

ST.STEPHEN'S COLLEGE

UZHAVOOR- 686634

KOTTAYAM DISTRICT, KERALA

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(Track ID: KLCOGN10422)



The Annual Quality Assurance Report of the IQAC

2016-2017

Submitted To

**THE NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL (NAAC)**

BANGALORE

AQAR : 2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution

ST.STEPHEN'S COLLEGE

1.2 Address Line 1

UZHAVOOR

Address Line 2

KOTTAYAM

City/Town

KOTTAYAM

State

KERALA

Pin Code

686634

Institution e-mail address

info@ststephens.net.in

Contact Nos.

04822-240127,

Name of the Head of the Institution:

DR. SHINEY BABY

Tel. No. with STD Code:

04822 -240284

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9447602240

Name of the IQAC Co-ordinator:

Lt. JAIS KURIAN

Mobile:

9349802181

IQAC e-mail address:

info@ststephens.net.in

1.3 NAAC Track ID :

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺		2003	2003-2008
2	2 nd Cycle	B	2.83	2015	2015-2020
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year : 2016-2017

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

NAAC visited the College from 19th to 21st February, 2015 and was accredited with B Grade (CGPA 2.83) on 3rd March, 2015

AQAR 2015-2016 was submitted to NAAC on 8th November 2016.

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

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

M.G UNIVERSITY, KOTTAYAM

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

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

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty
Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes : Opportunities in science; LPG –safety measures ; Introduction to Robotics; LED Lamp preparation; Non linear interaction of structured beam; Cloud computing; Fruits- real remedy for ailments; Markov Chain and its applications; dreaming science; CY chemistry; Scope of English Literature; Career guidance ; Dramatics and acting ; Online trading; Entrepreneurial awareness; Behavioural finance; Industrial world; Demonetization; The importance of mother tongue; E banking and M- banking ; cyber laws and traffic rules; social evils

2.14 Significant Activities and contributions made by IQAC

1. Undertook subject wise result analysis in each semester and held discussions on the measures to improve the results.
2. Decision taken to continue the mission of the previous year- EXCELLENCE IN EDUCATION
3. Supervised the conduct one state level seminar
4. Publication of Aureole’ 2016 – a multi-disciplinary research journal (ISSN- 2249-7862) published by the Research Cell of the college.
5. The Academic and Administrative audit was held in October 2016.
6. All the important files have been updated
7. Arranged classes for staff on service rules
8. Conducted motivational talk for faculty by experts in the educational field like Dr. Ruble Raj & Dr. Jose James

2.15 Plan of Action by IQAC/Outcome

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

* Annexure(i), Year Plan 2016 -2017 attached

Plan of Action		Achievements
1.	Observance of World Environment Day	As a part of the World Environment Day 2016 celebrations, the CEERD awarded the <i>Paristhithimithra</i> award in a ceremony on 10 th June 2016. The award winners were – Dr. K.P.Joy, Chairman of EIAA, Kerala - in the individual category. St. Teresa’s College, Ernakulam & Welfare Services Ernakulam - in the categories of educational Institutions and Social Service Society respectively.

2	State level Seminar	The Computer Science Dept. of the college conducted a Two-day UGC-sponsored State Level Seminar on Cloud Computing on March 8 th and 9 th 2017. Eminent scholars including the Amritha Institute Professor and International collegiate programming contest Asian Region director, Prof Anand Shenoi were invitees. Around 80 participants benefited from the seminar.
3	Sports and games	<p>The 29th Bishop Tharayil and 28th Sr. Goretti Memorial All Kerala Intercollegiate Volleyball Tournaments for Men and Women were organized in January 2017.</p> <p>The 12th Bishop Kuriakose Kunnacherry Golden Jubilee Memorial All Kerala Intercollegiate Football Tournament was held in the college.</p> <p>Conducted the fourth Golden Jubilee Memorial Shuttle Badminton Tournament</p> <p>Intramural Sports Day was held in December 2016</p> <p>The Department of Commerce conducted an Interdepartmental Penalty shootout on 8th February 2017</p>
4	Intercollegiate programmes conducted by various departments	<p>The Physics Association organized the 20th Celine K. Joseph Memorial All Kerala Intercollegiate Physics Quiz and Seminar Presentation Competition.</p> <p>The Economic Association conducted the 9th All Kerala Inter Collegiate Debate Competition on '<i>Demonetisation for Digitalised Economy</i>' in which eleven teams participated.</p> <p>The intercollegiate <i>Lit Fest</i> was conducted by the Department of English with competitions in/ Lit Hunt (literary quiz), e-paper, soliloquy, recitation and visual poetry.</p>
5	Orientation programme for the parents of first semester students	Conducted on 8 th July 2016
6	Post admission test	Departments conducted post admission tests for the first semester students

7	Conducts Programmes for public	<ul style="list-style-type: none"> • Participation in the rally against social evils on NCC Day at Pala. • Donation of blood to medical college • Cleaning of the premises of the sub-treasury and the public library in Uzhavoor • Visit to Maria Bhavan, Uzhavoor • ‘<i>THALIR</i>’ project, by planting mango saplings inaugurated by Sri. P.J. Joseph, MLA • Construction of a lavatory for a poor lady • Book collection for the public library of the adopted village at Puthuveli. • hosting of University level ‘Organic Farming Awareness Rally’ in Uzhavoor Panchayat • Flash mob for the state project ‘<i>HARITHA KERALAM</i>’. held within the college • On Anti-narcotics day, a street play on the topic ‘<i>THUDACHUMAATTU...IEEE LAHARI</i>’ was presented. • The Department of Zoology & Chemistry conducted bacteriological and chemical analysis of water samples & soil fertility of the Uzhavoor Panchayath • The Physics association organized a one day workshop for the local women of Uzhavoor panchayath. The workshop included (1) <i>Make your own LED bulb</i>, (2) <i>LPG safety clinic</i> and (3) <i>house hold maintenance of electric and plumbing work</i> • With an aim to reduce the burden of demonetization announcement, the students & faculty of the Department of Economics provided financial literacy support to the aged and other illiterate customers of SBT, Uzhavoor, on 8th November. • Combined Annual Training Camp-NCC • Around 600 NCC cadets from Kottayam, • Pathanamthitta, Idukki and Alappuzha districts • participated. Special training held for Firing, Weapon • Drill, Map Reading, Judging Distance, Personality • Development and First Aid etc
8	Conduction of seminars & workshops	<p>The Department of Computer Science conducted a UGC sponsored State Level Seminar on 8th and 9th March 2017.</p> <p>The IQAC conducted two seminars on quality enhancement and service rules .</p>
9	Value enrichment programmes for the students	Value Enrichment programmes were conducted which included the Holy Mass for catholic students and value enrichment talks for non-Catholic students on the first Friday of every month.
10	Fresher’s day and Association Inauguration	Conducted department wise in September 2016.
11	UGC sponsored career oriented courses	The Department of Physics- ‘Electrical And Electronic Equipment Maintenance’

		<p>The Department of Commerce - Practical Accounting</p> <p>The Department of Zoology – Plant Tissue Culture</p> <p>The Department of Chemistry - Soil And Water Analysis</p>
12	Conduct of various programmes for women empowerment	<p>Dr. Razeena Padmam, the former Director of the School of Behavioral Sciences, M.G.University, inaugurated the Women’s Cell activities.</p> <p>The cell also conducted cooking and tailoring classes for girl students, lady teachers of our college and local women.</p>
13	Celebration of festivals	Students celebrated festivals like Onam and Christmas which included cultural competitions.
14	Observance of important days	<p>International Human Right Day- The Department of Economics conducted a Human Rights Literacy Survey and an awareness campaign among the public, students and staff.</p> <p>Science Day celebration- The Department of Physics conducted an interdepartmental quiz competition and a general debate on nuclear energy.</p> <p>The Department of Oriental Languages conducted the Mathrubhasha-Folklore Day celebrations with a motivational talk for the promotion of Malayalam language by Dr. Aju K.Narayanan (Asst.Prof., School of letters, MGU) . The handwritten magazine ‘KALIKA’ was released followed by the performance of ‘Chakkyarkoothu’ by KalamandalamVineeth Chakkyar.</p> <p>Reading Day- The Department of English, the Department of Oriental Languages and the College Library together, conducted the Face-a-book Challenge to encourage the habit of reading and to create platforms for the students to read and present books, thus increasing their knowledge quotient.</p> <p>Programmes were also conducted to observe Teachers Day, Independence Day, Republic Day , Aids Day etc</p>
15	Coaching for competitive examinations	<p>NET crash training programme for UGC/ NET examination by the departments of Chemistry and Commerce</p> <p>PSC COACHING and PSC online registration Camp by the Department of Economics</p>
16	Organisation of career guidance classes and placements	Famous external mentors like Dr. T. P. Sasikumar (space scientist and Life mentor), Dr. Nijoy P James(JCI National Trainer), Mr. Eldho Paul (Disha Mentors), Mr. George Karunackal (experienced NLP trainer) etc. were invited to impart skill training for interview , personality development and group discussions which was followed by a campus recruitment drive.

		<p>Forty six students were shortlisted in Eureka Forbes, Prayagabizz, Green Pepper Resort, Idukki Builders and HDFC bank during the drive.</p> <p>The Department of Commerce organised career guidance classes by various organizations for students</p> <p>The Career Cell conducted Career Guidance Session for Sem 6 students</p> <p>The Department of Commerce along with the Career Cell organised a workshop and awareness programme for B.Com students with the help of Sharekhan Pvt. Ltd. Time Institute, Logistic Institute Ernakulam, Girideepam College and JCI Kuravilangad.</p> <p>The cell provided entrepreneurial training for B.Com and B.A. Economics students with the help of business and Industrial department of the Govt. of Kerala and Happy Valley Business School, Coimbatore</p>
17	Charity work	<p>Collected and distributed food packets and clothes to orphanages, Conducted visits to nearby destitute homes</p> <p>Snehanidhi is a voluntary fraternity of the staff with an aim to assist financially weak students of the college.</p>
18	Alumni Activities	<p>The K.R. Narayanan Memorial Intercollegiate Elocution Competition was held on 2nd December 2014</p> <p>The K.R. Narayanan Memorial Lecture by former cabinet minister Sri K.V Thomas on</p> <p>General alumni meet was held on 18th December 2016.</p>
19	Book publication	<p>Mrs. Tina Jose, Department of English. released her debut publication, an anthology of poems, entitled Docile No More</p> <p>AUREOLE 2016, the annual peer reviewed journal was published by the Research Cell of the college .</p> <p>Volume VI of BULLS EYE, highlighting the economic revolution caused by demonetisation, Union Budget 2017 and major business issues published by the Commerce association</p>
20	Merit Day 2016	<p>Merit Day 2016 was observed on 12th August 2016. Dr. Thomas Mathew, Principal, PIUS X College, Rajapuram, was the chief guest. In the academic year 2015-16, Ms Riamol Reji, B.Sc Physics, Miss. Divyamol Gopi and Mr. Bony Raju from commerce bagged A+, and 31 students from various streams obtained A grade. Seventy five students were awarded the merit scholarship and endowment prizes instituted by the college.</p>

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken : Scrutinised and approved by IQAC and staff council

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	4	0	1	0
UG	9	0	1	0
PG Diploma	0	0	1	0
Advanced Diploma	4	3	1	3
Diploma	5	1	1	4
Certificate	5	0	1	4
Add on courses	3	0	3	0
Total	30	4	9	11
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	0
Annual	0

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

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

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

Nil

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	23	11	0	1(PTL)

2.2 No. of permanent faculty with Ph.D.

5

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	11	0	0	0	0	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

28 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	9	24
Presented papers	2	3	1
Resource Persons	0	0	1

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

- Semester wise teaching plan by teachers at the beginning of the academic year followed by an evaluation by the HOD and the Principal.
- Timely preparation of mark lists and report cards of the internal examination.
- Intermittent discussion with parents about the progress of the ward.
- Departmental admission counselling at the beginning of the course.
- Post admission test soon after admission
- Bridge course, satellite learning system and remedial classes.
- Tutorial/mentoring system
- Scholar Support Programme with the aid of Higher Education Council
- ASAP programme with the aid of the Higher Education Department and the Govt. Of Kerala
- Enrichment courses like Computer Literacy, Spoken English etc

- Talks, seminars, debates and quiz are organised and students are encouraged to participate in intercollegiate competitions
- Seminars, workshops, power point presentations, field trips etc
- ICT oriented workshops/programmes and ICT techniques in teaching
- Screening of movies, role plays, drama enactment, mock interviews in language classes.

2.7 Total No. of actual teaching days during this academic year 198

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

2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 10

2.10 Average percentage of attendance of students 85

2.11 Course/Programme wise distribution of pass percentage :

<i>Department</i>	<i>Students appeared</i>	<i>Students passed</i>	<i>A+</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>Pass %</i>
B com	46	31	2 (Uty Ist rank)	15	11	3	69.6
BcomTaxn	38	15	1	2	5	7	39.47
Chemistry	25	14	0	6	7	1	56
Economics	44	13	1	2	5	5	29.55
Eng Lit	33	17	0	1	8	8	51.51
Eng Voc	20	4	0	0	4	0	20
Mathematics	23	20	1	2	5	8	86.9
Physics	26	15	0	9	5	1	57.69
Zoology	22	12	0	3	7	2	54.54

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

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

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	8
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	6

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	0	0	0
Technical Staff	14	5	0	2

Criterion – III

3. Research, Consultancy and Extension

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

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

1. Teachers are encouraged to take up minor and major research projects; UGC sanctioned four minor projects are ongoing and three are submitted for settlement under various departments. One major project proposal has been submitted to KSCSTE.
2. The Research Cell has been functioning well. The faculty are encouraged to undertake research. Eleven teachers are pursuing PhD. , of which one member has availed FDP. One faculty has submitted the PhD thesis. Another faculty has completed FDP and is in the process of submitting the PhD thesis.
3. The faculty are encouraged to undertake paper publication and presentation.
4. Leadership has been taken up for the publication of the annual multidisciplinary research - journal *AUREOLE*, Peer Reviewed Journal With ISSN No. (Print –2249-7862 & online -2455-877x). The cell has applied for the inclusion of *AUREOLE* in the UGC approved list of journals.
5. Assistance has been extended for conducting National/ State level seminars and workshop.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	4	0	3
Outlay in Rs. Lakhs	0	3,80,000	0	2,16,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	5	0
Non-Peer Review Journals	0	0	0
E-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned lakhs	Received Received
Major projects	NIL	---	---	----
Minor Projects	NIL			
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects <i>(other than compulsory by the University)</i>	Nil			
Any other(Specify)	Nil			
Total	Nil			

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NA

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	1	0	25
Sponsoring agencies		0	UGC		St.Stephen's College, Uzhavoor

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	41.3	From Management of University/College	0.35
Total	41.3		

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	0	1	0	0	0	0

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

0

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

	15		0
	University level		State level
National level	0	International level	0

3.22 No. of students participated in NCC events:

	45		8
	University level		State level
National level	8	International level	0

3.23 No. of Awards won in NSS:

NIL

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="2"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="18"/>
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="6"/>
		Any other	<input type="text" value="0"/>

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

Human Rights Literacy Survey And Awareness Campaign, Stellaria and sky watching NET crash training programme, PSC exam coaching and PSC online registration camp, Bacteriological Analysis of drinking water samples of Uzhavoor Gramma Panchayat, workshop for the local women of Uzhavoor Panchayath on (1) Make your own LED bulb, (2) LPG safety clinic and (3) house hold maintenance of electric and plumbing work ; financial literacy support to the aged and other illiterate customers of SBT Uzhavoor, to reduce the burden of the demonetization announcement; participation in the rally against social evils on NCC day at Pala, Donation of blood to medical college , Cleaning of the premises of the sub treasury and the Public Library Uzhavoor, visit to Maria Bhavan, Uzhavoor, planting of mango saplings, construction of a sanitary latrine for a poor lady , book collection for the public library of the NSS adopted village Puthuveli, hosting of University level 'Organic Farming Awareness Rally' in Uzhavoor Panchayat, flash mob for the state project *HARITHA KERALAM*, street play on the topic ' *Thudachumaattu...Ieee Lahari* on Anti-Narcotics Day, spoken English and computer classes, tailoring classes to the students and public; socio - economic surveys; collection & distribution of food packets and clothes to orphanages ; AIDS awareness session.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12.5Acre	0	NA	12.5Acre
Class rooms	40	0	NA	40
Laboratories	14	0	NA	14
Seminar Halls	4	0	NA	4
Indoor stadium	1	0	NA	0
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	7	FIST	7
Value of the equipment purchased during the year .(lakhs)	-	41.3	UGC & FIST	41.3
Others	0	0	-	0

4.2 Computerization of administration and library

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

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32789	27,31,591	749	290000	33538	3021591
Reference Books	1,028	5,74,276	125	75000	1153	649276
e-Books	1,50,000+	5750
Journals	32	31583	20	8360	52	39943
e-Journals	2200+ (via. N List)*	5000			2200+	5000

Digital Database	D space		
Others (specify)	World Public Library Access & 42 periodicals e library USA access		8\$

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	130	6	125	1	1	1	9	-
Added	12	1	10	0	0	0	1	-
Total	142	7	135	1	1	1	1	-

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

- Faculty training on INFLIBNET , college website upgradation, attendance entry, e-book and e-journal browsing
- Purchased twelve computers using FIST Grant
- Wi- Fi enabled campus
- Students are given courses on various computer applications to promote online submission and presentation of projects and assignments
-

4.6 Amount spent on maintenance :

i) ICT	86,983/-
ii) Campus Infrastructure and facilities	15,25,810/-
iii) Equipments	2,81,322/-
iv) Others (Maintenance & repair)	1,08,287/-
v) Extention activity	15,83,160

Total : 35,85,562/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation to newly admitted students at the beginning of their course of study.
- Ensures inclusion of student representatives in the various academic, administrative and extra-curricular committees.
- Ensures clear directions regarding student support programmes in the College Handbook, published annually.
- Release of 'Kalika', the handwritten magazine by students.
- Collects feedback from students at the end of every academic year which helps to assess the strengths and weaknesses of the institution and teachers.
- Supervises the conduct of student support programmes by the departments, units and cells of the College.

5.2 Efforts made by the institution for tracking the progression

The institution

- Ensures quality and promotes the culture of excellence.
- Provides resources for ensuring effective delivery of curriculum and student – centric teaching - administrative skills, external professional expertise, ICT, free internet connection , LCD projectors , smart board and library resources.
- Evaluates the action plans prepared by departments and various clubs along with the feedback from faculty and students in order to accomplish a smooth and efficient implementation of plans.
- Supports Add – on courses and certificate courses.
- Designs co –curricular activities to enhance the literary and artistic talents of students.
- Extended the activity of ED club with the aim of inculcating entrepreneurial skill in students
- Conduct of moral and value education sessions, tutorial systems, study circle and satellite learning.
- Conducts a Life Guidance Seminar at the end of every academic year for the benefit of the outgoing students.
- Ensures smooth functioning of the Career Guidance Cell and the Placement Cell.
- Ensures active participation of the Students Council in the co-ordination of extra-curricular and curricular activities

- The College announces the availability of various scholarships as per the notifications and assist the students to avail them.
- Provides neat canteen and washroom facilities
- Provisional store to meet the necessary requirements

5.3 (a) Total Number of students : 1036

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	467	45%		569	55%

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC + OEC	Physically Challenged	Total	General	SC	ST	OBC + OEC	Physically Challenged	Total
657	103	9	247	4	1016	648	121	9	258	0	948

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

- The Career Cell conducted Career Guidance Session for the Sem 5 & Sem 6 students.
- The Department of Commerce along with the Career Cell organised a workshop and awareness programme for the B.Com students with the help of Sharekhan Pvt. Ltd. Time Institute, Logistic Institute Ernakulam , Girideepam College and JCI Kuravilangad.
- The departments of Commerce and Chemistry organised UGC-NET crash training programme for students from the College and outside.
- The Department of Economics organised PSC Coaching for college students.
- *Walk with a Scholar* programme and *Scholar Support Programme*, the new initiatives of the Kerala Higher Education Council arranged specialized mentoring sessions for the students of undergraduate programme in Arts, Science and Commerce.
- Dr. T. P. Sasikumar (space scientist and Life mentor), Dr. Nijoy P James(JCI National Trainer) Mr. Eldho Paul (Disha Mentors) Mr. George Karunackal (experienced NLP trainer) etc. gave training in skills on interview, personality development and group discussion.

No. of students beneficiaries

125

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

- The **Counselling Cell** conducted the life guidance seminar for the final year degree students.
- The renowned family counsellor and speaker Rev. Fr. Thomas Kozhimala M.C.B.S led the seminar on the theme '*Our Character Deserves /Decides Our Destiny*'.
- Counselling sessions were conducted for the students by the college counsellor, Rtd. Prof. Smt. Aleyamma Kurien.

The Career guidance cell also conducted

- Annual orientation for first semester students
- HRD programmes
- Soft skill development sessions for final semester students
- Communication skills programmes
- Training in interview skills
- Awareness programmes on competitive examinations
- Govt. sponsored ASAP recruitment sessions for the outgoing batches
- 'Walk with a scholar' and 'Scholar Support Programme'

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	110	46	11

5.8 Details of gender sensitization programmes

- The Women's Cell of the College is very active and organises tailoring class & cooking classes for girl students, lady teachers of the college and local women.

- Dr. Razeena Padmam, the former Director of the School of Behavioural Sciences, M.G. University, inaugurated the **Women's Cell** activities.
- Conducted tutorial classes for girl students under the guidance of lady teachers
- Awards distributed to the best performing girl students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	125	1,68,566/-
Financial support from government	399	10,77,981/-
Financial support from other sources	10	15,000/-
Number of students who received International/ National recognitions	0	

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Sl.No.	Grievances	Redressed
1	Complaints regarding the college road	The College road has been renovated using the MLA fund.
2	Washroom facilities	Maintenance of ladies' washroom and a new washroom was constructed for boys.
3	Inter-Personal conflicts	Redressed through enquiry committee

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

Mission : Excellence in Education

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

- Teachers are encouraged to participate in workshops on curriculum development and modifications conducted by the University.
- Nine teachers participated in the MG university syllabus revision workshop on 2nd March 2017.

6.3.2 Teaching and Learning

- Feedbacks of teachers are collected from the students and suggestions and recommendations are properly conveyed.
- Professional development of faculty is promoted by providing support
 - i) To undergo orientation / refresher courses
 - ii) To equip themselves in modern pedagogical tools
 - iii) To attend and organize national & international seminars
- Ensures quality and promotes the culture of excellence.
- Provides resources for ensuring effective delivery of curriculum and student – centric teaching - administrative skills, external professional expertise, ICT, free internet connection , LCD projectors , smart board and library resources.

6.3.3 Examination and Evaluation

- The College Handbook contains a detailed and clear description of the evaluation process which would be implemented in the College during the academic year.

- The HODs and class teachers brief the students on the process of evaluation, marking system, internal and external examinations etc.
- After the internal examination, PTA meetings are organised by the concerned departments.
- Timely notifications are put up and announcements are also made with regard to the examination dates and other relevant information.
- Two teachers and one administrative staff have been given charge of the examinations.

6.3.4 Research and Development

- The College has established a Research Cell to promote research aptitude among faculty and students.
- The institution under the leadership of the Research Cell publishes a multidisciplinary research journal 'AUREOLE' with ISSN No. print : 2249-7862 and online: 2455-877x
- Faculty are encouraged to do research and also to avail FDP if they are in need. Five faculties are PhD holders, one member has been doing full time PhD on FDP, twelve faculties have registered for part time PhD and one has got selection for doing PhD under the FDP programme.
- Mr. Jasimudeen S., the College Librarian got the third prize for Best paper – '*Tax Havens And Financial Opacity: A Study On Fraudulent Digital Transactions*' – at National Conference on '*Digital Money: Future and Possibilities*', Sacred Heart College, Thevara, February 2017.
- Ms. Tina Jose, Department of English, released her debut publication, an anthology of poems, entitled '*Docile No More*'.
- One UGC sponsored state level seminar was conducted by the Department of Computer Science.
- Research journals were published in five national journals and one international journal.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library is automated using KOHA software.
- On line Public Access Catalogue (OPAC); BSNL internet broadband connection width/speed 100mbps; OFC Wi-Fi cable network connection, two terminals for staff and students for accessing e-resources and INFLIBNET (NLIST) are available.
- Sufficient classrooms, laboratories and modernised washroom facility are available for students.
- DST FIST instrumentation facility and computer room worth Rs 50 lakhs was set for the science departments.
- Equipments worth Rs 41.3 lakhs were installed under the FIST grant.

6.3.6 Human Resource Management

- Teaching faculty and other staff members are recruited on grounds of merit as per the norms stipulated by the UGC, the Govt. of Kerala and the Mahatma Gandhi University.

- The College motivates the staff to attend faculty development programmes as well as to conduct programmes in the College to enhance professional competence.
- The management identifies the skills of the staff and the students through constant monitoring and through feedback collected.
- Teachers are made co-ordinators of the various activities to aid the quality improvement of the institution.
- The efforts of the staff are recognised and appreciated.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- Departments arrange annual visits to major research centres for students.
- Campus recruitment drives are organised in collaboration with other institutions.
- Institution maintains interactions with research laboratories and institutes for research activities and projects.
- The Department of Chemistry has tie ups with the school of Chemical Science , M.G University – Kottayam, Kerala Metals and Minerals limited – Chavara Kollam, Dr. K.R Narayanan Ayurvedic Research Centre- Shantigiri uzhavoor, J .J Murphy Research Centre & Rubber Park Airapuram Perumbavoor, HOCL Ambalakukal:Nagarjuna Ayurvedic & Researcg centre Thodupuzha.

6.3.9 Admission of Students

- Details regarding various programmes offered by the institution are published on the College website.
- The institution arranges a help desk where students are directed as to how to apply online for CAP, how to proceed from the first to the final allotment and when to make the fee payment.
- An Admission Committee monitors the admission procedure.
- The institution applies for marginal increase of seat whenever necessary.
- The list of candidates admitted is forwarded to the university.
- Percentage wise allocation of seats: 50% for open merit, 20% for SC ST candidates, 10% for community reservation, 20% for management quota. Seats for self – financing programmes are filled up through merit and management quota on a proportion of 50: 50.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

Rs 6,91,33,556 /-

6.6 Whether annual financial audit has been done

Yes

No

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The Alumni of the College is very active and all the departments maintain good relationship with their Alumni. Face Book Page and WhatsApp group are active which promote good relationship between teachers, students and alumni. Alumni Chapters are active in various countries all over the world. They extend several social activities for the educational progress of our students. Annual Alumni meet, Annual Inter collegiate Elocution competition, K.R Narayanan Lecture series are some of the activities conducted during the year.

6.12 Activities and support from the Parent – Teacher Association

The College has a vibrant parent- teacher association which renders whole-hearted co- operation to the College. The departmental PTA as well as the general PTA are organised regularly. PTA also provided funds for the organisation of PTA meeting, sports, association activities, salary advance of guest faculty,

tailoring class to lady students etc. The association took leadership for honouring the retiring teachers and granting general proficiency awards to students. PTA also organised orientation programme for the parents of first semester students.

6.13 Development programmes for support staff

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

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

The College has a green and comforting environment and care is taken to maintain a plastic free campus. Various energy conservation strategies are adopted in the campus like minimal use of lights, fans and AC.

- Two rain water harvesting units and two solar lights have also been set up in the College.
- Majority of the plants in the campus are named and systematically characterised. The Department of Zoology & Botany maintains hundred varieties of medicinal plants, keep the herbarium of these plants and planted trees including a heritage tree in the campus.
- The birds of the campus have been identified and the photos are displayed in front of the campus as part of student's project.
- The students are given training for vermi-composting, apiculture and mushroom cultivation. Bio-diversity notice board has been set up.
- Ornamental fishes, pond turtles, ophiocephalus, pearl oysters and fresh water eels are maintained well by the students which make the students to be nature loving, to study the behaviour of the animals and their cultivation techniques and to show more concern to the environment as per the motto 'Love nature, save nature and protect nature'.
- The Department has also made a tie-up with Karshika Vijnan Kendra (Govt. Of India), Kumarakom for grow bag vegetable cultivation.
- On World Environment Day, Centre For Environment Education And Rural Development(CEERD) organized *Paristhithi Mitra* Award distribution. The guest of the day former Minister and sustainable development activist Sri P.J.Joseph M L A presented the award to Welfare Services Ernakulam, St.Therasas College Ernakulam and to Dr. K.P.Joy, Chairman of EIAA, Kerala.
- CEERD also arranged an environmental education trip for students and teachers to organic farming and environment protection centres like 'Home Grown'.
- Extension activities of NSS include 'THALIR' project,
 - ✓ planting Mango saplings inaugurated by Sri. P.J.Joseph MLA,
 - ✓ construction of a lavatory for a poor lady
 - ✓ book collection for the public library of adopted village Puthuveli,

- ✓ hosting of University level 'Organic Farming Awareness Rally' in Uzhavoor Panchayat
- ✓ flash mob for the state project 'HARITHA KERALAM'.
- ✓ The motto of NSS unit for this year was 'Bhoomikkuoru Haritha Geetham'

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

Criterion – VII

Innovations and Best Practices

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

- Organic Awareness Rally in Uzhavoor Panchayat.
- 10 day NCC district level camp
- Three Paristhithi Mithra awards were given in recognition of the outstanding contribution of individuals, social service organizations, clubs and educational institutions towards the promotion of environmental education, protection, conservation and sustainable development in the State of Kerala.
- Waste gas connection in the canteen
- Training to promote the culture of reading e-journals lead by the librarian during free hours for all the students.
- *Face A Book Challenge* programme to encourage the habit of reading.
- Initiated a Campus Recruitment training and orientation classes by various organisations
- Water Sample Analysis of drinking water samples of Uzhavoor Gramma Panchayat
- One day workshop for the local women of Uzhavoor Panchayath. The workshop included (1) Make Your Own LED Bulb, (2) LPG Safety Clinic And (3) House Hold Maintenance Of Electric And Plumbing Work
- Financial literacy support to the aged and other illiterate customers of SBT Uzhavoor to reduce the burden of demonetization announcement on 8th November

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

Plan of Action		Achievements
1.	Observance of World Environment Day	As a part of the World Environment Day 2016 celebrations, the CEERD awarded the <i>Paristhithimithra</i> award in a ceremony on 10 th June 2016. The award winners were – Dr. K.P.Joy, Chairman of EIAA, Kerala - in the individual category. St. Teresa's College, Ernakulam & Welfare Services Ernakulam - in the categories of educational Institutions and Social Service Society respectively.

2	State level Seminar	The Computer Science Dept. of the college conducted a Two-day UGC-sponsored State Level Seminar on Cloud Computing on March 8 th and 9 th 2017. Eminent scholars including the Amritha Institute Professor and International collegiate programming contest Asian Region director, Prof Anand Shenoi were invitees. Around 80 participants benefited from the seminar.
3	Sports and games	<p>The 29th Bishop Tharayil and 28th Sr. Goretti Memorial All Kerala Intercollegiate Volleyball Tournaments for Men and Women were organized in January 2017.</p> <p>The 12th Bishop Kuriakose Kunnacherry Golden Jubilee Memorial All Kerala Intercollegiate Football Tournament was held in the college.</p> <p>Conducted the fourth Golden Jubilee Memorial Shuttle Badminton Tournament</p> <p>Intramural Sports Day was held in December 2016</p> <p>The Department of Commerce conducted an Interdepartmental Penalty shootout on 8th February 2017</p>
4	Intercollegiate programmes conducted by various departments	<p>The Physics Association organized the 20th Celine K. Joseph Memorial All Kerala Intercollegiate Physics Quiz and Seminar Presentation Competition.</p> <p>The Economic Association conducted the 9th All Kerala Inter Collegiate Debate Competition on '<i>Demonetisation for Digitalised Economy</i>' in which eleven teams participated.</p> <p>The intercollegiate <i>Lit Fest</i> was conducted by the Department of English with competitions in/ Lit Hunt (literary quiz), e-paper, soliloquy, recitation and visual poetry.</p>
5	Orientation programme for the parents of first semester students	Conducted on 8th July 2014
6	Post admission test	Departments conducted post admission tests for the first semester students
7	Conducts Programmes for public	<p>Participation in the rally against social evils on NCC Day at Pala.</p> <p>Donation of blood to medical college</p> <p>Cleaning of the premises of the sub-treasury and the public library in Uzhavoor</p> <p>Visit to Maria Bhavan, Uzhavoor</p> <p>'THALIR' project, by planting mango saplings inaugurated by Sri. P.J. Joseph, MLA</p>

		<p>construction of a lavatory for a poor lady</p> <p>Book collection for the public library of the adopted village at Puthuveli.</p> <p>Hosting of University level ‘Organic Farming Awareness Rally’ in Uzhavoor Panchayat</p> <p>Flash mob for the state project ‘HARITHA KERALAM’. held within the college</p> <p>On Anti-narcotics day, a street play on the topic ‘THUDACHUMAATTU...IEEE LAHARI’ was presented.</p> <p>The Department of Zoology & Chemistry conducted bacteriological and chemical analysis of water samples & soil fertility of the Uzhavoor Panchayath</p> <p>The Physics association organized a one day workshop for the local women of Uzhavoor panchayath. The workshop included (1) Make your own LED bulb, (2) LPG safety clinic and (3) household maintenance of electric and plumbing work</p> <p>With an aim to reduce the burden of demonetization announcement, the students & faculty of the Department of Economics provided financial literacy support to the aged and other illiterate customers of SBT, Uzhavoor, on 8th November.</p> <p>Combined Annual Training Camp-NCC</p> <p style="padding-left: 40px;">Around 600 NCC cadets from Kottayam, Pathanamthitta, Idukki and Alappuzha districts participated. Special training held for Firing, Weapon Drill, Map Reading, Judging Distance, Personality Development and First Aid etc</p>
8	Conduction of seminars & workshops	<p>The Department of Computer Science conducted a UGC sponsored State Level Seminar on 8th and 9th March 2017.</p> <p>The IQAC conducted two seminars on quality enhancement and service rules .</p>
9	Value enrichment programmes for the students	Value Enrichment programmes were conducted which included the Holy Mass for catholic students and value enrichment talks for non-Catholic students on the first Friday of every month.
10	Fresher’s day and Association Inauguration	Conducted department wise in September 2016.
11	UGC sponsored career oriented courses	<p>The Department of Physics- ‘Electrical And Electronic Equipment Maintenance’</p> <p>The Department of Commerce - Practical Accounting</p> <p>The Department of Zoology – Plant Tissue Culture</p> <p>The Department of Chemistry - Soil And Water Analysis</p>

12	Conduct of various programmes for women empowerment	<p>Dr. Razeena Padmam, the former Director of the School of Behavioral Sciences, M.G.University, inaugurated the Women's Cell activities.</p> <p>The cell also conducted cooking and tailoring classes for girl students, lady teachers of our college and local women.</p>
13	Celebration of festivals	Students celebrated festivals like Onam and Christmas which included cultural competitions.
14	Observance of important days	<p>International Human Right Day- The Department of Economics conducted a Human Rights Literacy Survey and an awareness campaign among the public, students and staff.</p> <p>Science Day celebration- The Department of Physics conducted an interdepartmental quiz competition and a general debate on nuclear energy.</p> <p>The Department of Oriental Languages conducted the Mathrubhasha-Folklore Day celebrations with a motivational talk for the promotion of Malayalam language by Dr. Aju K.Narayanan (Asst.Prof., School of letters, MGU) . The handwritten magazine 'KALIKA' was released followed by the performance of 'Chakkyarkoothu' by KalamandalamVineeth Chakkyar.</p> <p>Reading Day- The Department of English, the Department of Oriental Languages and the College Library together, conducted the Face-a-book Challenge to encourage the habit of reading and to create platforms for the students to read and present books, thus increasing their knowledge quotient.</p> <p>Programmes were also conducted to observe Teachers Day, Independence Day, Republic Day , Aids Day etc</p>
15	Coaching for competitive examinations	<p>NET crash training programme for UGC/ NET examination by the departments of Chemistry and Commerce</p> <p>PSC COACHING and PSC online registration Camp by the Department of Economics</p>
16	Organisation of career guidance classes and placements	<p>Famous external mentors like Dr. T. P. Sasikumar (space scientist and Life mentor), Dr. Nijoy P James(JCI National Trainer), Mr. Eldho Paul (Disha Mentors), Mr. George Karunackal (experienced NLP trainer) etc. were invited to impart skill training for interview , personality development and group discussions which was followed by a campus recruitment drive.</p> <p>Forty six students were shortlisted in Eureka Forbes, Prayagabizz, Green Pepper Resort, Idukki Builders and HDFC bank during the drive.</p>

		<p>The Department of Commerce organised career guidance classes by various organizations for students</p> <p>The Career Cell conducted Career Guidance Session for Sem 6 students</p> <p>The Department of Commerce along with the Career Cell organised a workshop and awareness programme for B.Com students with the help of Sharekhan Pvt. Ltd. Time Institute, Logistic Institute Ernakulam , Girideepam College and JCI Kuravilangad.</p> <p>The cell provided entrepreneurial training for B.Com and B.A. Economics students with the help of business and Industrial department of the Govt. of Kerala and Happy Valley Business School, Coimbatore</p>
17	Charity work	<p>Collected and distributed food packets and clothes to orphanages, Conducted visits to nearby destitute homes</p> <p>Snehanidhi is a voluntary fraternity of the staff with an aim to assist financially weak students of the college.</p>
18	Alumni Activities	<p>The K.R. Narayanan Memorial Intercollegiate Elocution Competition was held on 2nd December 2014</p> <p>The K.R. Narayanan Memorial Lecture by former cabinet minister Sri K.V Thomas on</p> <p>General alumni meet was held on 18th December 2016.</p>
19	Book publication	<p>Mrs. Tina Jose, Department of English. released her debut publication, an anthology of poems, entitled Docile No More</p> <p>AUREOLE 2016, the annual peer reviewed journal was published by the Research Cell of the college .</p> <p>Volume VI of BULLS EYE, highlighting the economic revolution caused by demonetisation, Union Budget 2017 and major business issues published by the Commerce association</p>
20	Merit Day 2016	<p>Merit Day 2016 was observed on 12th August 2016. Dr.Thomas Mathew, Principal, PIUS X College, Rajapuram, was the chief guest. In the academic year 2015-16, Ms Riamol Reji, B.Sc Physics, Miss. Divyamol Gopi and Mr. Bony Raju from commerce bagged A+, and 31 students from various streams obtained A grade. Seventy five students were awarded the merit scholarship and endowment prizes instituted by the college.</p>

7.3 Give two Best Practices of the institution

Physico Chemical and Bacteriological Analysis of Drinking water samples of Uzhavoor Grama Panchayath.

Objectives : To Analyse the potability of drinking water samples of Uzhavoor Panchayath.

Context : Uzhavoor Panchayath of Kottayam district in Kerala suffers a severe drinking water supply crisis. Uzhavoor is a rural area where the water has chances to be contaminated by overloading and malfunctioning septic systems, solid waste disposal and by the use of pesticides, herbicides and improper management of fertilizer and manure in agriculture pollutants irrespective of sources are transported over land and through the soil by rain water and ultimately find their way into ground water in the form of sediments and chemical loads. Therefore it is essential to perform examination of water routinely to ensure a safe supply of water for drinking, bathing, swimming and other domestic and industrial uses. A regular monitoring the water quality for improvement not only prevents disease and hazards, but also checks the water resources from going further polluted

Practice : The Department of Chemistry, Zoology and Botany organise water analysis on a regular basis. Public people will be informed the date of sample collection by various methods such as announcements, notice distribution etc. Samples are collected from wells, ponds and public drinking water sources used by the people of Uzhavoor Panchayat. As part of UGC sponsored minor Research project sanctioned to the Department of Botany, One hundred and four water samples from thirteen wards of the Panchayat were collected using the help of health department for analysis. The collected samples in closed sterilized glass containers were aseptically transported to the laboratory and analysed. Total count of Coliform bacteria in each sample was determined. In addition to that various physico chemical parameters like taste, odour, pH, dissolved oxygen, conductance, Iron, sulphate & chlorine content, etc. of the water samples were determined by standard methods. The test results along with recommendations to improve the water quality were informed the stake holders.

Evidence of success: The practice of water analysis benefitted the society to undertake the routine monitoring of water sources and be made aware so simple remedial measures to maintain their water quality

Problems Encountered: Improper disposal of solid waste and uncontrolled usage of plastics made most of the water sources in Uzhavoor Panchayath non potable. The regular monitoring of all the samples was not possible as the procedure for the bacteriological analysis was highly tedious and time consuming. The disposable test kits for the easy analysis of water samples could not be practiced as it was very costly.

FACE A BOOK CHALLENGE

Objectives: To develop critical reading skills like comprehension, speed note taking and presentation skills

To inculcate an extensive reading habit in students and to expose them to a wide diversity of world literature.

The context: *Face-A-Book Challenge* is a programme to promote reading habit and information literacy skills. In the modern era, students tend to use technology and gadgets extensively. As a result, there seems to be a decline in their reading habit which has surely affected their overall outlook of life and the world they live in. The college took up the *Face-A-Book Challenge* in order to inculcate a reading habit in them and thus to bring up their academic interest to a global perspective.

Practice:

Overall 25 sessions were conducted. Books available in the library were chosen and assigned by a peer team of faculty members, based on their contemporary value & relevance. A variety of themes like women's issues, democracy, contemporary politics, cultural issues, dalit and tribal issues were presented and discussed on this forum. Each student was assigned a book who presented the same after intense preparation. Sessions involved critical discussions, presentation of themes and views and an overall summing up.

Faculty from various departments also contributed and the sessions were monitored by faculty from departments like English, Oriental Languages etc. The college librarian acted as the moderator.

Evidence of success: Students and faculty benefitted from this programme. There was a definite increase in the participation of students as the sessions progressed. Students eagerly contributed to discussions and thus were made aware of a lot of issues around them.

Problems Encountered: These sessions could be conducted only after college working hours. Students tend to go home and thus a forum which could have witnessed a huge participation could not be successfully implemented. There was also a problem of shortage of copies of relevant and contemporary books in the college library. Often this shortage was compensated by borrowing books from friends and libraries outside the college.

7.4 Contribution to environmental awareness / protection

The majority of trees in our campus have been named and systematically characterised. The Department of Zoology and Botany maintains a hundred varieties of medicinal plants. The Centre for Environmental Education and Rural Development (CEERD) of the College conducts various awareness programmes. Three Paristhithi Mithra awards were given in recognition of the outstanding contribution of individuals, social service organizations, clubs and educational institutions towards the promotion of environmental education, protection, conservation and sustainable development in the State of Kerala. CEERD also arranged the environmental education trip for students and teachers to organic farming and environment protection centres. The department of zoology organise Nature camp and wild life sanctuary visit to make the students nature friendly. A plastic free environment is maintained by various units of the College. The World Environment Day is observed every year. Students are given training in vermi- composting.

7.5 Whether environmental audit was conducted? Yes No

8. Plans of institution for next year

Details are provided in Annexure ii



Name Sri. Jais Kurian

Associate Professor

Signature of the Coordinator, IQAC



Name Dr. Shiney Baby

Principal

Signature of the Chairperson, IQAC

ANNEXURE I
YEAR PLAN 2016-17

June 2016

- College reopens after summer vacation
- Academic audit presentation - All departments
- Research Orientation for students - Dept of Economics
- 'Paristhithimithra' Award (CEERD)
- Reading day celebration - Dept of English
- Teaching at Balabhavan - Dept of English

July 2016

- Commencement of first semester degree classes
- Orientation programme for parents of Ist sem.students
- Commencement of PSC Coaching - Dept of Economics
- Commencement of Literature Lecture series - Dept of English
- Movie Festival - Dept of English
- Inter class quiz on Shakespeare - English
- Commencement of NET coaching session - Dept of Commerce
- Question Bank Preparation by students - Dept of Chemistry
- Water analysis for the public - Chemistry
- Invited talk on Values in life/Career in Zoology - Dept of Zoology
- Debate/Quiz on biodiversity/Environmental issues - Zoology
- Project Presentation by M.Sc. students - Dept of Physics
- Industrial Visit - Dept of Commerce

August 2016

- Youth Day Celebrations - Dept of Economics
- Post Admission Tests and Evaluations - All departments
- Inter departmental spelling bee competition - Dept of English
- Talent Exhibition - Dept of English
- Commencement of CA coaching classes for 1st year students -Dept of Commerce
- Seminar - Dept of Commerce
- Inauguration of Malayala Samajam & Folklore day celebrations - Dept of Malayalam
- Classes for high school students by PG students - Dept of Physics

September 2016

- Association Inauguration and Welcome to freshers - All departments
- Welcome programme for PG students - Dept of Chemistry
- Onam Celebration with destitute home Akasahaparavakal - Dept of Zoology
- Onam celebrations with inmates of thirubala nagar - Dept of Chemistry
- Departmental Quiz competition - Dept of Mathematics
- Teachers Day Celebration -Dept. of Economics.
- Intensive support programme for excellence - Dept of Economics
- LITFEST - Dept of English
- Visit to Orphanage - Dept of Mathematics

- Release of 'Bulls Eye' - Dept of Commerce
- Interdepartmental Quiz - Dept of Commerce
- Research station visit by II year students - Dept of Zoology
- Invited Talk by eminent scientist - Dept of Physics
- Participation in Zoofest - Dept of Zoology
- Workshop on Basic electrical and plumbing equipment maintenance for the public - Dept of Physics

October 2016

- Personality development training - Dept of Chemistry
- Prof. K M Joseph Endowment Lecture - Dept of Mathematics
- Workshop on Research Methodology - Dept of Commerce
- Nature study camp for I year students - Dept of Zoology

November 2016

- Annual Tour - Department of Economics
- 8th Silver Jubilee Lecture Series - Dept of Commerce
- Cross Teaching and Goal setting training for students - Dept of Chemistry
- Study Tour - Dept of Chemistry
- Seminar by II P G students - Dept of Chemistry
- Publication of Newsletter - Dept of Chemistry
- Commencement of NET Coaching - Dept of Chemistry
- Agriculture University visit - Dept of Zoology
- Mushroom cultivation training - Dept of Zoology

December 2016

- Christmas Celebrations
- Seminar by I PG students - Dept of Chemistry
- Inter departmental Penalty shootout - Dept of Commerce
- Mathematics Exhibition - Dept of Mathematics
- Human Rights day celebration - Department of Economics
- Food Fest - Dept of English
- Book Exhibition - Dept of English
- Celebration of World Mathematics day - Dept of Mathematics
- Visit to Mother Theresa special school - Dept of English
- Seminar - Dept of Commerce
- Release of 'Bulls Eye' - Dept of Commerce
- Visit to destitute home at St. Joseph's Home, Medical College Kottayam - Dept of Chemistry
- Christmas Celebration with Cancer Palliative care centre, Gandhinagar - Dept of Zoology
- Study Tour - Dept of Zoology
- Blood group identifying camp - Dept of Zoology
- Prof. Celine K Memorial All kerala intercollegiate quiz competition - Dept of Physics
- Workshop on 'Make your own LED bulb' - Dept of Physics
- Intercollegiate seminar competition - Dept of Physics

January 2017

- Quiz competition - Dept of Chemistry
- Interdepartmental Mathematics Quiz - Dept of Mathematics
- Inter Collegiate Debate competition - Department of Economics
- Artha Fiesta - Department of Economics
- Workshop on Creative writing - Dept of English
- Academic field trip to Muzris Biennale - Dept of English
- Visit to Maria Bhavan -Dept of Mathematics
- Publication of manuscript magazine - Dept of Malayalam
- Publication of inhouse magazine, Windows - Dept of Zoology
- Bacteriological analysis of water of Uzhavoor panchayat - Dept of Zoology
- Seminar on Nanomaterials for solar cells - Dept of Physics
- Field Trip - Dept of Physics
- A day with Navajeevan inmates - Dept of Physics

February 2017

- Association Valedictory Function - All departments
- Release of E-Journal: creative writing by faculty - Dept of English
- Mathematics Film show - Dept of Mathematics
- Science day celebrations - Dept of Chemistry and Dept of Physics
- Water and Soil analysis - Dept of Chemistry
- Assistance in chemistry to 10th standard students of thirubala nagar - Dept of Chemistry
- Mother tongue day observation - Dept of Malayalam
- Stargazing day- Dept of Physics
- Career guidance seminar - Dept of Physics
- Intensive support programme for excellence - Dept of Economics.

March 2017

- Project Submission - Department of Economics
- Send off to PG students - Dept of Chemistry

ANNEXURE II

YEAR PLAN 2017-18

June 2017

- College reopens after summer vacation
- Academic audit presentation - All departments
- Commencement of first semester degree classes
- Orientation programme for parents of 1st sem. students
- PSC coaching (career & placement) - Dept of Economics
- Research orientation - Dept of Economics
- Reading week - Dept of English
- Career awareness class for S3 and S5 B.com -by Career Launcher, Kottayam - Dept. of Commerce (Fin. & Tax.)
- Monthly test for S3 & S5 B.Com- Dept. of Commerce (Fin.&Tax.)
- Internal Examinations - Dept. of Computer Science

July 2017

- 'Paristhithimithra' Award (CEERD)
- Commencement of Literature Lecture series - Dept of English
- Synopsis presentation - Dept of Economics
- Extension activity on Workshop on GST for local traders in uzhavoor - Dept of Economics
- Support for higher studies (entrance coaching) - Dept of Economics
- Post admission test & evaluation - Dept of Economics
- PTA meeting of S5 and S3 students - Dept of Economics
- Movie Festival - Dept of English
- Association - Dept of English
- Release of Bulls Eye I - Dept of Commerce
- Commencement of NET coaching session - Dept of Commerce
- Orientation programme for First year students - Dept of Commerce
- GST Awareness programme - Dept of Commerce
- An invited talk on Career in Zoology - Dept of Zoology
- Debate/Quiz on biodiversity/Environmental issue - Dept of Zoology
- Post admission test & Bridge course - Dept of Chemistry
- Generalbody meeting of Chemistry Association & Welcome to new comers - Dept of Chemistry
- Presentation of selected Project work done by M Sc. Final year students- Dept of Physics
- Post Admission test for I semester students - Dept of Mathematics
- P.T.A .meeting of S5 B.com .students. - Dept. of Commerce (F&T)
- Monthly Evaluation Test for s3 & S5 B.Com.- Dept. of Commerce (F&T)

August 2017

- Association Inauguration and Welcome to freshers - All departments
- 9th Silver Jubilee Lecture Series - Dept of Commerce
- Inter class Competition - English
- Youth Day Celebrations - Dept of Economics
- Hands on training in Tissue Culture and microbial technology - Dept of Zoology
- Laboratory/Farm visit - Dept of Zoology

- Conduct and interdepartmental elocution competition on the topic " Air Pollution and the need for electric vehicle" - Dept of Chemistry
- Inauguration of Physics Association with a seminar on a popular topic in Physics - Dept of Physics
- Departmental quiz competition - Dept of Mathematics
- Bridge course & remedial - Dept of Economics
- P.T.A. meeting of S3 B.Com students - Dept. of commerce(F&T)
- Class on G.S.T. by Sri Omanakuttan, M.D Tax Study Centre Ernakulam. - Dept. of commerce(F&T)
- P.T.A. meeting of S1 B.Com students - Dept. of commerce(F&T)
- English Basic Grammar(Basic First stage) for S1 students in association with N.S.S.Bridge Course for Non-Commerce students in S1 B.com Class.- Dept. of commerce(F&T)
- First internal examination for S5 & S3 B.Com Students. - Dept. of commerce(F&T)
- Awareness Programme on Project - Dept. of Computer Science
- Model Practical Examination - Dept. of Computer Science

September 2017

- Interview skill development Programme - Dept. of English
- Commencement of NISM certification class - Dept of Commerce
- Onam celebration with destitute home (Akashapparavakal) - Dept of Zoology
- Research station visit (II year Students) - Dept of Zoology
- A class on career opportunities in Chemistry - Dept of Chemistry
- PTA meeting of III DC - Dept of Chemistry
- PTA meeting of II DC - Dept of Chemistry
- Expert lecture by an eminent physicist on any advanced topic - Dept of Physics
- Observation of Birth day of Dr. APJ Abdul Kalam- Dept of Physics
- Intense preparation for exams and conduct of University examination - Dept of Chemistry
- Career guidance Seminar in Mathematics - Dept of Mathematics
- Mathematics exhibition - Dept of Mathematics
- Welcome programme for PG students - Dept of Chemistry
- Onam Celebration with destitute home Akasahaparavakal - Dept of Zoology
- Onam celebrations with inmates of thirubala nagar - Dept of Chemistry
- Departmental Quiz competition - Dept of Mathematics
- Honouring function for Dr. C J Joseph in association with KEA and Alumni of the dept. of Economics -Dept. of Economics.
- Intensive support programme for excellence - Dept of Economics
- LITFEST - Dept of English
- Visit to Orphanage - Dept of Mathematics
- Release of 'Bulls Eye' - Dept of Commerce
- Interdepartmental Quiz - Dept of Commerce
- Welcome to PG students - Dept of Commerce
- Research station visit by II year students - Dept of Zoology
- Invited Talk by eminent scientist - Dept of Physics
- Participation in Zoofest - Dept of Zoology
- Workshop on Basic electrical and plumbing equipment maintenance for the public - Dept of Physics
- Add on Courses starting:- - Dept. of Commerce (F&T)
- Tally for S5 B.Com students -30 Hours course by Tax Study Centre Ernakulam. - Dept. of Commerce (F&T)

- G.S.T. Practitioner Course conducted by Kerala State Rurtronix, Thiruvananthapuram duration 130 hours. - Dept. of Commerce (F&T)
- Industrial Visit for S3 B.Com students. - Dept. of Commerce (F&T)
- Cultural Fiesta by Commerce Association. - Dept. of Commerce (F&T)
- Awareness Class on Social evils like drug, smoking, alcohol in association with "Adart Pala". - Dept. of Commerce (F&T)
- Workshop on E- Banking and M-Banking in association with Federal Bank. - Dept. of Commerce (F&T)
- Model Exam for S3 & S5 B. Com students - Dept. of Commerce (F&T)
- Welcome to freshers - Dept. of Computer Science
- Internal Examination - Dept. of Computer Science

October 2017

- Internet banking awareness programme for SHG - Dept of Commerce
- Alumni meet - Dept of Commerce
- Natural study camp (1st year students) - Dept of Zoology
- Bird watching in Kuttanadu in association with Jayaraj foundation - Dept of Zoology
- Personality development training - Dept of Chemistry
- PTA meeting of I DC - Dept of Chemistry
- Departmental quiz competition - Dept of Mathematics
- Prof. K M Joseph Endowment Lecture - Dept of Mathematics
- Intensive support for excellence - Dept of Economics
- Awareness class on Cyber Laws and Traffic Rules in association with Janamythri Police Kuravilangadu.
- Monthly Evaluation Test for S1 B.Com students. - Dept. of Commerce (F&T)
- Study Tour for S5 B.Com Students. - Dept. of Commerce (F&T)
- Industrial Visit - Dept. of Computer Science
- Subject Updating Seminar - Dept. of Computer Science

November 2017

- Family budgeting & Accounting training program for SHG - Dept of Commerce
- Inter departmental quiz competition - Dept of Commerce
- Finishing school for the final semester students - Dept of Commerce
- Workshop on research methodology for final B Com students - Dept of Commerce
- Prof. Celine K Joseph memorial All Kerala Intercollegiate quiz in Physics - Dept of Physics
- Workshop E-Waste management for local people - Dept of Physics
- Inter collegiate seminar competition - Dept of Physics
- Civil Service Exam. orientation programme in association with Civil Service Institute Pala - Dept. of Commerce (F&T)
- Bank/ P.S.C coaching orientation programme in association with Talent Academy Kottayam. - Dept. of Commerce (F&T)
- Model Exam. for S1 B.Com students.- Dept. of Commerce (F&T)
- Model Examination for III Semester Students - Dept. of Computer Science
- Workshop on Android OS - Dept. of Computer Science

December 2017

- Visit to Mother Theresa special school - Dept of English
- Commencement of certificate course in Computerised accounting - Dept of Commerce
- Inter departmental Penalty shootout - Dept of Commerce

- Study tour & Agricultural University Visit (III year students) - Dept of Zoology
- Christmas celebration with Cancer paliative care centre at Gandhinagar - Dept of Zoology
- Study tour of III DC - Dept of Chemistry
- Expert lecture by an eminent physicist on any advanced topic - Dept of Physics
- Field trip to a place of scientific significance - Dept of Physics
- A day with 'Navajeevan' Inmates, as part of creativity, action and service to society - Dept of Physics
- Mathematics enrichment programme - Dept of Mathematics
- Human rights day celebration - Dept of Economics
- Cultural Fiesta by Commerce Association. - Dept. of Commerce (F&T)
- Career awareness class for S3 and S5 B.com:- - Dept. of Commerce (F&T)
- C.M.A. in association with Kottayam Chapter. - Dept. of Commerce (F&T)
- MAT. Carrier Lancher Kottayam. - Dept. of Commerce (F&T)
- C.A. - Institute of Chartered Accountant Ernakulam Chapter.- Dept. of Commerce (F&T)
- Monthly Evaluation Test for S4, S6 B.Com students.- Dept. of Commerce (F&T)
- Two days Leadership Camp for S1 B. Com students.- Dept. of Commerce (F&T)

January 2018

- Lit Fest & Food Fest - Dept of English
- Commerce Cultural fiesta - Dept of Commerce
- Subject updating Seminar - Dept of Commerce
- Participation in Zoofest - Dept of Zoology
- Publication of House Magazine " windows 2018" - Dept of Zoology
- Bacteriological analysis of water of Uzhavoor Panchayat - Dept of Zoology
- Free educational assistance to SSLC students of Balabhavan.- Dept. of Chemistry
- Sky watching session - Dept of Physics
- Career guidance seminar with thrust on opportunities in Physics - Dept of Physics
- Valedictory function of Physics association followed by talent show - Dept of Physics
- General quiz competition - Dept of Mathematics
- Intensive support for excellence - Dept of Economics
- Intercollegiate debate competition - Dept of Economics
- Artha fiesta (association fest) - Dept of Economics
- English Class for S2 B.Com - Second stage- Spoken English- Dept. of Commerce (F&T)
- Workshop on Written Test, Interview, Group Discussion for S6 B. Com students. - Dept. of Commerce (F&T)
- Orientation Class and practice for " Public speaking in English" -for S1 B.Com students.- Dept. of Commerce (F&T)
- Monthly Evaluation Test for S2 , S4, S6 B.Com students. - Dept. of Commerce (F&T)
- Valedictory and award giving function by Commerce Association - Dept. of Commerce (F&T)

February 2018

- Music Quiz - Dept of English
- Determination of Blood grouping - Dept of Zoology
- Class for local people on Mushroom cultivation - Dept of Zoology
- Study tour for final year PG students. - Dept of Chemistry
- Departmental staff meeting - Dept of Chemistry
- Observation of science day - Dept of Physics
- Intense preparation for exams and conduct of university examination - Dept of Physics
- Mathematics quiz competition - Dept of Mathematics
- National seminar on dimensions of ethnic migration - Dept of Economics
- Intensive support for excellence - Dept of Economics

- Association valedictory & group photo - Dept of Economics
- Association Valedictory function - Dept of Commerce

March 2018

- Valedictory function - Dept of Mathematics
- Intensive support for excellence - Dept of Economics
- Project submission & presentation - Dept of Economics
- Project submission & presentation of UG and PG students -Dept of Commerce