | Nominee from Employees | : | Sri. Sunil Philip Kavungumparayil
(<i>MD, Akash Pets-Paper Product Industry, Palakkad</i>) |
| 10 | Nominee from Alumni | : | Sri. Vincent V. C., (<i>Executive Assistant, Administration Dept., Ministry of Defence, Dubai</i>) |

11 Faculty Members

1. Sri. Philipson C. Philip
(Associate Professor & HOD, Dept. of Physics)
2. Sri. Stephen Mathew,
(Asst. Professor & HOD, Dept. of Commerce)
3. Dr. Sincy Joseph,
(Asst. Professor, Dept. of Botany)
4. Smt. Bindu Cherian
(Asst. Professor & HOD , Dept. of English)
5. Sri. Thomas K. C
(Asst. Professor & HOD, Dept. of Economics)
6. Smt. Ambili Catherine Thomas
(Asst. Professor, Dept. of Commerce)
7. Sri. Biju Thomas
(Asst. Professor & HOD, Dept. of Zoology)
8. Sri. K. J. Sebastian
(Associate Professor, Dept. of Physics)
9. Sri. Aby Jimson
(Associate Professor, Dept. of Chemistry)
10. Sri. Manoj K. Yesodh
(Asst. Professor & HOD, Dept. of Computer Science)

12 Nominee from Students

- : Abin Jose,
Student Representative

Principal's Message



As we all know a Newsletter mirrors a college - its vision and mission. It also highlights the events, activities and achievements of the year. Though

St. Stephen's College, Uzhavoor, has not yet reached the targeted destination of NAAC Accreditation A+, we, as a team are trying hard to attain the goal. On this occasion I am delighted to congratulate Kum. Rejitha Mohan, the University first rank holder for B.Com (Computer) programme in the year 2017.

Many constructive efforts have been taken to improve the university results. Different programmes have been organized to groom the students with employability skills and to make them socially committed citizens, who always exercise eternal human values influencing and inspiring all those around them to practice the same.

Students are individuals and everyone is unique and endowed with diverse talents - big and small; good and average. They should be trained and given positive strokes again and again. Only then can positive waves be created to influence the minds of the students and thus in turn convert the whole thinking process, so that individual needs and wants can be limited, so as to give enough room for others also to survive and live together as brothers and sisters. In order to achieve this motto, the measures initiated by the honorable management of the College, steps taken by the College administration, the willing contribution of the teaching and non-teaching staff and the over whelming response and enthusiastic participation of my dear students are worth great appreciation. Only when all these constituents come together and work in unison, are the expected results bound to flow. Come on let us give our best and make this institution a modern temple of learning through our diligence, devotion and dedication.

Thanking you

Dr. Shiney Baby

About Institution

Crowning a hillock in majestic splendor and set against a lush verdant backdrop, St. Stephen's College is the pride of Uzhavoor. The college which belongs to the Knanaya Catholic Arch Diocese of Kottayam is affiliated to Mahatma Gandhi University.

The brain child of the then Bishop of Kottayam, His Excellency Rev. Dr. Thomas Tharayil, the college was established in 1964. Sri. Joseph Chazhikadan ex-MLA and Rev. Fr. Peter Uralil, the first Principal of the college, were the guiding forces behind this noble endeavor. They were supported and encouraged by the active co-operation of the people of Uzhavoor and a host of well-wishers. In the beginning, St. Stephen's was a Junior College with four batches of Pre-Degree students.

The small step taken in 1964 culminated into a giant leap by the beginning of the new millennium. In 1968 the college was upgraded to the degree level. Today it has gained in strength and size with 4 postgraduate courses, 8 undergraduate courses, a computer centre, a media centre, a network resource centre, an astroview centre, K.R. Narayanan Study Centre, a full-fledged library and reading room, a language lab, a health and fitness centre, a big auditorium, a ladies' hostel, a well-functioning canteen, a store, spacious staff-rooms, rest rooms for students, a medicinal garden, a vermicompost unit, large grounds for sports and games, ample parking facilities and an Indoor stadium is under construction.

VISION

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

Translating the vision into action, St. Stephen's College seeks;

To give quality education that includes the imparting of sound learning, building of character, the spread of Truth and the knowledge of God.

To inculcate moral values, social commitment and dignity of labour among the youth through value education programmes.

To develop in the students an attitude of reconciliation between man and nature which will help them become peace makers, defenders of the poor and keepers of the environment.

MISSION

Mission of the College for the academic year 2017 - 18: "EXCELLENCE IN EDUCATION".

OUR MOTTO

The motto INTENDENCE IN CAELUM translated "LOOKING UP TO HEAVEN ", suggests the determination to aim high.

EMBLEM



The college emblem is symbolic and evocative. The lighted candle represents Jesus Christ, the Light of the World as well as the light of knowledge which dispels the darkness of ignorance. Alpha and Omega, the first and the last letters

of the Greek alphabet symbolize the word of God as the Beginning and the End. The building represents the college while the hills and coconut palm are suggestive of the beautiful and tranquil hilly locale of the college. Encircled in the centre is the "Kallumthuvala" closely associated with St. Stephen, the patron saint of the college. The motto INTENDENCE IN CAELUM translated 'looking up to heaven', suggests the determination to aim high.

Principal's Report 2017-18

It is my proud privilege as the principal of St. Stephen's College, extend a warm welcome to one and all on this significant and momentous occasion, the fifty third annual day celebrations of the institution. It is with immense pleasure that I present the principal's report 2017 -18 before this gathering. This academic year started functioning on 1st June 2017 with a Holy Mass celebrated by Rev.Fr. Jose Thekkunilkunnathil, the newly appointed Bursar of the college followed by a General Assembly for the whole college. Some of the major milestones that we have achieved in the academic year 2017-18, include the M.G. University first rank achieved by Kum. Rejitha Mohan of B. com Computer applications. the best academic performance ever since in the history of St. Stephens. Smt. Jisha George Asst. Prof, Dept of Commerce was awarded PhD from M.G.University. I take this opportunity to congratulate Kum. Rejitha Mohan and Dr. Jisha George for their achievement. Other major projects undertaken by the college management include construction of new women's hostel St. Alphonsa, renovation of college canteen and the Indoor stadium in the full fledged form and the beautification of the campus premises, indeed, it makes me glad to see that St. Stephen's College has been progressing commendably in different academic spheres, over the year

Mission of the Year

St. Stephen's College decided to continue Excellence in Education as the mission for the academic year 2017 -18

COLLEGE UNION

The Parliamentary model college union election was held on 22/8/2017 and the following elected members as its office bearers, to carry out the various activities of the college:

Chairman	Sri Abin Jose	S5 Economics
Vice-Chair person	Ms.Arya C Renthakaran	S5 Eng Lit
General Secretary	Anand Sabu	S5 Bcom Tax
Arts Club Secretary	Sreehari J Sabu	S5 Chem
University Counsellor	Akshay K	S3Eng Vol
University Counsellor	Jemin James	S3Maths
Editor	Subhijith Sunil	S3Chem
Sports Secretary	Muhammed Fasil	S3Eng Vol

Seminars and Workshop 8

IQAC organized a one day seminar for all teaching faculty on 17th February 2018. Dr.Kurias Kumbalakuzhy and Rev.Dr.Fr. Jobin Thayyil were the resource person. They handled the topics Effective Teaching and NAAC new criteria respectively

PTA organized an orientation programme for parents on Responsible parenting on 26th June 2017. Dr. Alex Kavukattu was the resource person.

Dept of Economics organized a one day seminar on GST for Vyapary Vyvasayi in association with ICAI on 5th July 2017

Curricular and Co-Curricular Activities

Paristithimithra awarding ceremony and inauguration of Bird's club was held on 30th June 2017. S.H. College, Thevara bagged award for Educational institution and Sri. C.D. Adarshkumar Chamakalayil, Poonjar won individual level award. Very Rev Fr. Michael Vetticattu, Vicar General Archeparchy of Kottayam distributed the award in the presence of Sri. Jayaraj, the film director. Merit Day was observed on 14th July 2017 to award students with prizes for their academic and extra-curricular excellence in the previous academic year with special honouring to Kum. Rejitha Mohan who got 1st rank. She was honoured by presenting gold medal sponsored by PTA. His Grace. Mar .Mathew Moolakattu, was the chief guest of the function. Sri. Mons Joseph MLA and Rev.Fr. Alex Akkaparambil, Manager were also present on the occasion.

Team "NAAM" cine artists did the combined inauguration of college Union and Arts Club on 6th November 2017. The annual sports and arts festival were conducted successfully by the college from 18th Dec to 21st dec 2017.

For curricular enrichment, faculty members have undergone refresher course/orientation programme. Dr. Merly K Punnose, Sri. Prince Joseph, Smt. Jinnu Anna Kuriakose and Smt. Jincy Jose availed duty leave for the enrichment programme. There are UGC sponsored minor projects on going/submitted through various departments. Students were encouraged to participate in different intercollegiate quiz and debate competitions.

NSS & NCC

The NSS and NCC conducted varied programmes on campus to benefit both those on campus as well as people in surrounding areas. Seven days annual camp of NSS(JAIVAM) was conducted at OLL HS Uzhavoor from 31st August 2017 to 6th September 2017. The combined annual training camp consisting of 600 cadets of the Kottayam group conducted in St. Stephen's college from 1st September to 10 th September. Organic farming, Yoga Day, pookalam for Onam, AIDS Day, Snehapoorvam Sahapadikku, Youth Day, parades, participation in trekking camps, clean campus programme, Independence & Republic Day celebrations and Gandhi Smarana, were the major activities conducted this academic year. NCC conducted a blood donation drive in association with Lions Club Uzhavoor on 19th September 2017. NCC also organised a preventive camp against Dengue fever on 28th July 2017 .NCC cadets and NSS volunteers participated in the MASS RUN program organized by K.R. Narayanan Hospital on 30th January 2018

Sports and Games

This year the college successfully hosted the MG University south zone football tournament. The following inter-collegiate tournaments, inaugurated by Dronacharya Prof. Sunny Thomas, were held from 12th – 18th February 2018:

- 30th Bishop Tharayil Memorial Inter-collegiate Volleyball tournament with St. Thomas College, Palai and SNG college Chelannur won the 1st & 2nd place respectively
- 29th Sr. Goretti Memorial All Kerala Inter-collegiate Volleyball tournament (for women) with Assumption college Changanassery & Krishnan Menon College, Kannur won the 1st place & runner-up position respectively
- The 13th Bishop Kunnacherry Sacerdotal Golden Jubilee memorial All Kerala Inter-Collegiate Football tournament was held from 19th – 21st February 2018. Christ College Iringalakuda & S.B College, Changanassery won the 1st & 2nd place respectively.
- The 5th Golden Jubilee Memorial All Kerala Inter-collegiate Shuttle Badminton Tournament was held on 20th and 21st February 2018 with the Marian College Kuttikanam and St. Thomas College Pala won the 1st & 2nd place respectively..

The intramural competitions between the 4 houses in the college were conducted on 18th and 19th December 2017. Binu Peter of S6 English in the men's section & Aparna Gopal of S2 Eng. Lit. in the women's section, emerged as the individual champion

Achievements of Students

- Binu Peter of S6 English brought fame to our college by winning numerous medals & trophies. Some of them are silver medal in 5000m race & silver medal in 3000m steeple race at the M.G. University athletic meet, held at municipal stadium Pala; He also represented M.G. University in all india intervarsity cross country championship at Mangalore.
- Justin John of S6 Economics won Bronze medal in Pault Vaulting in the M.G. University Athletic meet.
- Abhijith Sabu of S2 B.Com Tax won silver medal in Judo Championship held at Sree Sakara college Kalady.
- Miss. Dona Thomas and Miss. Sneha Sajeewan S2 mathematics won 3rd place in the intercollegiate mathematics quiz competition held at Newman college Thodupuzha On 23rd feb 2018.
- Ciya Maria Joy S6 Zoology won 3rd place in Quiz competition held at K.E. College Mannanam.
- Francis Cyriac S6 Zoology won 3rd place in inter collegiate Table Tennis tournament held at Marian College Kuttikanam.
- U/O Aby John S5 English was selected as the best cadet in the national integration camp from 25th October to 5th Nov 2017 held at New Delhi.
- Arun Das of S2 Mathematics won the Gold Medal in Mr. Kottayam 65Kg Category.

Ongoing Activities

In addition to the above, a large number of activities take place within St. Stephen's walls on a regular basis. As is usual, Onam and Christmas celebrations were held in the college. A Value Enrichment programme and holy mass were conducted on every first Friday for the whole college.

The Career Cell arranged a week-long career guidance programme for final year UG students conducted by SKILLMAP BANGALORE from 27th to 30th November 2017 with the sponsorship of PTA. PSC Coaching and NET coaching classes are arranged for the students with the financial support of PTA.

CSM & Jesus Youth conducted daily rosary & weekly prayer meetings at Unarvu. Smt. Nisha Jos K Mani, inaugurated the women's cell activities on 17th January 2018. The cell conducted cooking and ornamental making classes for women students on a regular basis.

The Anti-Narcotics Club celebrated Anti-Narcotics Day on 22nd July 2017, with a talk by Sri. Sajeev .K.DYSP, antinarcotics cell Kottayam. The cell also conducted an essay writing competition on 21st JULY and prizes were given to the winners.

Under the auspices of the Mathematics Dept an intercollegiate Quiz Competition and Presentation Competition, MATHLETICS2K17 was conducted on 30th Nov 2017. Dr. A. Vijayakumar, Professor, CUSAT was the chief guest. Prof. K.M. Joseph Endowment lecture was held on 1st March 2018. Dr. Dilip Kumar, young scientist award winner and Asst. Prof. NSS College Cherthala delivered the talk on career developments in mathematics

The Physics Dept. conducted an Industrial Visit to Keltron on 3rd February 2018. The Dept also celebrated the national science day celebrations on 2nd March 2018 the 21st Prof. Celine K Joseph Memorial All Kerala Intercollegiate Physics Quiz was conducted by the dept on 3rd November 2017 The dept also organised the Eclipse watching event on 31st January 2018.

The Chemistry Dept launched Science Daily - an attempt to make students aware of the progress in science - by asking them to collect & display striking scientific news articles. Dr. Ajith Jose James delivered a talk on super adsorbed polymers and its application on 25 th Aug 2017 and another talk on Career opportunities in Chemistry on 3rd November 2017.

Dept of Economics had arranged A Talk on FISCAL CRISIS IN KERALA in association with Kerala Economics association on 13 th September 2017 Dr. B. Alwyn Prakash was the resource person. Dr. C.J. Joseph, former HOD of the department was honoured on the occasion. Dept. observed human rights day on 10th December 2017 with poster presentation and Flash mob performance. Dept of Economics also organized an intercollegiate debate competition on FDBI bill on 9th February 2018

The English Dept observed Reading Day on 19th June 2017. The intercollegiate Lit Fest was conducted on 19th February 2018.

Dept of commerce has arranged 9th silver jubilee memorial lecture series on 25th august 2017. Dr. Francis Cherunilam was the keynote speaker. The Commerce Dept organized an inter-departmental penalty shoot out on 15th December 2017. On 23rd January 2018 a class on "DERIVATIVES" was conducted by Mr. Ajith P Rao and Mr. Thomas Mathew CFA along with the release of the in-house magazine Bull's Eye's first volume. Coaching classes for NET & CPA-CA are being conducted by the dept.

Under the auspices of ALUMNI association the 12th K.R. Narayanan Memorial Lecture was conducted on 19th February 2018 with the Guest of honour being Sri.Kodeekunnel Suresh MP. A General body meeting of the alumni association was held on 24th December 2017 with Justice(Rtd) Cyriac Joseph inaugurated the function.

The Malayalam Samajam celebrated Mathrubhashadinam on 1st March 2018. Sri G Presannakumar, famous writer and Kerala Sahitya Academy award winner was the keynote speaker of the function. A Pinnal thiruvathira performance was staged as part of the event. An essay writing competition was also conducted and prizes were given to the winners.

The Photography Club was set up this year to promote such an interest among students. The members of the club acted as photographers for the Arts Club inauguration.

The E.D. Club members organized a food court on sports day at the ground with variety food items. Staff and students enjoyed it.

A Life Guidance seminar was arranged on 21st February by counselling cell of the college for the out going students. Rev.Fr. Mathew Mulangassery of map was the resource person. Personal counselling is also given to students Sr. Dr. Anjana S.V.M is serving as the counsellor.

Appointments

- Smt. Sruthy Elsa was appointed as Asst. Prof, in the Dept. of English in the FDP Deputation vacancy of Smt. Navitha Elizabeth
- Sri. Jose Thomas, Asso. Prof. Dept. of Maths, Dr. Benny Kuriakose Asso. Prof. Dept. of Physical Education, Sri. Thomas K.C, Asst. Prof. Dept. of Economics, Sri. Biju Thomas, Asst. Prof. Dept. of Zoology, Sri. Jimmy James, Asst. Prof. Dept. of English and Sri. Aby Jimson, Dept. of Chemistry were nominated to UG board of studies MG University.

Retirement

The following supporting staff members were retired from service after having rendered meritorious and selfless, dedicated service to this prestigious centre of higher learning:

- Smt. Luciamma (Lib. Asst)
- Smt. Mariamma KT(Lab. Asst)

COURSES

- ✧ B Sc: Mathematics Model 1
- ✧ B Sc: Physics Model 1
- ✧ B Sc: Chemistry Model 1
- ✧ B Sc: Zoology Model 1
- ✧ B A: English Model 1
- ✧ B A: English Model II
- ✧ B A: Economics Model 1
- ✧ B Com Computer Applications

- ✧ B Com Taxation (S.F)
- ✧ M Sc: Physics
- ✧ M Sc: Chemistry
- ✧ M Sc: Computer Science (S.F)
- ✧ M Com

CURRICULAR ASPECTS

Curriculum Planning and implementation

- ✧ The following 6 faculty members were selected in the Board of Studies of M.G university
- ✧ Mr. Jose Thomas (Mathematics)
- ✧ Mr. Benny Kuriakose (Physical Education)
- ✧ Mr. Thomas K.C (Economics)
- ✧ Mr. Biju Thomas (Zoology)
- ✧ Mr. Jimmy James (English)
- ✧ Mr. Aby Jimson (Chemistry)

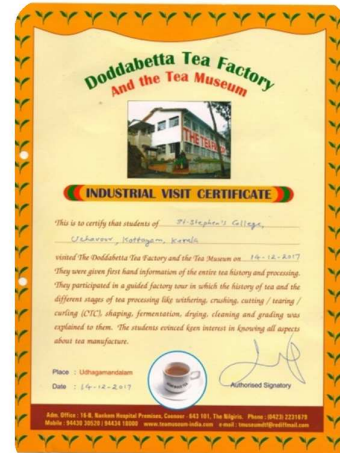
CURRICULAR ASPECTS (100)

Curriculum Planning and implementation (20)

- ✧ Teacher Performance record duly signed by H.O.D and Principal
- ✧ Semester wise teaching plan submitted at the beginning of each semester
- ✧ Mr. Jose Thomas and Mrs Minni Philip were appointed as the chairman of University examinations 2017-18.
- ✧ Dr Benny Kuriakose Served as Chairman of 1st and 2nd Semester M. Phil (PE) Examination.
- ✧ Dr Benny Kuriakose Chairman Second Semester B.P.Ed. Degree Examination
- ✧ Sri. Thomas K.C is the Member of Syllabus Revision Core Committee of BA Economics Under Graduate Degree Programme

Academic flexibility (30)

- ★ One UGC career oriented programme (Electronic Equipment Maintenance by Department of Physics)
- ★ The college offers 8 open courses in various subjects.
- ★ Conduct of industrial visits.
 - Physics department - an Industrial Visit to Keltron on 3rd February 2018.
 - The ED club of St. Stephen's College Uzhavoor
 - organised an industrial visit to KITEK Ltd and
 - Cochi Metro on 19th August 2017 Saturday
 - Physics dept. visited Doddabetta Tea Factory & the Tea Museum on 14/12/2017



Industrial Visit to Kitek Limited at Kizhakambalam, Ernakulam.



Curricular Enrichment (30)**INTERCOLLEGIATE COMPETITIONS**

DEPARTMENT	PROGRAMME	DATE
Mathematics	Powerpoint presentation competition	November 30 th 2017
	Quiz competition	December 1 st 2017
English	Lit Fest	February 19 th 2018
Physics	Quiz competition	November 3 rd 2017
Economics	Debate competition	February 9 th 2018

**10th Intercollegiate Debate Competition on
'FRDI Bill to Fight Against Financial Crisis' 09-02-2018**

**Curricular Enrichment**

- ✧ All Departments conducts subject updating seminars frequently
- ✧ Submit proposals for new projects to various funding agencies
- ✧ To collect the curriculum of other autonomous institutions and to incorporate the relevant topics along with the university syllabi.
- ✧ Online repository of University Question papers.

**9th Silver Jubilee Lecture Series By:
Francis Cherunilam
(HOD Of Management Studies, Viswajyothi College, Vazhakulam)
Spoke On The Topic“ India - An Emerging Economy”**



“An Overview Of GST With Special Attention To Small Scale Traders”

In association with ICAI Ernakulam Chapter and Kerala Vyapari Vyavasayi Ekopana Samathi, Kuravilangad Unit. CA Cyrjoe V.J, FCA addressing the participant



**An Awareness Programme Organised By The Entrepreneurship Club On
19th September 2017**

Sri. Lawrence Mathew, Industrial Development Officer interacting with the students



Half day Seminar on Derivatives On 23-01-2018



Honouring Dr. C J Joseph & Talk on 'Fiscal Crisis in Kerala' On 13-09-2017

Honouring Dr. C J Joseph
 Former HOD,
 Department of Economics,
 St. Stephen's College, Uzhavoor

on 13th September 2017
 Time: 2.00pm Venue: Seminar Hall, St. Stephen's College, Uzhavoor

Organized jointly by
Kerala Economic Association (KEA)
 &
**Department of Economics,
 St. Stephen's College, Uzhavoor**

Chief Guest:

Dr. B. Alwin Prakash
 (Chairman,
 5th Kerala State Finance Commission & Former Chairman,
 Kerala Public Expenditure Review Committee)

Talk on **'FISCAL CRISIS IN KERALA'**

Alumni Meet
 2017-2018

Best Compliments from
Economics Alumni of St. Stephen's College



Dr. B. Alwin Prakash
 Dr. C. J. Joseph

സെ. സി. ജെ. ജോസഫിനെ ആദരിച്ചു
 'ഫിസൽ ക്രിസിസ് കേരളം' ന്റെ വിഷയം ചർച്ച ചെയ്തു

നൂറാളിടം കൂടി നൂ. പ്രൊഫ. സി. ജെ. ജോസഫിനെ ആദരിച്ചു



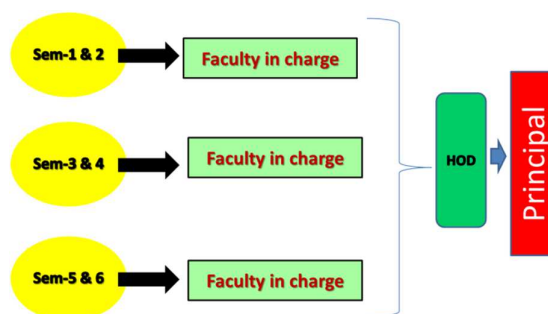
Curricular Enrichment

Proposed Projects

- Three year major Projects by students started
 - B.Com - “The role of Kottayam Social Service Society in the upliftment of Socio-Economic Status of people in the Kottayam District”
 - Economics- Mass migration and its impact on socio – economic well being of parents in various communities.
 - English- Study on the effect of innovative teaching practices for an “English equipped” student community
 - Physics- Generation of electricity from combustion of waste.

Curricular enrichment

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher /Orientation courses	4
Syllabus revision by the university	6
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	3
UGC – Faculty Development Programme	1
Board of Studies Members	6
Seminars (International) participation	2
Seminars (National) „	9
Seminars (State) „	3



Feed Back

Students

- SKILLMAP Employability training Programme – as per feedback from outgoing students

Alumni

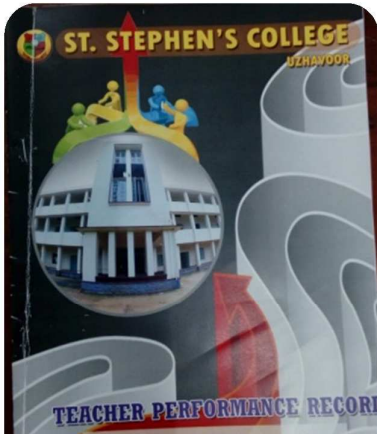
- Departmental PTA – as per feedback from Alumni General Body

Parents

- PSC/NET Coaching – as per feedback from PTA General Body

Visitors
Peer

- Follow up according to eminent personalities- feedback recorded in visitors diary



TEACHER PERFORMANCE RECORD



SEMINAR MATHS



CROSS TEACHING

STUDENTS SEMINAR



RESEARCH METHODOLOGY SEMINAR BY ECONOMICS DEPARTMENT



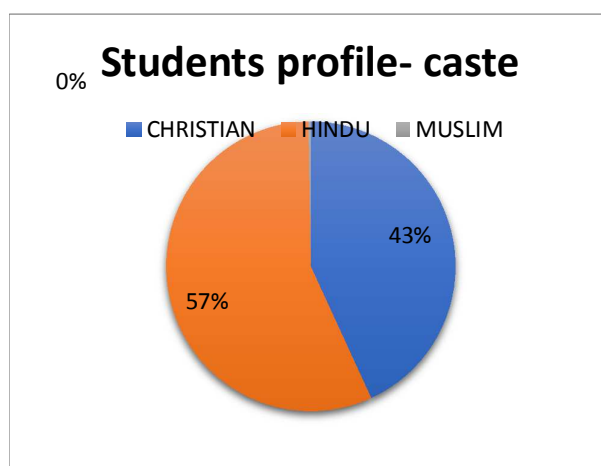
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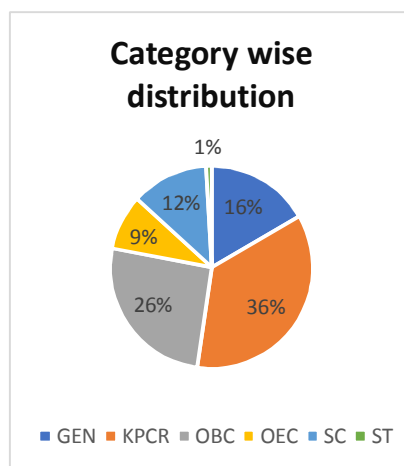
TEACHING LEARNING EVALUATION

Student Enrolment And Profile

- ★ Centralized Allotment Process (CAP) by MG University
- ★ Admission procedures monitored by the Admission Committee
- ★ Admission interview and counselling to the selected students
- ★ Maintenance of students profile in the department

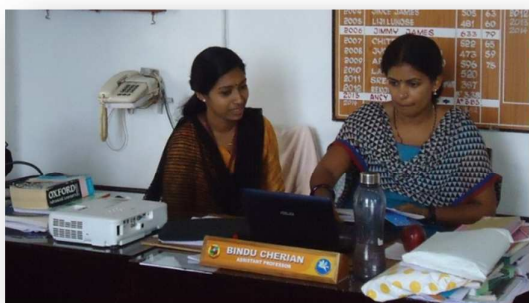


ADMISSION 2017



Catering to Student diversity

- ✧ Orientation programme for Sem 1 students
- ✧ Post Admission Test
- ✧ Fresher's Day celebration
- ✧ Bridge course / Satellite learning /Tutorial /mentoring system
- ✧ Remedial classes
- ✧ ASAP
- ✧ Motivating Talks & Seminars Financial Support



Teaching – learning process

- ✧ Academic calendar
- ✧ Teaching plan - semester wise
- ✧ Result analysis
- ✧ PTA meeting
- ✧ Subject related Publications by students
- ✧ Interactive sessions/ group discussions
- ✧ Utilisation of library, graduate labs, media centre, computer facilities, FIST lab etc.
- ✧ ICT enabled / Computer assisted teaching – Learning



Teacher Profile & Quality

DEPARTMENT	Associate Professor	Asst. Professor	Guest	Part Time	total	PhD	Mphil	Doing PhD
MATHEMATICS	1	1	2	0	4	0	0	2
PHYSICS	5	2	1	0	8	0	4	2
CHEMISTRY	1	2	6	0	9	2	0	1
ZOOLOGY & BOTANY	0	2	2	0	4	1	0	0
ENGLISH	0	5	5	0	10	0	0	4
ECONOMICS	0	2	2	0	4	0	0	1
COMMERCE	0	7	2	1	10	1	1	3
COMMERCE (SF)	0	0	4	0	4	0	0	0
Computer Science(SF)	0	0	4	0	4	0	0	0
Oriental Languages	0	2	1	0	3	1	0	0
Physical Education	1	0	0	0	1	1	0	0
	8	23	29	1	61	5	5	13

Miss. Rejitha Mohan Who Secured 1st Rank In MG University B Com Programme Receiving Gold Medal Sponsored By PTA From Arch Bishop Mar Mathew Moolakattu.



Evaluation Process And Reforms

Program Name	Number of students appeared in the final year examination	Number of students passed in final year examination	A+	A	B+	B	C	D
B.Sc. Mathematics	23	23	1	5	0	11	6	0
B.Sc. Physics	26	20	0	11	0	4	5	0
B.Sc. Chemistry	25	20	0	6	0	10	4	0
B.Sc. Zoology	22	17	0	4	0	6	6	1
BA Economics	44	25	1	2	0	7	10	5
BA English Lang. & Lit. Model I	34	27	0	1	0	9	12	5
BA English Lang. & Lit Model 2 Administrative Assistant	20	6	0	0	0	4	1	1
B.Com Model I Computer Applications	46	39	2	16	0	9	10	2
B.Com Model I Finance & Taxation	39	28	1	2	0	5	13	7
M.Sc. Physics	13	13	0	0	6	7	0	0
M.Sc. Chemistry	15	11	0	0	3	8	0	0
M.Com	16	14	0	1	6	5	0	0
M.Sc. Computer Science	6	5	0	0	0	5	0	0

Evaluation Process And Reforms

- Internal evaluation :
 - One Internal & one Model **examination** in each semester
 - **Seminar** presentations by students
- Continuous Evaluation system followed.
 - Publish **A Form** (Tentative Document)
- ** Students verify the marks
- ** Class teacher prepares the **B Form** with all rectifications
- ** Upload the same on the University portal
- Result analysis after university results are announced.

- PTA meeting - at least one in each semester
- Publish monthly attendance

Student Performance And Learning Outcomes

- Fortnight examination conducted for each class by faculty and feedback is given to students separately after immediate evaluation.
- Internal examination and evaluation
- Individual student performance analysis after each examination and each exam performance is compared
- Inform parents if the student is absent

*Intensive support programme
initiated by Economics Department*



Student Satisfaction Survey

- ★ Feedback from students about the course
- ★ Feedbacks from students about the Dept. & Faculty
- ★ Feedbacks from parents about the college

Feedback from peers about the department: RESEARCH, INNOVATION AND EXTENSION

Promotion of Research and Facilities

- ★ PhD awarded to Ms. Jisha George , Dept of Commerce
- ★ 13 teachers pursuing Ph.D.
- ★ One faculty on FDP
- ★ Two faculty applied for FDP
- ★ One faculty submitted Ph.D thesis
- ★ 1 MRP ongoing & 2 submitted MRPs.
- ★ One major project submitted to KSCSTE
- ★ Two faculty members applied for research

Resource Mobilization for Research

Grant from UGC for Minor research Project		
	Ongoing	Submitted
Number	1	2
Rs. Lakhs	1.75	2.16

Research Publications and Awards

Multi disciplinary Research Journal-AUREOLE

- Peer Reviewed research Journal With
- ISSN No. (Print –2249-7862 & online -2455-877x)
- Applied to include AUREOLE in the UGC approved list of journals

Extension Activities

- **Dr. Benny Kuriakose** acted as official in competitions
 - Served as selector of various university Teams
 - Served as expert for the selection of Sub Inspector of Police, Police Constable, ForestGuard, Excise Guard.etc
 - Organized Panchayath and Block level Tournaments
 - **Sri. Jasimudeen** , Librarian ,Served as resource person to various institutions.
 - **Mr. Jais Kurian** , Asst. Professor , Department of Mathematics Served as Quiz master in various Intercollegiate Mathematics Quiz competitions.
 - **Dr. Sincy Joseph** was the resource person in a programme named 'Akhara Deepavali' held in November 2017 in Jayhind Public Library Uzhavoor for schoolstudents
 - **Sri . Thomas K.C** acting as the Special Vigilance Squad Member of M G University
- Many faculties served as the question paper setters of various autonomous colleges.

INTERCOLLEGIATE COMPETITIONS

- Bishop Tharayil and Sr. Goretti Memorial All Kerala Inter-Collegiate Volley Ball (M&W) 12th- 16th February 2017.
- Mar Kuriakose Kunnacherry Saceradotal Golden Jubilee Memorial All Kerala Inter Collegiate Football Tournament
- 19th -21st January 2018.
- South Zone football tournament 1st- 8th November 2017
- Golden Jubilee Memorial All Kerala Inter-Collegiate Shuttle Tournament for Men 20th to 21st January 2018.



ST. STEPHEN'S SPORTS ACADEMY

- ✧ Imparted Training for Mentally Challenged Students.
- ✧ Organized summer coaching camps for school students
- ✧ Physical training for police constable test
- ✧ Organized various Panchayath/Block tournaments.
- ✧ Helped to organize intramural sports competitions of St. Joanna's U.P School and O.L.L.H.S high school Uzhavoor



NATIONAL SERVICE SCHEME

- ✧ Rain Water Harvesting: June 3
- ✧ Environment Day: June 5
- ✧ International Yoga Day: June 21
- ✧ Swachh Bharat Pakwada: August 1-14
- ✧ Seven Day Special Camp: August 31 – September 6
- ✧ Tyre Grow Bag Training Programme: October 28
- ✧ AIDS Day Observation: December 4
- ✧ Release of Harithapathrika Volume 1: December 12
- ✧ Cancer Awareness Class: January 10
- ✧ Mass Run for Health: January 30
- ✧ Balapanchayath at Palakuzha: February 10
- ✧ Blood Donations



Jaivam 2017.

The Organic literacy campaign- **Jaivam 2017** by Mahatma Gandhi University and Inter University Centre for Organic Farming and Sustainable Agriculture. As part of it, the NSS unit of the college adopted the 13 wards of Uzhavoor Grama Panchayath and the volunteers visited 3688 household of the panchayath with their organic literacy campaign. They conducted surveys and distributed booklets on organic farming



EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL



RESPONSIBILITIES

Combined Annual Training Camp



The *Combined Annual Training Camp* was conducted from *1st September to 10th September 2017*. Around 600 NCC cadets from Kottayam, Pathanamthitta, Idukki and Alappuzha districts were participated. Special training for Firing, Weapon Drill, Map Reading, Judging Distance, Personality Development and First Aid etc.

WATER ANALYSIS by ZOOLOGY and BOTANY



RESOURCE PERSON



UGC-NET Coaching



EXTENSION ACTIVITIES & INSTITUTIONAL SOCIAL RESPONSIBILITY- FOR PUBLIC

**WORKSHOP ON GST FOR
MECHANIS - COMMERCE**



GOVT HOSPITAL CLEANING



**BLOOD DONATION CAMP
INAUGURATION**



**SPORTS BY NEIGHBOURING
SCHOOLS**



**AWARENESS CAMPAIGN ON
DENGUE FEVER AND
DISTRIBUTION OF HOMEO**



**WORKSHOP ON STOCK
MARKET ONLINE TRADING**



**EXTENSION ACTIVITIES & INSTITUTIONAL SOCIAL RESPONSIBILITY-
COLLEGE LEVEL**

INHOUSE MEDICINAL GARDEN



INTERNATIONAL YOGA DAY



MUSHROOM CULTIVATION



**CHARITY COLLECTION
'ONE RUPEE CHALLENGE'**



INFRASTRUCTURE AND LEARNING RESOURCES

Physical Facilities

- ✧ UGC supported new Ladies Hostel – structure finished
- ✧ UGC supported indoor stadium reaching completion
- ✧ Private Store in function
- ✧ Sufficient toilet facilities
- ✧ DST-FIST Lab and Network Resource Centre established
- ✧ Language lab
- ✧ Commerce Lab
- ✧ Zoology & Botany instrumentation room
- ✧ Napkin Incinerator was installed by PTA fund
- ✧ Installation of more water drinking coolers

Library As A Learning Resource

Total No of Books	: 33737
<u>General Section</u> (Lending books)	: 29833
<u>Reference Section</u> (Reference books)	: 3904
Added books (2015-16)	: 241 (1.75 Lakhs)
Added books (2016-17)	: 814 (3.65 Lakhs)
Added books (2017-18)	: 74 (32203/-)
Total No. of Journals/ Magazines : 44	
Journals	: 14 (Was 16 in 2016-17)
Periodicals	: 30 (Was 36 in 2016-17)
Newly Added (2017-18): Nil	
Resources via INFLIBNET NLIST: E-journals-4000+ & E-Books-1,25000+	
The library subscribes 9 newspapers	

4.2 Library As A Learning Resource

- ✧ More intensive user orientation programmes
- ✧ Digital Literacy Consultancy
- ✧ Monthly Workshops on Academic Communication and Publishing
- ✧ Academic Plagiarism Workshop to PG Students

- ★ Bibliographic Reference Management Workshop
- ★ Searching and Researching on WWW-Advanced Approach Workshop
- ★ Academic Writing Workshop
- ★ Academic Publishing Workshop Trial E-Learning module creation using Moodle and Edmodo
- ★ Orientation/assistance to PG students and final semester students to publish their dissertation/project works as journal articles
- ★ Publication of selected student papers in special issue of Aureole.
- ★ Health literacy dissemination portal hosted
- ★ www.healthinfont.in
- ★ Health literacy E-learning portal launched
- ★ Health literacy academic social network created.
- ★ Course Proposal on Academic Communication and publishing was approved by MG University syndicate .(for Mphil/PhD)
- ★ Face-A-Book Challenge- 25 sessions conducted.
- ★ Tie-up with KAU for checking project reports/assignments/PG dissertations on payment basis
- ★ Extending Face-A-Book Challenge to all students of various departments.
- ★ Imparting Information/digital literacy modules to all students as a supplementary paper



4.3 IT Infrastructure

- ✧ CCTV IN CLASSROOMS
- ✧ FIST NETWORK RESOURCE CENTRE

4.4 Maintenance Of Campus Infrastructure

- ✧ Tiling of the DST – FIST instrumentation room
- ✧ Ladies Hostel completed
- ✧ Wooden Flooring of Indoor stadium is in progress
- ✧ Chazhikattu Hall – Renovation is in progress

STUDENTS SUPPORT AND PROGRESSION

Student Support

- ✧ Student Council
- ✧ Anti-Ragging Cell
- ✧ Grievance Cell
- ✧ Women's Cell
- ✧ CSM / Jesus Youth Units
- ✧ Snehanidhi
- ✧ Counselling Cell- Internal & External counsellor
- ✧ PTA
- ✧ Career And Placement Cell
- ✧ Mentors/Class teachers
- ✧ E D CLUB

**92-95 ALUMNI
(batch wise meet)**



ANTI NARCOTIC CELL



VALUE EDUCATION



Celebrations



Student Progression

- UGC-NET coaching November Batch for students in and outside the college commenced on 03/05/2017. The classes are conducted during weekends and holidays. Three students who attended the coaching qualified.

Student Participation And Activities

- ✧ Binu Peter (S5 English Lit.)
- ✧ Silver medal in 5000 m race and 3000 steeple chase in the MG University athletic meet.
- ✧ Silver medal in Kerala state Senior athletic meet(Steeple chase) - 28 June 2017.
- ✧ Runner-up in MG Uty cross country championship - 26 September 2017.
- ✧ Qualified to participate in all India cross country Championship.
- ✧ First prize in Mini marathon organized by Carithas hospital on 29 September 2017.
- ✧ Second place in Gosrin marathon - 03 October 2017.
- ✧ Third Place in JCI Kottayam marathon – 17 September 2017.
- ✧ Third place in Kothamangalam marathon – 02 October 2017.
- ✧ First place in marathon organized by Decatholan Vyttila and Kottayam.

Student Participation And Activities



- ★ Justin John(S6 Economics.)
- ★ Bronze medal in the MG Uty athletic meet (pole vault)
- ★ Abhijith Sabu(S1 B.Com Tax.)
- ★ Silver medal in the MG Uty Judo championship .
- ★ Table Tennis team
- ★ Third place in MG University South Zone Championship
- ★ Football team
- ★ First place in MG University South Zone Championship.
- ★ Ball Badminton team(W)
- ★ Participated in the MG University inter Zone Championship



Mr Sharoop of 4th semester English Literature selected as the National Referee in Karate



Kum. Anu Augustine of 6th semester, Mathematics won 4th prize in the all Kerala intercollegiate mathematics paper presentation competition held at St. Stephen's College, Uzhavoor.

ACHIEVEMENTS OF NCC

- ★ SAJITH KUMAR of OPEN QUOTA NCC participated Thal Sanik camp at New Delhi and won the silver medal in individual shooting and bronze medal in team shooting.
- ★ BIGIL GEORGE of 4th sem Physics and Divya Saji of 4th sem Chemistry were selected to Intergroup competitions held at Thrissur.

- ★ ABY JOHN of 5th Sem English won the silver medal in the map reading during TSC 1 held at Tiruvalla.
- ★ AMAL SASI of 5th Sem Physics and ANU AUGUSTINE of 5th sem Mathematics participated in the Advanced Leadership Training Camp held at Calcutta during June 2017.



Guard team won second prize in guard of honour competition

POSTER PRESENTATION & FLASH MOB 11-12-2017



Alumni Engagement



GOVERNANCE, LEADERSHIP AND MANAGEMENT

Institutional Vision And Leadership

- ✧ Active involvement of Governing Body
- ✧ Support of management in all activities
- ✧ Academic Audit by Governing Body



Strategy Development And Deployment

- ✧ Academic audit conducted during July 2017.
- ✧ Strategic plan discussion during October 2017.
- ✧ Collection of Department wise master plan.

Faculty Empowerment Strategies

- ✧ ONE DAY TRAINING FOR TEACHERS

Resource person	Topic	
Dr. Kurias Kumbalakuzhy	TEACHERS ENRICHMENT PROGRAMME	17 th February
Fr. Jobin Thayyil	NEW INITIATIVES AND REFORMS IN THE NATIONAL REACCREDITATION PROCESS	17 th February



Internal Quality Assurance System

- ✧ Conducted two seminars for teachers
- ✧ Participated in the annual workshops for principals and IQAC coordinators at T.K.M College , Kollam.
- ✧ Uploaded AQAR 2016-17
- ✧ Feed back analysis

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- ✧ Feed back analysis

INNOVATIONS AND BEST PRACTICES

Institutional Values And Social Responsibilities

CENTRE FOR ENVIRONMENTAL EDUCATION AND RURAL DEVELOPMENT (CEERD)

In commemoration of World Environment Day 2017, CEERD organised the Paristhithimithra Awarding ceremony on 30th June 2017. The award winners were **Sacred Heart College, Thevara** and **Mr. C. D. Adarshkumar** from Poonjar in the educational Institutions and individual category respectively. Fr. Michael Vettikattu, Vicar General, Arch Diocese of Kottayam inaugurated the programme and awarded the prize.



Paristhithi Mithra Awarding Ceremony



Onam Celebration on 30th August 2017



Best Practices



BIRD CLUB

*inauguration in association with Jayaraj Foundation on
30th June 2017*

- ★ Maximum working days
- ★ Environment conscious programmes
- ★ Donation of One lakh fifty thousand rupees to seven cancer patients by reducing the expenses of the College Day
- ★ Reading practice
- ★ Academic and Research Culture Enhanced
- ★ Healthy teacher-student relationship
- ★ Distribution of homeo medicine against Dengu fever to all students in the college
- ★ UGC-NET coaching November Batch for students in and outside the college commenced on 03rd May 2017. The classes are conducted during weekends and holidays.

List of research papers by title, author, department, name and year of publication

Year	Status/ISBN/ISSN No.	Link to the website of the journal	Link to article	UGC Care list/scopus/web of science/other mention
2017	ISSN:2395-5929	http://www.eijfmr.com/	-	Peer reviewed & indexed
2017	ISSN 2277-7342	https://academic-accelerator.com/Journal-Abbreviation/International-Journal-Of-Academic-Research-Reflector	-	
2017	ISSN 00452068	https://www.sciencedirect.com/journal/bioorganic-chemistry	https://www.sciencedirect.com/science/article/abs/pii/S0045206816304400	UGC Care List
2017	ISSN 24688231	https://www.sciencedirect.com/science/article/abs/pii/S2468823117302353	https://www.sciencedirect.com/science/article/abs/pii/S2468823117302353	UGC Care List
2017	ISSN: 2249 - 7862	www.aureoleonline.in	https://aureoleonline.in/wp-content/uploads/2021/01/1_Aureole-IX-2017.pdf	Peer Reviewed
2017	ISSN:2249-7862	www.aureoleonline.in	https://aureoleonline.in/wp-content/uploads/2021/01/35_Aureole-IX-2017.pdf	Peer Reviewed
2017	ISSN:2249-7862	www.aureoleonline.in	https://aureoleonline.in/wp-content/uploads/2021/01/55_Aureole-IX-2017.pdf	Peer Reviewed
2017	ISSN:2249-7862	www.aureoleonline.in	https://aureoleonline.in/wp-content/uploads/2021/01/40_Aureole-IX-2017.pdf	Peer Reviewed
2017	ISSN:2249-7862	www.aureoleonline.in	https://aureoleonline.in/wp-content/uploads/2021/01/7_Aureole-IX-2017.pdf	Peer Reviewed
2017	E-ISSN: 1864-564X	https://chemistry-europe.onlinelibrary.wiley.com/	https://doi.org/10.1002/cssc.201700322	UGC Care List
2017	ISSN-22492844	www.anusheelans.org	UGC Approved No. 40875	UGC Care List
2017	ISSN:1010-6030	https://www.sciencedirect.com/journal/journal-of-photochemistry-and-photobiology-a-chemistry	https://doi.org/10.1016/j.jpotochem.2017.09.048	UGC Care List
2017	ISSN-1010-6030	https://www.sciencedirect.com/	https://doi.org/10.1016/j.jpotochem.2017.09.053	UGC Care List

Books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Name of the teacher	Title of the book/chapters published	National / International
Jimmy James (English)	Acts on the Stage	National
Blessy P James (Malayalam)	Book- "Navakadhadarshanam"/ Akhyavanum Darshanavum :- Ushakumariyude chithirapurathe janaki enna noveline aspadamakki oru padanam	State

Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Name of Activity	Name of the Award/ Recognition	Name of the Awarding Government/Recognised body
The best NSS unit of M G University	Certificate of Merit	M G University
The best NCC Camp	Certificate of best unit	17Kerala Bn NCC
Appreciation Certificate for Outstanding Performance on Special Camp	Certificate of best NSS Unit	Uzhavoor Gramapanchayath

LIST OF TEACHERS WHO ATTENDED PROFESSIONAL DEVELOPMENT PROGRAMS

Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)
Dr. Merly K Punnoose	UGC Sponsored Orientation Programme	08-06-2017 to 05-07-2017
Jincy Mathew	UGC Sponsored Orientation Programme	21-02-2018 to 20-03-2018
Prince Joseph	UGC sponsored Refresher Course in Economics	01-02-2018 to 21-02-2018
Thomas Mathew	Induction Programme (One Month) for College University Teachers	23-11-2017 to 22-12-2017

Faculty Development Programmes for Teachers

Necessity for Documentation: An Orientation for Criteria Heads

An orientation programme for the criteria heads, in association with IQAC, was arranged with Dr. Jose James on 2/6/2017 to discuss NAAC Revised Criteria & the necessity of proper documentation. The criteria heads are as follows: Sri K.J. Sebastian, Lt. Jais Kurian, Smt. Bindu Cherian, Dr. Sincy Joseph, Sri Jasimudeen S., Sri Thomas K.C., Smt. Ambili Catherine Thomas and Sri Biju Thomas. The Vice-Principal Dr. Benny Kuriakose welcomed the gathering. The group met to assess what progress had been made so far and what needed to be done henceforth to prepare for the upcoming NAAC assessment. The meeting ended on a fruitful note with Sri Biju Thomas proposing the Vote of Thanks.)



Workshop on NAAC Revised Criteria & Re-Accreditation Process



A workshop on NAAC revised criteria & Re-accreditation process was organised by IQAC on 17/06/2017. The IQAC Co-ordinator Lt Jais Kurian welcomed the assembled crowd and gave a detailed presentation on the data templates. Rev. Fr. Philmon Kalathra, Secretary, Corporate Educational Agency of Archeparchy of Kottayam, addressed the gathering as well. Governing body member T. M. Joseph highlighted the important changes in the data templates and the matrix. During the session documentation and data collection were discussed. Participants were divided into 7 groups and assigned criteria for further discussion. There were about 40 faculty from various departments of the college. The session came to an end with the Vote of Thanks by IQAC Joint Co-ordinator Ms. Bindu Cherian.

Significance of Building quality culture in a Higher Education Institution- An Orientation programme for Staff and Students.



Dr. Alexander Jacob IPS conducted an orientation programme for the staff and students of the college. The programme was organised jointly by IQAC and PTA of the college. Principal Dr Shiney Baby in her introductory speech emphasised the need of possessing skills to be successful. She also reminded the need to develop a quality culture in Higher Education Institutions. The resource person spoke to the assembled on how one could add skills to existing talent as part of the institution's attempts to enhance quality in education. The session threw light to the fact that in order to ensure sustainable high-quality education it is essential to develop an internal quality culture in the organisation. The session took place on 11 August 2017 at 10:30 a.m. in the Chazhikattu Hall and was attended by all proving to be quite informative. PTA secretary Sri Stephen Mathew rendered Vote of Thanks.

Women Empowerment: Myself & Others



On 17/01/2018 a seminar on "Women Empowerment: Myself & Others" was conducted by Ms. Nisha Jose K. Mani for the benefit of the faculty and students. The seminar, while focussing on women, was meant for the benefit of both male and female alike. The gathering was welcomed by Ms. Mercy Kurian, Women's Cell Co-ordinator. The Principal Dr. Shiney Baby presided over the programme. Ms. Nisha Jose K. Mani spoke at length about the role women play in society, especially teachers, and how they needed to be empowered to achieve greater things in life. A total of 43 faculty members attended this session. The Vote of Thanks was proposed by Women's Cell Co-ordinator Ms. Bibi Joseph. Many found the session inspiring and useful.

From Teacher to Teacher Plus: Soft Skill Enhancement for Teachers

A session on “From Teacher to Teacher Plus: Soft Skill Enhancement for Teachers” was handled by Sri Jasimudeen S. on 22/2/2018. 49 faculty members attended the session that was deftly handled by the resource person. IQAC Joint Co-ordinator Ms. Sincy Joseph welcomed the gathering. Sri Jasimudeen S. provided input on how soft skills could be developed and put to use. Many were the doubts raised by some of the enthusiastic participants. Overall, the participants felt it to be a fruitful session. The session ended with a Vote of Thanks by Sri Jimmy James of the English Department.



ADMINISTRATIVE TRAINING PROGRAM FOR NON TEACHING STAFF

Basic Computer Skills For Modern Workforce



Computer literacy or skills training programme is a great opportunity to enhance effectiveness of the employees of an organization. A person who knows how to use the machine to complete any task is a computer literate. Computer literate often connotes little more than the ability to use several very specific applications (usually Microsoft Word, Microsoft Excel, Microsoft Internet Explorer, and Microsoft Outlook) for certain very well-defined simple tasks, largely by rote. Hence the main aim or goal of the computer literacy programme is to capacitate our non teaching staff in the three basic Microsoft office software applications to enhance administrative or operational effectiveness in their various organizations for better networking or collaborations.

The computer literacy programme organized by the department of computer science, St. Stephen's College, Uzhavoor, took place at the Computer lab. It was a one day programme, started at 10 am on 19/07/2016. The training process was incredible and interesting, as Mr. Manoj K. Yesodh provided the environment and training manual/ curriculum that covers all the three programmes (Windows, Microsoft word and Microsoft excel) and was distributed to each participant before the start of the process. The programme targeted all the non teaching members with very low computer literacy, which includes representatives from laboratory assistants and office attenders. Almost 10 staffs from the targeted group were participated in the programme. The training programme was lively and interactive. The hands on section organized in the second half of the programme was the highlight of the programme. We concluded the programme with a felicitation from the college principal.

The one week computer literacy/ skills training programme was a success story. This was a deliberate attempt to contribute to development of our institute and of our nation and to create opportunities for effective networking and collaborations.