

# **ST.STEPHEN'S COLLEGE**

**UZHAVOOR- 686634**

**KOTTAYAM DISTRICT, KERALA**

**Tel: +91-4822240127 Fax: +91-4822-240709**

**Website: [www.ststephens.net.in](http://www.ststephens.net.in) E-mail: [info@ststephens.net.in](mailto:info@ststephens.net.in)**

**(Track ID: KLCOGN10422)**



## **The Annual Quality Assurance Report of the IQAC**

**2017-2018**

*Submitted To*

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

**BANGALORE**

## AQAR : 2017-18

### 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 -240709

Mobile:

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 <sup>st</sup> Cycle	B <sup>+</sup>		2003	2003-2008
2	2 <sup>nd</sup> Cycle	B	2.83	2015	2015-2020
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

1.8 AQAR for the year : 2017-2018

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 19<sup>th</sup> to 21<sup>st</sup> February, 2015 and was accredited with B Grade (CGPA 2.83) on 3<sup>rd</sup> March, 2015

AQAR 2015-2016 was submitted to NAAC on 8<sup>th</sup> November 2016.

AQAR 2016-2017 was submitted on 18<sup>th</sup> December 2017

### 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

N.A

UGC-CPE

N.A

DST Star Scheme

N.A

UGC-CE

N.A

UGC-Special Assistance Programme

N.A

DST-FIST

YES

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 : Training on Effective Teaching & new NAAC criteria to all the Teaching staff; Research Orientation & Career Prospects; Future of Indian Economy; Fiscal Crisis in Kerala; Post budget analysis 2018; GST; Scope of Biology in the new era; Super adsorbent polymers and its applications; Career in Chemistry; Green Chemistry; India – An Emerging Economy; International Tax; Entrepreneurial Awareness; Research Methodology; Online Trading; Derivatives; Basics of Insurance; Class on CA, CS, ACCA & CMA; Java Technologies; Android application development; Networking and Embedded systems; English Literature; Dengue – Cancer- AIDS awareness class; Inflation as a Solution to Cosmological Puzzles; Visualising Everyday Physics; Career development in Mathematics; MATHELETICS; Women Empowerment – Myself & others; SKILLMAP Employability training programme; K R Narayanan Endowment Lecture.

#### 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 of institution level seminars
4. Publication of Aureole 2017 – 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 June 2017.
6. All the important files have been updated.
7. Several social outreach programmes were organized.
8. Promotion of extra curricular and co-curricular activities.
9. AQAR 2016-17 was prepared and uploaded

#### 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 2017 -2018 attached

Plan of Action	Achievements
To attain excellence in education	Rosha B Roy secured first rank in BA English Model II examinations of M G University; Jeslin Binoy and Chinnu John also secured the 15 <sup>th</sup> and 18 <sup>th</sup> positions respectively.

	Vijil Vijayan, Anusha Reji and Anjitha Ajith secured the 14 <sup>th</sup> ,16 <sup>th</sup> and 18 <sup>th</sup> ranks at the university level in B.Com degree examination 2018.
Merit Day 2017	<p>Merit Day 2017 was observed on 14<sup>th</sup> July 2017. Mar Mathew Moolakattu, Arch Bishop, Diocese of Kottayam was the chief guest.</p> <p>Ms <b>Rejitha Mohan</b> (2014-17 batch) who secured the First Rank in MG University B.Com Computer Application examination (2017 result) was honoured</p> <p>Students of the 2014-17 batch who had secured A+ and A Grades were also honoured.</p>
To adopt innovative processes in curriculum restructuring and design	<p>Five Faculty members were appointed as the Members of Board of Studies of the M.G University.</p> <p>Mr. Jimmy James, Department of English co-edited the book '<i>Issues that Matter</i>' – Second semester core text for common course (ISBN: 978-9387-00044-5) (2017)</p> <p>Mrs Tina Jose, Department of English assisted in bringing out study materials to the texts : <i>Fine-tune Your English</i> (2018),<i>Gems of Imagination</i> (2018),<i>Issues that Matter</i> (2018), <i>Savouring the Classics</i> (2018) and <i>Pearls from the Deep</i> (2017).</p>
To promote research & extension	<p>Smt. Jisha George, Assistant Professor, Department of Commerce was awarded PhD from the M.G. University</p> <p>One faculty member submitted the thesis, one got FDP, and 10 are doing part time research.</p> <p>Research Cell implemented a scholarship for the best project by the final year students in all the departments</p> <p>One minor research project is ongoing</p> <p>Conducted invited talks by eminent researchers :</p> <p>1) Seminar on Research orientation &amp; career prospects was conducted by Department of Economics on 16<sup>th</sup> June 2017. The resource person was Prof. Dr. K .S .James, CSRD,JNU, New-Delhi</p> <p>2)Workshop on Research Methodology by the Department of Commerce on 4<sup>th</sup> October 2017 &amp; 13<sup>th</sup> October 2017</p>
Promotion of arts, sports and games	<p>Students participated and excelled in various inter collegiate, inter university, state and national level competitions.</p> <p><b>Binu Peter</b> of S6 English brought fame to our college by winning numerous medals &amp; trophies.</p>

To strengthen PTA interactions	Conducted periodical PTA meetings
Rain Water Harvesting	Observation of <i>Mazhakoythu</i> / rain water harvesting, by NSS-NCC & CEERD as exhorted by the Government of Kerala on 3 <sup>rd</sup> June 2017
Academic audit presentation	Academic audit 2017-18 was lead by Dr. Jose James, Former Registrar M.G University in June 2017
<i>Paristhithi Mithra</i> - Award 2017	CEERD awarded the <i>Paristhithi Mithra</i> award -2017 on 30 <sup>th</sup> June 2017. The award winners were Mr. C.D. Adarshkumar, Poonjar - & S.H College Thevara in the individual & educational Institution categories respectively.
Bird's Club	Inaugurated by Mr. Jayaraj on 30 <sup>th</sup> June 2017.
Institution level Seminars	Seminars/ Workshops on various themes were conducted during the academic year 2017-18
Workshop on GST	Conducted by the Department of Economics for local traders in Uzhavoor, in association with the Merchant Association on 5 <sup>th</sup> July 2017 (KVVES) and the Institute of Chartered Accountants of India Conducted by the Department of Commerce in association with ICAI Ernakulam Chapter and Merchant Association(KVVES) Kuravilangad Unit for merchants in and around Kuravilangad on 25 <sup>th</sup> July 2017.
Orientation programme for the parents of semester I degree classes	Conducted on 26 <sup>th</sup> June 2017
PSC Coaching	The Department of Economics conducted 35 sessions with 26 students as the beneficiaries.
Celebration of festivals	Students celebrated festivals like Onam and Christmas which included cultural competitions
Observance of important days	Environment Day – NSS in association with the NCC & CEERD- by planting saplings International YOGA Day on 21 <sup>st</sup> June 2017 - NSS International Human Right Day- The Department of Economics conducted a Human Rights Literacy Survey and an awareness campaign among the public, students and staff. Science Day celebrations - The Department of Physics conducted a Seminar on <i>Visualising Everyday Physics</i> by Mr. Nidhin Jose, IT @



	<p>School, Govt. of Kerala on 28<sup>th</sup> February 2018</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>AIDS day-A talk was arranged in association with the Red Ribbon Club of the college. Sri. Shajimon Mathew, Health Inspector, K R Narayanan Multi Speciality Hospital, Uzhavoor, was the resource person</p> <p>Programmes were also conducted to observe Teachers Day, Independence Day, Republic Day etc</p>
<i>Mathrubhasha Dinam</i> and Folklore	<p>The Department of Oriental Language observed it on 1<sup>st</sup> March 2018. The web Magazine was published by the Malayala Samajam; The traditional art <i>Pinnal Thiruvathira</i> was performed by Karippadavathukavu Mathrusamithi, Kurichithaanam.</p>
Sports and games	<p>All Kerala Intercollegiate Volleyball Tournaments for Men and Women was conducted from 12<sup>th</sup> to 16<sup>th</sup> February 2018.</p> <p>All Kerala Intercollegiate Football Tournament was held from the 19<sup>th</sup> – 21<sup>st</sup> January 2018.</p> <p>Shuttle Badminton Tournament on 20<sup>th</sup> &amp; 21<sup>st</sup> January 2018</p> <p>Intramural Sports Day was held on 19<sup>th</sup> December 2017</p>
Intercollegiate programmes conducted by various departments	<p>The Physics Association organized the 20<sup>th</sup> Celine K. Joseph Memorial All Kerala Intercollegiate Physics Quiz and Seminar Presentation Competition.</p>
Conducts Programmes for public	<p>Mass Run for Health, organised by NSS &amp; NCC in association with K.R Narayanan Multi Speciality Hospital, Uzhavoor on 30th January 2018. The run was an awareness drive against life style diseases, stressing on the need of physical exercise to remain healthy.</p> <p>Activities of Balapanchayath of Palakuzha Grama Panchayath on 10th February 2018. The day also saw the release of the Manuscript Magazine <i>Unarvu 2018</i> by the members of the Balapanchayth, under the guidance of the NSS volunteer leaders. This provided an experience to the volunteers on engaging with the community and organising community oriented events</p> <p>The special camp for the academic year was held at OLL High School, Uzhavoor from 31st August to 6th September. The project taken up was <i>Jaivam 2017</i>, the organic literacy campaign by</p>

	<p>Mahatma Gandhi University and Inter University Centre for Organic Farming and Sustainable Agriculture.</p> <p>NCC Cadets cleaned the premises of the Public Health Centre Uzhavoor on 2nd October 2017.</p> <p>NCC Cadets helped to shift the Public Health Centre to the new building</p> <p>30 cadets donated blood to the Medical College when informed of an emergency. Conducted blood donation camps in association with Lions Club Uzhavoor</p>
Water and soil analysis	<p>Bacteriological and Physico - Chemical Analysis of drinking water samples of Uzhavoor Panchayath by the Department of Zoology &amp; Botany</p> <p>Organised a soil testing campaign by the Department of Chemistry</p>
Star gazing session for public & students	The Department of Physics regularly conducts star gazing sessions especially on the rare occasion 'Super Blue Blood Moon'
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.
Fresher's day and Association Inauguration	Conducted department wise on 23 <sup>rd</sup> August 2017.
Conduct of various programmes for women empowerment	A talk on <i>Women Empowerment- Myself &amp; Others</i> by Smt .Nisha Jose K Mani was organised by the Women's cell on 17 <sup>th</sup> January 2018. The cell also conducted skill development programmes for girl students, lady teachers of our college and local women.
Industrial visit	B.Com (CA) Semester III students visited Kitex Limited at Kizhakambalam, Ernakulam on 19 <sup>th</sup> August 2017
Library orientation	E-Library orientation was given to the students by Mr. Jasimudeen S, College Librarian on 13 <sup>th</sup> July 2017
Health Literacy	<p>Health literacy dissemination portal hosted <a href="http://www.healthinfonyet.in">www.healthinfonyet.in</a></p> <p>Health literacy E-learning portal launched</p> <p>Health literacy academic social network created.</p> <p>15 Online courses on health literacy started</p>
UGC- NET coaching & Classes for NISM certification	UGC- NET coaching by the Departments of Chemistry and Commerce ; Classes for NISM certification in Capital Market by the Departments of Commerce
UGC sponsored career oriented course	<p>Certificate, Diploma and Advanced Diploma in 'Practical Accounting' by the Departments of Commerce</p> <p>Soil and water analysis - Departments of Chemistry</p> <p>Plant Tissue culture - Department of Zoology</p>

	Electrical and Electronic equipment maintenance - Department of Physics
Organisation of career guidance classes	<p>Organised Three days finishing school by the Career and Placement Cell</p> <p>CAT, MAT and GMAT - by Mr. Alexander from <i>Career Launcher, Kottayam</i> for on 21<sup>st</sup> June 2017</p> <p>CMA and CPA - by <i>Logic School of Management, Ernakulam</i> for on 23<sup>rd</sup> August 2017</p> <p>New CA Curriculum- - by <i>Logic School of Management Ernakulam</i> for Ist Year students on 23<sup>rd</sup> August 2017</p> <p>Certified Management Accountant(India) - by <i>Mr. Benoy Varghese (Director) from Academy for Future Professionals (AFP), Tiruvalla</i> for final year students on 7<sup>th</sup> December 2017</p> <p>Supply Chain Management – The class was handled by <i>Mr. Sanish Sharma ,Institute for supply chain management</i> (an affiliate of ISM-USA) for final year students on 11<sup>th</sup> December 2017</p> <p>SAP – a Session on SAP by Mr. Sreejith Raj, Public Relations Officer from Accountants Service Society for final year students was held on 6<sup>th</sup> December 2018</p> <p>Certified Internal Auditor &amp; Certified Financial Analyst -The class was handled by <i>Mr. Anil Kumar M T, Level 3, School of Management, Tripunithara</i> for final year students on 11<sup>th</sup> December 2017</p> <p>CA, CS, ACCA, CMA – A class for final year students on CA, CS, ACCA, CMA was held by <i>Mr. Nithin K Jose, Senior Marketing Executive, Lakshya CA Academy</i> on 5<sup>th</sup> January 2018,</p> <p>Career developments in mathematics: Dr. Dilip Kumar, young scientist award winner and Asst. Prof. NSS College Cherthala dealt the session as part of Prof. K.M. Joseph Endowment lecture held on 1st March 2018.</p>
MATHLETICS	All Kerala intercollegiate mathematics paper presentation and Quiz competition was held on 30 <sup>th</sup> November 2017
Charity work	<p>Collected and distributed food packets and clothes to orphanages. Conducted visits to nearby destitute homes</p> <p><i>Snehanidhi</i> , a voluntary fraternity of the staff works with an aim to assist financially weak students of the college.</p> <p>NCC cadets visited Maria bhavan (destitute home) and distributed food on 2nd October 2017</p>
Alumni Activities	13 <sup>th</sup> K.R. Narayanan Memorial Lecture Series organized on 2 <sup>nd</sup> December 2017.

	<p>General alumni meet was held on 24th December 2017.</p> <p><b>Commerce Alumni Meet</b> was held on 02<sup>nd</sup> October 2017. <i>Former HOD Prof. John Mathew</i> inaugurated the event. Former Faculties and around 100 alumni participated</p> <p>The get together of 1974-77 batch of English was held on 16<sup>th</sup> December 2017.</p> <p>Alumni Meet –The 2013-2015 batch of English met in February 2018</p>
Publication	<p>AUREOLE 2017, the annual peer reviewed journal was published by the Research Cell of the college .</p> <p>Bulls Eye: Volume I &amp; II was released by the Commerce association on 1<sup>st</sup> December 2017 and 7<sup>th</sup> March 2018 respectively. Its main highlights were GST, Union Budget 2018, major business news &amp; students corner</p> <p>The NSS Newsletter <i>Harithapathrika</i> vol-1(Issue -1) was released on 12<sup>th</sup> December . The second issue of the Newsletter was released on 28th of March.</p> <p>A web Magazine was published by the <i>Malayala Samajam</i></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	5	1	1	4
Diploma	5	0	1	4
Certificate	5	0	1	4
Add on courses	3	0	3	0
<b>Total</b>	31	1	9	12
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.

The University revised the existing UG syllabus from 2017-18 academic year onwards. Major highlights included the introduction of a new core paper that covers areas like Natural Resources, eco-systems, biodiversity and conservation, environmental pollution, social issues, the environment and human Rights. There would be two internal exams in each semester. The revised syllabus incorporated issue based modules, which could connect the students to the social milieu.

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
32	23	8	0	1(PTL)

2.2 No. of permanent faculty with Ph.D.

4
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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	14	0	0	0	0	0	0	0	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

30	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	28	10
Presented papers	4	9	1
Resource Persons	0	1	5

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

Five faculty members were appointed as the Members of the Board of Studies of M.G University;

Mr. Jimmy James, the Department of English co-edited the book '*Issues that Matter*' – core text for common course S2 (ISBN: 978-9387-00044-5) (2017)

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 discussions with the parents about the progress of their wards.

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

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 185

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	47	43	3	14	12	10	91
B ComTax	39	25	2	5	7	11	64.1
Chemistry	31	19	3	9	6	1	62
Economics	39	18	0	6	7	5	46.2
Eng Lit	40	18	0	8	5	5	45
Eng Voc	23	12	0	1	4	7	52.17
Mathematics	22	12	2	7	2	1	54.54
Physics	26	16	4	7	2	3	61.5
Zoology	32	19	0	9	3	7	59.4
MCom	18	14	0	0	14	0	77.8
MSc(Phy)	13	8	0	0	8	0	61.53
MSc(Chem)	14	11	0	0	11	0	78.6
MSc(Comp)	5	4	0	1	3	0	80

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

The IQAC monitors and evaluates the teaching and learning process through periodical meetings of the Cell attended by representatives from each department. The meeting discusses and evaluates the targets to be achieved and the plan of action.

Ensures the conduct of bridge course and remedial courses on the basis of the post admission tests.

Timely evaluation and follow up of the teaching plan prepared by each faculty member,

Encourages conduct of seminars/workshops and faculty participation in the same.

Ensures timely conduct of internal evaluation of students.

Conducts University Result analysis and evaluates the same at PTA meetings

Encourages use of ICT by faculty members.

Collects and evaluates feedback from students, parents, stakeholders and employers.

The cell always promotes faculty members to participate and conduct seminars, conferences, workshops, symposia for faculty development.

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	1
UGC – Faculty Improvement Programme	1
HRD programmes	8
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	7
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	3
Others (seminars)	25

## 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	1	0	0
Technical Staff	13	6	0	3



## 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,

Teachers are encouraged to take up minor and major research projects; UGC sanctioned seven minor projects are submitted for settlement under various departments. One minor project has been sanctioned last year.

The faculty are encouraged to undertake research. Smt. Jisha George , Faculty, Department of Commerce was awarded PhD. Ten teachers are pursuing PhD. of which one member has availed FDP. One faculty has submitted the PhD thesis.

The faculty are encouraged to undertake paper publication and presentation.

Leadership has been taken up for the publication of the annual multidisciplinary research - journal *AUREOLE-2017*, Peer Reviewed Journal with ISSN No. (Print –2249-7862 & online -2455-877x).

The Research Cell implemented a scholarship for the best project by the final year students in all the departments

Assistance has been extended for conducting invited talks by eminent researchers

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	0	1
Outlay in Rs. Lakhs	0.5	1.75	0	0.5

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	10	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
Major projects	NIL	---	---	----
Minor Projects	2016-	UGC	1.75	
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	0	0	30
Sponsoring agencies					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  From Management of University/College   
Total

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:

100                      0  
 University level                      State level  
 National level 0      International level 0

3.22 No. of students participated in NCC events:

University level 85      State level 5  
 National level 9      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="3"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="2"/>	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="11"/>		
NCC	<input type="text" value="12"/>	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

**NCC** : NCC organised the combined annual training camp in our college ; War demo in front of public at Uzhavoor on Independence Day; Tree plantation in the college campus; cleaned the premises of Public Health Centre Uzhavoor; helped to shift the Public Health Centre to the new building; visited Maria Bhavan and distributed food; 30 cadets donated blood to the medical college when informed of emergency; Planting the ‘Mullatha’ saplings in the college campus, which is known to be good against cancer; Distribution of homeo medicine to prevent dengue fever to all students in the college; Dengue awareness class in association with Lions Club Uzhavoor to all the students in the campus; Cancer awareness class in association with the K R Narayanan Memorial Super Speciality Hospital Uzhavoor to all students in the campus. Blood donation camps in association with Lions Club Uzhavoor

**NSS** : participated in the Mass Run for Health organised by KR Narayanan Multi Speciality Hospital, Uzhavoor against life style diseases, stressing on the need of physical exercise to remain healthy; Co-ordinated the activities of Balapanchayath of Palakuzha Grama Panchayath which provided an experience to the volunteers on engaging with community; organised special camp as *Jaivam 2017*, the organic literacy campaign by Mahatma Gandhi University and Inter University Centre for Organic Farming and Sustainable Agriculture.

**Economics** : Human Rights Literacy Survey And Awareness Campaign, PSC exam coaching and PSC online registration camp

**Physics** : *Stellaria* and sky watching, NET crash training programme; workshop for the local women of the Uzhavoor Panchayath on (1) Make your own LED bulb, (2) LPG safety clinic and (3) household maintenance of electric and plumbing work.

**Zoology**: Bacteriological Analysis of drinking water samples of Uzhavoor Gramma Panchayat.

**Library** : Health literacy programmes

**Chemistry** : Soil Testing

**English** : Balabhavan visit and academic enrichment

**Commerce**: GST training for local traders

**CEERD**: Paristhithi Mithra Award

Students Union: Collected an amount of 1 lakh rupees for cancer patients

## 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.	7	0	FIST	7
Value of the equipment purchased during the year .(lakhs)	41.3	.42	UGC, FIST & management	41.72
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	32385	3021591	78	26393	32463	3047984
Reference Books	1153	649276	25	16000	1178	665276
e-Books	1,50,000+	5750 (via N List)	.....	.....	1,50,000+	5750
Journals	33	31000	Nil	Nil	33	31000
Magazines	44	22000	3	2200	47	24200

e-Journals	2200+ (via. N List)*	5750			2200+ (via. N List)*	5750
Digital Database	D space					
Others (specify)	Nil					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	142	7	135	1	1	1	9	-
Added	0	0	0	0	0	0	0	-
Total	142	7	135	1	1	1	9	-

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

A fully automated library with international specifications having 33641 books, 33 journals and internet facility.

Faculty training on INFLIBNET, college website upgradation, attendance entry, e-book and e-journal browsing

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	50,000/-
ii) Campus Infrastructure and facilities	2,40,000/-
iii) Equipments	42,271/-
iv) Others (Maintenance & repair)	12,20,000/-
v) Extension activity	1,50,000
<b>Total :</b>	<b>17,02,271/-</b>

## **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 web magazine by ‘Malayala Samajam’.
- 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.
- Career guidance seminars are organised at various levels
- Students Support Centre with reprographic facility is arranged for academic enrichment

#### 5.2 Efforts made by the institution for tracking the progression

- Display Boards –Boards which display the vision and mission of the College are
- exhibited in the campus.
- Maintenance of the student profile files in the concerned departments
- Conducted post admission test for the Semester I students
- Organised study tours and industrial visits
- Provides resources for ensuring effective delivery of curriculum and student – centric teaching - administrative skills, external professional expertise, ICT, free internet connection , LCD projectors and library resources.
- Evaluates the action plans prepared by the departments and various clubs along with the feedback from faculty and students in order to accomplish a smooth and efficient implementation of plans.
- Conducts class-wise test papers
- Evaluation of seminars and assignments in connection with curriculum
- Recoding of internal marks and comparing it with their previous marks
- 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 also assist the students to avail them.
- Provides neat canteen and washroom facilities
- Provisional store to meet the necessary requirements
- Maintains healthy teacher-student relationship during the course period
- Keeping personal contacts with passed out students to understand their progression.
- Arranging formal or informal get-together/alumni meets

5.3 (a) Total Number of students : 1079

(b) No. of students outside the state 

0
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(c) No. of international students 

0
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	No	%		No	%
Men	510	47%	Women	569	53%

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC + OEC	Physically Challenged	Total	General	SC	ST	OBC + OEC	Physically Challenged	Total
648	121	9	258	0	1036	652	120	10	297	0	1079

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

- The College Library has a Career Centre where reference books and question bank for competitive exams are available
- The Career Cell conducted Career Guidance Session for the II & III year students.
- The Department of Commerce along with the Career Cell organised a three day finishing school

- 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.
- 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	4	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	15	UPSC	0	Others	12 (NISM)

5.6 Details of student counselling and career guidance

- The Counselling Cell conducted the life guidance seminar for the final year degree students.
- Counselling sessions were conducted for the students by an external counsellor
- The Career Guidance Cell conducted Annual orientation for the 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

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
0	0	0	20

5.8 Details of gender sensitization programmes

- The Women’s Cell of the college initiates gender sensitization programmes
- Organised skill development programmes for girl students, lady teachers of the college and local women.
- Conducted a talk *Women Empowerment- Myself & Others* by Smt .Nisha Jose K Mani
- Conducted tutorial classes for girl students under the guidance of the lady teachers
- Awards distributed to the best performing girl students.
- Inter-departmental competition for girl students held on Women’s Day
- Anti –Ragging Cell functions in the College to ensure gender justice.

## 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	117	1,45,600/-
Financial support from government	791	4258800/-
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:

Grievances	Redressal
Inadequate water cooler facility	Installation of two additional water coolers
Olden sanitary napkin incinerator	Installation of modern napkin incinerator
Inadequate KSRTC Bus Service	Appropriate measures taken( representation given to transport minister and KSRTC MD)
Modernization of college canteen	Renovation undertaken of the college canteen

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

##### 6.3.1 Curriculum Development

- The College follows the curriculum prescribed by the affiliated University. Teachers are encouraged to participate in workshops on curriculum development and modifications conducted by the University. As per the curriculum, the College prepares an Academic Calendar every year in tandem with the University norms.
- Five faculty members were appointed as the Members of the Board of Studies of M.G University
- Mr. Jimmy James, Department of English co-edited the book '*Issues that Matter*', Second semester core text for common course (ISBN: 978-9387-00044-5) (2017)

##### 6.3.2 Teaching and Learning

- Every academic year begins with an orientation to the students and special orientations are also arranged for the teaching and non-teaching staff.
- Library provides special focus on accessing e-journals and INFLIBNET facility is provided to all the students who wish to pursue advanced learning options
- Remedial coaching is given by every department as part of special assistance to support slow learners
- The Bridge programme offered by the departments helps to bridge the knowledge gap of the students who are late admissions.
- 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.
- 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.
- IQAC monitors the conduct of examination, valuation of papers in time and dissemination of the assessment outcomes to students and parents. After the internal examination, PTA meetings are organised by the concerned departments.

### 6.3.4 Research and Development

- The College has established a Research Cell to promote research aptitude among faculty and students. Smt. Jisha George , Faculty, Department of Commerce was awarded PhD; One faculty member has submitted the PhD thesis, one got FDP, and 10 are pursuing PhD;
- The Research Cell implemented a scholarship for the best project by the final year students in all the departments
- 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
- Conducted invited talks by eminent researchers :
- Mr. Jasimudeen S., the College Librarian got an h-index of 2
- One minor research project funded by UGC is ongoing
- 10 faculties published research articles in national and international journals.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library : The College has a well furnished automated Central Library using KOHA software with good number of books for all the programmes offered in the College. Specialized services

provided by the Library includes manuscripts, references, 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). Regional and National Dailies and magazines are subscribed in the Library. The Library houses a significant repository of books related to career guidance. National and International journals on most of the subjects taught in the College are made available. Publications like *Employment News*, *Thozhil vartha*, *Thozhil Veedhi*, etc provide information regarding various employment opportunities both at public and private sector undertakings. The library is automated.

- ICT: Every department is provided with a computer with internet connection, LCD projector and a printer. To promote e-literacy, students are encouraged to make use of power point presentations, accessing e-resources, e-documentation through online admission of students, online submission of projects and drafts. Teachers are encouraged for online submission of question papers for internal examination. The College has a well furnished language lab to train the students in good communication practices and also maintains a media centre.
- Physical infrastructure: •Sufficient classrooms, laboratories and modernised washroom facility. •Language Lab supported with sufficient software in the Department of English • Central Computer Lab • Computer labs at Department level • Media Centre • Reprographic facility • seminar hall • Co-operative Society • Cooler cum water purifiers in each floor • Health centre • Central and Department libraries • Exam hall with surveillance facilities • Store • Indoor Stadium • Volley Ball Court • Football ground •Shuttle court •Auditorium • Separate ramps are provisioned for unhindered passage of persons with disabilities • Hostel facility for girls

#### 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.
- Students are given technical training to assist the teachers in various technical activities. Clubs like NCC, NSS, CEERD, etc undertake various extension activities.

#### 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.
- As far as possible, the same norms are followed for the recruitment of guest faculties also.

#### 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 Ambalakuppal:Nagarjuna Ayurvedic & Research 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; Merit Scholarship

#### 6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     No

Rs. 7,44,00,275/-

6.7 Whether Academic and Administrative Audit (AAA) has been done? YES

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 groups are active which promote good relationship between teachers, students and alumni. Alumni Chapters are active in countries all over the world. They extend honest help and partake in several social activities for the educational progress of our students. Annual Alumni meet is conducted every December, Annual Inter collegiate Elocution competition, K.R Narayanan Lecture Series, batch wise meet etc are some of the activities conducted during the year.

Commerce Alumni Meet was held on 02<sup>nd</sup> October 2017. The Former HOD *Prof. John Mathew* inaugurated the event. Former Faculties and around 100 alumni participated

The get together of 1974-77 batch of the Department of English was held on 16<sup>th</sup> December 2017.

Alumni of the 2013-2015 batch of the Department of English met in February 2018

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 provides 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 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

- Encourage and extend coaching for department tests
- Computer literacy is provided to make them cope with the situation



- Technical training under the supervision of trained staff for the operation of public addressing system, Audio-Visual equipments, lab equipments, electrical and electronic devices, Xerox machines and the like. Non-teaching staff are conferred training under SPARK scheme, district treasury office, DDE office, Income tax Department and Collectorate.
- 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 been maintained 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, keeps 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 Birds Club was inaugurated by Mr Jayaraj, popular film director on 30<sup>th</sup> June 2017
- The students are given training for vermi-composting, apiculture and mushroom cultivation. Bio-diversity notice board has been set up.
- An aquarium of ornamental fishes are well maintained by the students
- Centre For Environment Education And Rural Development(CEERD) organized *Paristhithi Mitra* Award distribution.
- Observation of *Mazhakoythu* or rain water harvesting, by NSS-NCC & CEERD as exhorted by the Government of Kerala on 3<sup>rd</sup> June 2017
- The Departments of Physics and Chemistry offer open courses in environmental studies which help to develop a need for environmental protection.
- Tyre grow bag training programme & workshop by NSS : The training session was led by Prof. K A Cyriac. He provided a hands-on experience in tyre grow bag making to the volunteers.
- Ginger planting in tyre grow bags : The tyre grow bags were used for cultivating ginger. The volunteers have planted the seeds completely employing the techniques of organic farming, using organic manure only.

## 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.

- Two Paristhithi Mithra awards were given in recognition of the outstanding contribution of individuals, 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.
- Introduction of a web magazine.
- Initiated career guidance classes by various organisations
- Water Sample Analysis of drinking water samples of the Uzhavoor Gramma Panchayat
- Awareness programme on GST for local traders
- Inauguration of Birds Club in the campus
- Collected Rs.150000/- from students and staff for helping cancer patients .The money for the same was arranged and collected by avoiding the college day celebrations.

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
To attain excellence in education	Rosha B Roy secured first rank in BA English Model II examinations of M G University; Jeslin Binoy and Chinnu John also secured the 15 <sup>th</sup> and 18 <sup>th</sup> positions respectively.  Vijil Vijayan, Anusha Reji and Anjitha Ajith secured the 14 <sup>th</sup> , 16 <sup>th</sup> and 18 <sup>th</sup> ranks at the university level in B.Com degree examination 2018.
Merit Day 2017	Merit Day 2017 was observed on 14 <sup>th</sup> July 2017. Mar Mathew Moolakattu, Arch Bishop, Diocese of Kottayam was the chief guest.  Ms <b>Rejitha Mohan</b> (2014-17 batch) who secured the First Rank in MG University B.Com Computer Application examination (2017 result) was honoured  Students of the 2014-17 batch who had secured A+ and A Grades were also honoured.

To adopt innovative processes in curriculum restructuring and design	<p>Five Faculty members were appointed as the Members of Board of Studies of the M.G University.</p> <p>Mr. Jimmy James, Department of English co-edited the book '<i>Issues that Matter</i>' – Second semester core text for common course (ISBN: 978-9387-00044-5) (2017)</p> <p>Mrs Tina Jose, Department of English assisted in bringing out study materials to the texts : <i>Fine-tune Your English</i> (2018), <i>Gems of Imagination</i> (2018), <i>Issues that Matter</i> (2018), <i>Savouring the Classics</i> (2018) and <i>Pearls from the Deep</i> (2017).</p>
To promote research & extension	<p>Smt. Jisha George, Assistant Professor, Department of Commerce was awarded PhD from the M.G. University</p> <p>One faculty member submitted the thesis, one got FDP, and 10 are doing part time research.</p> <p>Research Cell implemented a scholarship for the best project by the final year students in all the departments</p> <p>One minor research project is ongoing</p> <p>Conducted invited talks by eminent researchers :</p> <p>1) Seminar on Research orientation &amp; career prospects was conducted by Department of Economics on 16<sup>th</sup> June 2017. The resource person was Prof. Dr. K .S .James, CSRD,JNU, New-Delhi</p> <p>2)Workshop on Research Methodology by the Department of Commerce on 4<sup>th</sup> October 2017 &amp; 13<sup>th</sup> October 2017</p>
Promotion of arts, sports and games	<p>Students participated and excelled in various inter collegiate, inter university, state and national level competitions.</p> <p><b>Binu Peter</b> of S6 English brought fame to our college by winning numerous medals &amp; trophies.</p>
To strengthen PTA interactions	<p>Conducted periodical PTA meetings</p>
Rain Water Harvesting	<p>Observation of <i>Mazhakoythu</i> / rain water harvesting, by NSS-NCC &amp; CEERD as exhorted by the Government of Kerala on 3<sup>rd</sup> June 2017</p>
Academic audit presentation	<p>Academic audit 2017-18 was lead by Dr. Jose James, Former Registrar M.G University in June 2017</p>

<i>Paristhithi Mithra</i> - Award 2017	CEERD awarded the <i>Paristhithi Mithra</i> award -2017 on 30 <sup>th</sup> June 2017. The award winners were Mr. C.D. Adarshkumar, Poonjar - & S.H College Thevara in the individual & educational Institution categories respectively.
Bird's Club	Inaugurated by Mr. Jayaraj on 30 <sup>th</sup> June 2017.
Institution level Seminars	Seminars/ Workshops on various themes were conducted during the academic year 2017-18
Workshop on GST	Conducted by the Department of Economics for local traders in Uzhavoor, in association with the Merchant Association on 5 <sup>th</sup> July 2017 (KVVES) and the Institute of Chartered Accountants of India Conducted by the Department of Commerce in association with ICAI Ernakulam Chapter and Merchant Association(KVVES) Kuravilangad Unit for merchants in and around Kuravilangad on 25 <sup>th</sup> July 2017.
Orientation programme for the parents of semester I degree classes	Conducted on 26 <sup>th</sup> June 2017
PSC Coaching	The Department of Economics conducted 35 sessions with 26 students as the beneficiaries.
Celebration of festivals	Students celebrated festivals like Onam and Christmas which included cultural competitions
Observance of important days	Environment Day – NSS in association with the NCC & CEERD- by planting saplings International YOGA Day on 21 <sup>st</sup> June 2017 - NSS International Human Right Day- The Department of Economics conducted a Human Rights Literacy Survey and an awareness campaign among the public, students and staff. Science Day celebrations - The Department of Physics conducted a Seminar on <i>Visualising Everyday Physics</i> by Mr. Nidhin Jose, IT @ School, Govt. of Kerala on 28 <sup>th</sup> February 2018 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. AIDS day-A talk was arranged in association with the Red Ribbon Club of the college. Sri. Shajimon Mathew, Health Inspector, K R Narayanan Multi Speciality Hospital, Uzhavoor, was the resource person Programmes were also conducted to observe Teachers Day, Independence Day, Republic Day etc

<i>Mathrubhasha Dinam</i> and Folklore	The Department of Oriental Language observed it on 1 <sup>st</sup> March 2018. The web Magazine was published by the Malayala Samajam; The traditional art <i>Pinnal Thiruvathira</i> was performed by Karippadavathukavu Mathrusamithi, Kurichithaanam.
Sports and games	All Kerala Intercollegiate Volleyball Tournaments for Men and Women was conducted from 12 <sup>th</sup> to 16 <sup>th</sup> February 2018.  All Kerala Intercollegiate Football Tournament was held from the 19 <sup>th</sup> – 21 <sup>st</sup> January 2018.  Shuttle Badminton Tournament on 20 <sup>th</sup> & 21 <sup>st</sup> January 2018  Intramural Sports Day was held on 19 <sup>th</sup> December 2017
Intercollegiate programmes conducted by various departments	The Physics Association organized the 20 <sup>th</sup> Celine K. Joseph Memorial All Kerala Intercollegiate Physics Quiz and Seminar Presentation Competition.
Conducts Programmes for public	Mass Run for Health, organised by NSS & NCC in association with K.R Narayanan Multi Speciality Hospital, Uzhavoor on 30th January 2018. The run was an awareness drive against life style diseases, stressing on the need of physical exercise to remain healthy.
	Activities of Balapanchayath of Palakuzha Grama Panchayath on 10th February 2018. The day also saw the release of the Manuscript Magazine <i>Unarvu 2018</i> by the members of the Balapanchayth, under the guidance of the NSS volunteer leaders. This provided an experience to the volunteers on engaging with the community and organising community oriented events
	The special camp for the academic year was held at OLL High School, Uzhavoor from 31st August to 6th September. The project taken up was <i>Jaivam 2017</i> , the organic literacy campaign by Mahatma Gandhi University and Inter University Centre for Organic Farming and Sustainable Agriculture.
	NCC Cadets cleaned the premises of the Public Health Centre Uzhavoor on 2nd October 2017.
	NCC Cadets helped to shift the Public Health Centre to the new building
	30 cadets donated blood to the Medical College when informed of an emergency. Conducted blood donation camps in association with Lions Club Uzhavoor
Water and soil analysis	Bacteriological and Physico - Chemical Analysis of drinking water samples of Uzhavoor Panchayath by the Department of Zoology & Botany  Organised a soil testing campaign by the Department of Chemistry

Star gazing session for public & students	The Department of Physics regularly conducts star gazing sessions especially on the rare occasion 'Super Blue Blood Moon'
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.
Fresher's day and Association Inauguration	Conducted department wise on 23 <sup>rd</sup> August 2017.
Conduct of various programmes for women empowerment	A talk on <i>Women Empowerment- Myself &amp; Others</i> by Smt .Nisha Jose K Mani was organised by the Women's cell on 17 <sup>th</sup> January 2018. The cell also conducted skill development programmes for girl students, lady teachers of our college and local women.
Industrial visit	B.Com (CA) Semester III students visited Kitex Limited at Kizhakambalam, Ernakulam on 19 <sup>th</sup> August 2017
Library orientation	E-Library orientation was given to the students by Mr. Jasimudeen S, College Librarian on 13 <sup>th</sup> July 2017
Health Literacy	Health literacy dissemination portal hosted www.healthinfonet.in Health literacy E-learning portal launched Health literacy academic social network created. 15 Online courses on health literacy started
UGC- NET coaching & Classes for NISM certification	UGC- NET coaching by the Departments of Chemistry and Commerce ; Classes for NISM certification in Capital Market by the Departments of Commerce
UGC sponsored career oriented course	Certificate, Diploma and Advanced Diploma in 'Practical Accounting' by the Departments of Commerce Soil and water analysis - Departments of Chemistry Plant Tissue culture - Department of Zoology Electrical and Electronic equipment maintenance - Department of Physics
Organisation of career guidance classes	Organised Three days finishing school by the Career and Placement Cell CAT, MAT and GMAT - by Mr. Alexander from <i>Career Launcher, Kottayam</i> for on 21 <sup>st</sup> June 2017 CMA and CPA - by <i>Logic School of Management, Ernakulam</i> for on 23 <sup>rd</sup> August 2017 New CA Curriculum- - by <i>Logic School of Management Ernakulam</i> for Ist Year students on 23 <sup>rd</sup> August 2017

	<p>Certified Management Accountant(India) - by <i>Mr. Benoy Varghese (Director) from Academy for Future Professionals (AFP), Tiruvalla</i> for final year students on 7<sup>th</sup> December 2017</p> <p>Supply Chain Management – The class was handled by <i>Mr. Sanish Sharma ,Institute for supply chain management</i> (an affiliate of ISM-USA) for final year students on 11<sup>th</sup> December 2017</p> <p>SAP – a Session on SAP by <i>Mr. Sreejith Raj, Public Relations Officer from Accountants Service Society</i> for final year students was held on 6<sup>th</sup> December 2018</p> <p>Certified Internal Auditor &amp; Certified Financial Analyst -The class was handled by <i>Mr. Anil Kumar M T, Level 3, School of Management, Tripunithara</i> for final year students on 11<sup>th</sup> December 2017</p> <p>CA, CS, ACCA, CMA – A class for final year students on CA, CS, ACCA, CMA was held by <i>Mr. Nithin K Jose, Senior Marketing Executive, Lakshya CA Academy</i> on 5<sup>th</sup> January 2018,</p> <p>Career developments in mathematics: <i>Dr. Dilip Kumar, young scientist award winner and Asst. Prof. NSS College Cherthala</i> dealt the session as part of <i>Prof. K.M. Joseph Endowment lecture</i> held on 1st March 2018.</p>
MATHLETICS	<p>All Kerala intercollegiate mathematics paper presentation and Quiz competition was held on 30<sup>th</sup> November 2017</p>
Charity work	<p>Collected and distributed food packets and clothes to orphanages. Conducted visits to nearby destitute homes</p> <p><i>Snehanidhi</i> , a voluntary fraternity of the staff works with an aim to assist financially weak students of the college.</p> <p>NCC cadets visited Maria bhavan (destitute home) and distributed food on 2nd October 2017</p>
Alumni Activities	<p>13<sup>th</sup> K.R. Narayanan Memorial Lecture Series organized on 2<sup>nd</sup> December 2017.</p> <p>General alumni meet was held on 24th December 2017.</p> <p>Commerce Alumni Meet was held on 02<sup>nd</sup> October 2017. <i>Former HOD Prof. John Mathew</i> inaugurated the event. Former Faculties and around 100 alumni participated</p> <p>The get together of 1974-77 batch of English was held on 16<sup>th</sup> December 2017.</p> <p>Alumni Meet –The 2013-2015 batch of English met in February 2018</p>
Publication	<p>AUREOLE 2017, the annual peer reviewed journal was published by the Research Cell of the college .</p> <p>Bulls Eye: Volume I &amp; II was released by the Commerce association on 1<sup>st</sup> December 2017 and 7<sup>th</sup> March 2018 respectively. Its main highlights were GST, Union Budget 2018, major business news &amp; students corner</p>

	<p>The NSS Newsletter <i>Harithapathrika</i> vol-1(Issue -1) was released on 12<sup>th</sup> December . The second issue of the Newsletter was released on 28th of March.</p> <p>A web Magazine was published by the <i>Malayala Samajam</i></p>
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7.3 Give two Best Practices of the institution

## **1. NISM Equity Derivative Certification Program**

### **Objective:**

To provide support to the students so as to enable them to take up certification examinations for professionals employed in various segments of the Indian securities markets. These examinations are being developed by NISM as mandated under SEBI (Certification of Associated Persons in the Securities Markets) Regulation, 2007.

### **Context:**

The Commerce students of the Mahatma Gandhi University have to study courses about Securities Market. Even though they had text book knowledge they lack practical knowledge and experience in the same. The Department of Commerce in the college envisaged this and designed the program in such a way as to enable the students to equip with certification examinations which enable them to become professionals in securities market.

### **Practice:**

The semester 4 students who study Capital Market as a course of their syllabus are given an orientation programme about opportunities in the Indian Financial Market sector by professionals. These sessions are handled by experts in the industry. After this a group of 15 interested students were given advanced classes in the same. The classes were handled by faculty of the Department Commerce itself. Around 20 hours of contact classes were provided exclusively to these students. These sessions were taken on Saturdays as well as after regular classes. In order to appear for the exam conducted by the NISM the students has to procure a PAN card. All the procedural formalities for the same was undertaken by the faculty in charge of programme, Sri CA Kurian V John. The students who have registered for the exam appeared for the same at online test centres allotted to them. The students were also sent to Geojit Financial Services for a two weeklong internship program

### **Evidence of Success:**

12 students who have appeared for the exam cleared it in the first attempt itself. All the successful candidates have been offered openings at Geojit Financial Services as well as Aditya Trading Solutions after their graduation. This shows the success of the program offered. Many students from other streams have enquired about the prospects of this and have expressed interest to join in the coming batches.



**Problems encountered:**

Even though Securities market segment is a highly prospective sector, students are still reluctant to enter this sector. They seek a more secure job in the Government sector. The hectic schedule also causes difficulties. We found it difficult to arrange the required contact classes as students had to engage themselves in all sorts of co-curricular and extracurricular activities during the weekends. Those students who had registered for the exam had to attend the exam at test centres located at Ernakulam and Kottayam.

**2. Health Infonet Health Literacy Portal****Objectives:**

To increase the health literacy of the general public. Health Infonet Online Health Literacy Dissemination Portal will have positive impact on the public health sector of Kerala by increasing the health literacy of the individuals.

**The Context**

Health illiteracy is a major public health problem faced in the current times. Fake and hoax health messages are creating panic among the public, and also affecting the individuals' decision making process of choosing medical aid at the right time.

For eg: Campaigns against vaccination, rise of medical quacks, water birth deaths etc

Health illiteracy is affecting the health sector of Kerala. Even highly educated individuals are supporting quacks, and a mindset is developing against the scientific practices of medicine.

**Practice:**

As part of the academic programme, St Stephen's College library proposed to host a health literacy online training program. A website is hosted with the URL [www.healthinfonet.in](http://www.healthinfonet.in) . An E-Learning platform is also constructed for hosting health literacy modules created by modern Medicine, Ayurveda, and other public health experts which can be accessed from <https://health-infonet.teachable.com/> Health literacy academic social network created. 15 Online courses on health literacy was also started.

**Evidence of success**

Around 5000+ individuals joined the online health literacy modules at <https://health-infonet.teachable.com/>.

The portal was selected as one of the best proposals during the *One MP-One Idea Competition*. The citation received from the District Collector goes in this way – 'The proposed online health literacy dissemination solution will have positive impacts on the public health sector of Kerala by increasing the health literacy of the individuals.

**Problems encountered**

Scarcity of funds create problems for the effective implementation of programmes related to health literacy

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 hundred varieties of medicinal plants. The Centre for Environmental Education and Rural Development (CEERD) of the College conducts various awareness programmes. Two *Paristhithi Mithra* awards were given in recognition of the outstanding contribution of individuals, and educational institutions towards the promotion of environmental education, protection, conservation and sustainable development in the State of Kerala. The Department of Zoology organises Nature camps and wild life sanctuary visits 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.
- Tyre grow bag training programme & workshop by NSS : The training session was led by Prof. K A Cyriac. He provided a hands-on experience in tyre grow bag making to the volunteers.
- Ginger planting in tyre grow bags : The tyre grow bags were used for cultivating ginger. The volunteers have planted the seeds completely employing the techniques of organic farming, using organic manure only.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The Institution is situated in the rural area of Kottayam District of Kerala. • With the available resources, we could mould a sizeable number of students who belong to various categories like SC, ST, OBC, OEC, etc. Majority of them are financially backward.

• 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

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**ANNEXURE I**  
**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 1<sup>st</sup> 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. Practioner Course conducted by Kerala State Rutronix, 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 (Ist 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

**ANNEXURE II**  
**ACTION PLAN 2018-19**

**June 2018**

- College reopens after summer vacation
- Academic audit presentation - All departments
- Three day State level Workshop on Data Analysis in Social Sciences for college teachers.
- Subject updating seminar by third year B Com students
- Blood donation camp
- Celebration of International Yoga day
- Celebrating Antinarcotic day
- World Environmental day celebration
- Discussion on topic in association with Bird Club international Small bite, Big threat- Stake out mosquito
- Living with Nature Programme
- Medicinal Garden Renovation
- Reading Day
- Teaching at Balabhavan
- Environment Day celebrations
- Campus cup foot ball match
- Research Orientation.
- Football World cup prediction competition

**July 2018**

- Commencement of first semester degree classes
- Orientation programme for parents of Ist sem.students.
- Two day National Seminar on'Innovative trends in insurance' in association with the Insurance Institute of India, Kottayam.
- Mini Camp for II Year NSS Volunteers.
- Orientation programme for Ist sem.NSS volunteers
- Celebrating Reading day.
- An invited talk on Career in Zoology
- Debate /Quiz on biodiversity/Environmental issues
- Discussion on topic in association with Bird Club international
- Research Station Visit
- Literature Lecture Series (Monthly)
- Movie Screening
- Orientation for First year Students
- Interaction with Psychologist and Gynecologist
- Inhouse Seminar
- PSC Coaching
- Higher studies entrance Coaching
- Synopsis Presentation
- Extension Programme
- Project Presentation by M.Sc. Final year Students
- Cycle riding training for girls.

**August 2018**

- Merit Day; Golden Jubilee Celebration of UG Upgradation.
- Onam Celebration.
- Subject updating seminar by B Com students.
- National level Research paper presentation competition for PG students and Research scholars.

- Celebrating Independence day
- Nature Camp
- Seminar on Virtual Dissection
- Hands on training in Tissue Culture and microbial technology
- A talk on Aquarium Management
- Laboratory/ Farm visit
- Discussion on topic in association with Bird Club international
- Nature Camp (II Year students)
- Nature Experience study camp (First Year students) at TIES
- Inter collegiate Mathematical Quiz competition
- Post admission test to first year students.
- Spelling Bee Contest (Inter departmental)
- National Seminar on Film Studies
- Alumni Meet
- Post Admission Test & Evaluation
- National Seminar on 'Statistical Tools and Data Analysis in Research'
- Post admission test to first year students
- PTA for 3rd and 5th semester students
- Golden Jubilee memorial Lecture series
- General body meeting of Chemistry Association & Election of office bearers.
- Conduct and inter departmental elocution competition on the topic "Air Pollution and the need for electric vehicle".
- BMI Calculation of staff & students.

### **September 2018**

- Association Inauguration and Welcome to freshers - All departments
- Release of Bulls Eye
- Commerce Cultural fiesta
- Interdepartmental Quiz Competition
- Industrial visit for IInd year B Com students
- Subject updating seminar.
- Onam celebration with destitute home ( Akashapparavakal)
- A talk on apiculture
- A talk on solid waste management
- Participation in Zoofest
- Interdepartmental recycling competition
- Agriculture University Visit (III year students )
- Discussion on topic in association with Bird Club international
- Research Station Visit
- Departmental quiz competition.
- Career guidance seminar in Mathematics.
- Lit. Fest
- Intensive Support for Excellence
- PTA Meeting
- Practical orientation class on GST -Dept of Commerce(F&T)
- Hindi Day Celebration
- Release of Manuscript Magazine.
- A class on Career Opportunities in chemistry.
- Bishop Tharayil and Sr. Goretti Memorial all Kerala Intercollegiate Volleyball tournament.
- NSS Day Celebration



### **October 2018**

- Subject updating seminar by first year M Com students
- Counselling programme for the students of the department
- Career counselling for first year students.
- Workshop on research methodology for PG students
- Campus Cleaning
- Discussion on topic in association with Bird Club international
- Nature Study camp (I Year Students)
- Practical training on mushroom cultivation
- Bird Watching in Kuttanadu in association with Jayaraj Foundation
- Prof. K M Joseph endowment lecture.
- Special Intense Coaching for University Exams
- Birth day celebration of Dr. A P J Abdul Kalam.
- Bishop Kunnachery Memorial all Kerala Intercollegiate Football tournament.
- Golden Jubilee Memorial Shuttle badminton tournament.

### **November 2018**

- Workshop on Research Methodology for final year B Com students.
- Orientation programme for Plus two students in the near by schools about the " Opportunities in Commerce"
- Annual Tour
- Industrial visit
- Prof. Celine K Joseph memorial all Kerala intercollegiate quiz
- Seminar Presentation Competition
- Workshop on 'E-waste management' for the public.
- CPR training for I DC & IIDC students by Open course Physical Education students.
- Orphanage visit

### **December 2018**

- 9th Silver Jubilee Lecture series
- Inter departmental Penalty Shoot out Competition
- Industrial visit for 3rd year B Com students
- Training session on online trading for second year B Com students
- Celebration of world Aids Day
- Blood donation camp
- Study tour & Agriculture University Visit (III Year Students)
- Christmas celebration with Cancer Paliative care Centre at Gandhinagar.
- Discussion on topic in association with Birds Club international
- National seminar on "Graph Theory."
- Mathematics exhibition.
- Observing world Mathematics day.
- Food Fest
- Certificate course in Creative Writing & Accuracy in Academic Writing
- Project orientation seminar for final year students
- PTA for first year students
- Expert Lectures on advanced topics by eminent physicists
- A day with Navajeevan Inmates
- Field trip
- MG University Shuttle badminton tournament.

### **January 2019**

- Industrial visit for final year M Com students
- Commerce Cultural fiesta

- Half day seminar on "Financial Markets and Derivatives"for the students of the department
- Celebration of Republic day
- Publication of In House magazine " Windows-2019"
- Bacteriological Analysis of water of Uzhavoor Panchayath
- Determination of BMI of Students
- Inter collegiate Paper presentation competition.
- Book Exhibition
- 11th All Kerala Intercollegiate Debate Competition.
- Artha Fiesta
- Career guidance orientation class
- Commerce fest
- PTA for Final years
- Stargazing session
- Career guidance with thought on opportunities in Physics
- Conduct a state level seminar on "Green Synthesis"
- Annual Sports meet.

### **February 2019**

- Subject updating seminar by first year B Com students
- Interclass Debate competition for the students of the department
- Release of Bulls Eye
- Celebration of World Youth day – NSS
- Mathematics film show
- Association Valedictory function.
- Farewell to Seniors
- Association Valedictory & Group Photo
- Intensive Support for Excellence
- Special Intense Coaching for University Exams
- Science day celebration
- Science day celebration
- Certificate course on Yoga

### **March 2019**

- Valedictory function
- Apiculture training to students
- Farewell to third year students
- Valedictory function of Mathematics association.
- Project Submission & Presentation
- Valedictory function of Commerce association
- CHEMFEST 2019
- Book releasing by NSS Volunteers.