

The Annual Quality Assurance Report (AQAR) May 2017 – April 2018

Submitted by

Internal Quality Assurance Cell



St. Stephen's College

University of Delhi

Delhi – 110007

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Stephen's College

1.2 Address Line 1

Sudhir Bose Marg

Address Line 2

University Enclave

City/Town

Delhi

State

Delhi

Pin Code

110007

Institution e-mail address

principal@ststephens.edu

Contact Nos.

27667200/27667271

Name of the Head of the Institution:

Prof. John Varghese

Tel. No. with STD Code:

011-27667200

Mobile:

8447325693

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.21	2016	February 18, 2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

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*)

i. AQAR 2016-17 submitted to NAAC on 11-03-2017

ii. AQAR _____ Not applicable _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

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

Others (Specify)

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

University of Delhi

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10 + 1 (Including Principal)"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders*:

No.	<input type="text" value="3"/>	Faculty	<input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="0+3"/>	Alumni	<input type="text" value="3"/>
Students		Others	<input type="text" value="3"/>

The Principal has allotted time every day for faculty and students; once a week for the non-teaching staff; and with parents as and when they come. Two annual meetings are held with alumni.

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

If yes, mention the amount

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

1. A Lecture discussion on 'The possibilities of higher academics in the world'.
2. Orientation for students on 'Mental health'.
3. Workshop for faculty members on 'Mental health at workplace'.
4. 'Self-defence Awareness' Programme for Girls.
5. A one-day workshop for Support Staff on 'Basic Computer Skills'.
6. A workshop for Support Staff on 'Stress management'.
7. National Conference on 'Chemical Sciences – Opportunities and Challenges'.
8. National Conference on 'En-Route: Migration Narratives, Histories and Technologies'.
9. State level Symposium on 'Algebra and its applications'.
10. Karate demonstration drill and Two week 'Un-Armed Combat Training' programme conducted by trainers from ITBP.

2.14 Significant Activities and contributions made by IQAC

- Environmental policy of the College; Efforts in making campus eco-friendly; Use of Compost pit and minimizing environmental degradation.
- Established Non-teaching Staff Development Cell to carry out various development and welfare programmes.
- Wellness and Development Programmes carried out for Staff, Faculty and Students.
- Fulfilling social responsibilities.
- Participation from various stakeholders.
- Templates for receiving annual reports from Departments, Faculty, Students, Alumni, Centres of Excellence, Societies and Clubs.
- A link provided to the outgoing batch students for tracking their progression.
- Preparation and compilation of AQAR
- Preparation of online IQAC Newsletter
- SWOC Analysis
- Undation of Faculty profile on the College website

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Academics	<ul style="list-style-type: none"> • Workshops / Conferences / lecture series conducted in interdisciplinary fields. Invited proposals for holding seminars, workshops and conferences from various departments. Some of the selected proposals were funded by the IQAC. • Possibility of enhancement in remedial classes taken up at College level.
Development Programmes and Collaborations	<ul style="list-style-type: none"> • Established Non-teaching Staff Development cell to carry out various development and welfare programmes. • Some initiatives to be taken up towards the organization of Development programmes for faculty and support staff. • Counselling session conducted for the support staff. • Counselling sessions for students are available. • Participation in workshops, conferences, seminars and poster presentation by faculty and students. • Eight collaborations at international level.
Research and Innovations	<ul style="list-style-type: none"> • Centers of Excellence to conduct seminars, workshops and conferences. • Active participation in Nations Science Day celebration. • Proposals were invited from all the Departments to conduct seminars, workshops, symposium and conferences etc. Three proposals were sanctioned funds through the IQAC. • Academic Conclave was conducted.
Best practices	<ul style="list-style-type: none"> • Initiatives are on towards implementation of the Environmental policy of the College. Rule book for all the stakeholders is being considered. • Cultural activities conducted by various Societies of the College. • Academic Conclave and National conferences, Seminars and workshops conducted on various interdisciplinary themes.
Institutional Social Initiatives	<ul style="list-style-type: none"> • Eco-friendly measures; Various initiatives to make the Campus eco-friendly were taken up. Possibility of segregation of waste was taken up. • Environmental Society activities to create awareness. • Several activities carried out by the Social Service league of the College. • Newer initiatives towards social activities and Gender sensitization

	programmes were considered.
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Welfare Programmes	<ul style="list-style-type: none"> • Non-teaching Staff Development Cell to ensure regular execution of welfare and recreational programmes. • Welfare and health programmes conducted for Teaching; Non-teaching staff and Students; Conducted workshop on ‘Mental stress’. • Various initiatives taken up by Equal Opportunity Cell and Enabling Unit of the College to provide a suitable enabling environment to all students with special needs.
Administrative	<ul style="list-style-type: none"> • Templates for submitting reports, <input type="checkbox"/> and feedback <input type="checkbox"/> • Interactive feedback, analysis and <input type="checkbox"/> monitoring. <input type="checkbox"/> • Workshops conducted on the Stress management for the staff. • Infrastructural development – Renovation of office carried out.
Alumni participation	<ul style="list-style-type: none"> • Alumni website launched. Link provided for various alumni chapters world-wide. • List of distinguished alumni being updated. • Active interaction with distinguished alumni during Assembly, invited lectures, workshops etc. • Alumni meetings to discuss and enhance wholesome education and development. • Active participation from alumni towards valuable feedback and welfare programmes; lectures; sponsorships; scholarships and to explore other possibilities.
Parents participation	<ul style="list-style-type: none"> • Valuable Feedback through meetings and online feedback mechanism.

* The Academic Calendar 2017 – 2018 has been attached as Annexure (i)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- | |
|--|
| <ul style="list-style-type: none"> • The AQAR 2016-2017 was placed and approved in the Governing Body Meeting. • The plan of action for the year 2017-18 was chalked out by the IQAC in the beginning of the academic year. The Internal Quality Assurance Cell ensured the successful execution of the majority of the plans by the end of the academic year. |
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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	NA	NA	NA	NA
PG	9	NA	NA	NA
UG	10	NA	NA	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	3	NA
Diploma			5	
Certificate			9	
Others				
Total	19		17	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	NA
Annual	NA

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

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

**Please provide an analysis of the feedback in the Annexure*

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

Revision carried out at University level.

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

Not applicable

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professor s	Others
	61	35	25	1	NIL

2.2 No. of permanent faculty with Ph.D. 43

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
	-	22	-	-	-	-	-	-	-	22

2.4 No. of Guest and Visiting faculty and Temporary faculty 3 NIL 38 (Ad-hoc)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	25	65	20
Presentations/papers	1	7	2
Resource Persons	13	25	20

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

- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- 24X7 Wi-Fi enabled campus providing for technology access.
- Overhead projectors in every classroom.
- Well-equipped Internet Resource Centre and computer lab.
- Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.
- Group discussions, Case studies, problem based learning practices.
- Continuous evaluations through projects, presentations and quizzes, etc.
- Outside classroom activities for wholesome development of mind and acquiring skills.
- Students participate in summer research projects and internships.

Some of the significant innovative processes adopted by the institution in Teaching and Learning during the year:

- In addition to conventional blackboard teaching, ICT tools such as presentations, animations, videos etc. utilized in classroom, also pedagogical tool of demonstration (use of examples and small experiments) was used to explain concepts to students and create interest among them. Use of Audio-Visual Tools to make lectures interesting and informative. Project work allotted to students with an aim to improve understanding and cultivate original thinking.
- Poster making and presentation sessions are conducted for students, documentary making and screening is also encouraged as a part of the curriculum especially as part of AECC: Environmental Studies.
- Case studies, and latest developments are discussed in class. Short quizzes and other creative methods of teaching and learning are encouraged. This practical approach of studying a particular topic makes the latter very interesting and students retain it for a longer period of time.
- Debates are organized among the students especially for the environmental science students. An illustration: a) 'Slash and burn agriculture by tribal people' in Environmental Science class.
- Large scale chemical processing of the cosmetics and perfumes in industries were shown to the students of SEC course 'Chemistry of cosmetics and perfumes' using video content.
- In order to prepare them for exams, elevate their level of understanding/learning and to assess their grasp/learning in the subject various multiple choice questions based quizzes as well as numerical were regularly done in the class.
- Students were encouraged to explore experiments beyond curriculum For example, a) In curriculum conventional titrimetric methods were advised, Nonetheless students were encouraged to perform the experiments by conductometric measurements (in addition to titrimetric methods) which is advancement in the field. b) To increase their concept/understanding about colours in the polymers, various coloured polymers were made in the lab and to make them aware about the processing techniques of the polymers they were encouraged to make films/sheets from the polymers. These are again advancements beyond curriculum.
- Interactive assessment techniques in few classes to make students revise and revive the concepts.
- Presentation by students for revision of topics of the syllabus.
- The Mathematics Department conducts a Mentorship program. Under this program, a 1st year student is a Mentee and is assigned a mentor from 3rd year to explain difficulties and sort out problems that the Mentee may be having.
- The students are encouraged to carry out computation or theoretical modelling projects explaining the physical systems/phenomena using the concept studied in class.
- The Physics Department of the college utilizes the four periods of laboratory sessions very effectively and efficiently. It was realized by the department that the students don't have the proper knowledge to carry out the experiment allocated to them and so make errors/mistakes in performing them. The four periods are split into three plus one lab period. The three periods are utilized to perform the experiments by the students and the single period, called the Lab Theory period, is used to understand not only the theory or underlying principle of the experiment but also the experimental setup, procedure, errors and problems involved with the setup.
- For the first year laboratory, file documents have been developed for each experiment with details of Aim, Apparatus required, Procedure, Precautions, Observation Tables and Viva questions. The students have to just take a print out and put in the appropriate theory, observations, calculations, result, sources of error and answer the viva questions. This method of recording experiments saves time and helps them understand the experiment better.
- The Physics Department has mentorship program where the third and the second years guide the first years and help them overcome difficulties faced in the course. This program also allows the student to adjust in the environment.
- Introduced first semester students to modelling Physical systems on the computer using Python as part of the Mechanics paper. Students were made to explore projects on 'Physics of golf balls' and 'Chaotic motion of irregular moons around planets'.
- In the sixth semester, as part of the Statistical Mechanics computational lab, in addition to the curriculum, students were introduced to Monte Carlo methods such as the Metropolis Algorithm and the Wolff cluster Algorithm. These algorithms were used to simulate phase transitions in ferromagnetic systems.

- Sixth semester students were given comprehensive lecture notes on Statistical Mechanics generated through LaTeX. Through assignments, they were made to explore a wide range of interesting Statistical systems such as polymers, chemical reactions, surface chemistry, atmospheric physics, global warming, stellar equilibrium and collapse, cosmic microwave background radiation, solar sails, DNA melting, etc.
- Personal website of a faculty member from Physics Department (notjustrocketscience.org) for undergraduate Physics students is active and continuously updated. It is a repository of Physics resources for students, including lecture notes, Python programs and simulations, etc.
- Regular quizzes were taken at random at the end of a lecture every week instead of a test or assignment to prepare the internal assessment.
- Live demonstration of what has been taught in the theory class to make the concepts clear and more understandable.
- Introduction to group presentation on relevant topics in Physics: (a) The class was divided into approximately 7 groups. (b) Each group selects a topic of their choice related to the subject. (c) The rest of the class other than the presenting group were made to grade the presentation. (d) After each presentation, their presentation skills and approach were discussed focusing on what improvement can be done.
- Undergraduate students are introduced to research methodology through research projects
- As part of continuous assessment, instead of conducting one written exam of 10 marks, ten tasks (of one mark each) were assigned to students for ten weeks by a teacher in Philosophy Department. It encouraged students to continuously engage with the discipline, thereby reducing exam time stress.
- Centre for Languages - The Centre for Languages offered language courses under its two wings, School of Germanic and Romance Studies and the School of Asian Studies. Certificate, Diploma and Advanced Diploma Courses were offered in German, French and Spanish under the former and similar levels in Chinese, Japanese, Urdu, Persian, Arabic and Sanskrit were offered under the School of Asian Studies. All these courses but Sanskrit are affiliated to the concerned Departments in the University of Delhi. Language Courses can be taken not only by the regular students of the College but also by students registered in other colleges and institutions around Delhi. They are part of the larger vision of St. Stephen's College extending quality education to the larger student community. Language courses in College have become immensely popular due to the fact that we engage highly qualified faculty in the Centre.

2.7 Total No. of actual teaching days

during this academic year

240

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

- Various examinations/evaluations undertaken:
- Continuous Assessment (CA) system for Internal Examinations and Practical.
 - Regular, weekly tutorials are conducted.
 - Routine and open book tests are conducted.
 - Research review based assignments are given.
 - Paper presentations and seminars are also encouraged.
 - Continuous evaluation is carried out throughout the semester through regular tests, objective tests, projects, presentations, quizzes etc.
 - Research review based assignments are given.
 - In order to prepare them for exams, elevate their level of understanding/learning and to assess their grasp/learning in the subject various multiple choice questions based quizzes as well as numericals were regularly done in the class.
 - Presentations by students were conducted for revision of topics of the syllabus.
 - Regular quizzes were taken at random at the end of a lecture every week instead of a test or assignment to prepare the internal assessment.
 - As part of continuous assessment, instead of conducting one written exam of 10 marks, ten tasks (of one mark each) were assigned to students for ten weeks. It encouraged students to continuously engage with the discipline, thereby reducing exam time stress.

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

	Member of Board of Study	Faculty	Curriculum Development workshop
No. of Faculty	24	1	17

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %*	I%	II %	III %	Pass %
B. A. Programme	54	20	93	4	0	96
Economics (H)	51	45	80	12	6	98
English	28	4	71	14	7	93
History	66	0	56	35	3	94
Philosophy	12	17	58	25	0	83
Sanskrit	6	67	67	33	0	100
B. Sc. Mathematics	49	71	88	2	0	90
B. Sc. Physics	45	63	87	9	0	96
B. Sc. Chemistry	43	79	93	25	0	98
B. Sc. Programme	25	52	92	8	0	100

* Based on overall marks. Paper-wise data has not been analysed.

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

- Currently we follow the Continuous Curriculum Assessment system with End of Semester Exam in the ratio 25:75.
- The IQAC has been instrumental in carrying out the action plan chalked out at the beginning of the academic year.
- Classrooms equipped with projectors to ensure use of technology and modern teaching methods.
- Monitoring is done based on feedback through the Faculty - Student Committee.
- Online feedback and suggestions are sorted through the Academic Management Portal on the College website.
- Initiatives towards implementation of a more robust system for evaluation and monitoring.
- Initiatives towards a Centre for Communication to conduct workshops / classes to strengthen the learning process and to provide remedial classes to slow learners
- Working on Online IQAC Newsletter

2.13 Initiatives undertaken towards faculty development **47**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	
HRD programmes	4
Orientation programmes	2
Faculty exchange programme	2
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	4
Others	30

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	11	2	1	
Technical Staff	21	8	12	

Criterion – III

3. Research, Consultancy and Extension

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

- All departments have been encouraged to have a research component in the existing curriculum.
- To encourage students to participate in poster/paper presentations and research projects.
- To encourage faculty members to take up Minor / Major research projects.
- Many of the faculty members applied for Innovation Research projects under Delhi University.
- Financial support was provided for conducting conferences/ workshops/ seminars/ symposium.
- Financial support was provided for the Academic Conclave to encourage interaction between industry and academia.
- Some of the faculty members and students participated in the National Science Day celebrations organized by IAS, Delhi and INSA, Bangalore. They presented their posters, model based projects during the event.
- National Conference on Scientific Innovations was conducted purely as Students' initiative. It was attended by more than 200 participants.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3		-
Outlay in Rs. Lakhs		63 lakhs (approx.)		

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17		
Non-Peer Review Journals	8	3	
e-Journals	1		
Conference proceedings	2		

In addition to this we have –

Books published (with ISBN No.): 4

Chapter in edited book: 18

Article in online magazine: 2

Book edited: Review of published book: 2

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	Received
Major project	1.	1. Science & Engineering Research Board	1.	1.
	2.	2. Indian Council of Social Science Research	2.	2.
	3. 3 years 2 years 3 years	3. D.R.D.O	3. 31,34,452 6,00,000 25,62,000	3. 15,62,000 1,50,000 10,14,000
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			62,96,452	27,26,000



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

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

Level	International	National	State	University	College
Number	1	4	2	1	3
Sponsoring agencies	Tata Trusts	IQAC, College	College	College	College

Other significant events organized by the Institution includes:

Seminars: 12 (College level)
Symposium: 2 (University and College level)
Exhibitions of Books (organized by College Library): 3
Lectures/Lecture series/Public Lectures: 36
And several other events.

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

- Online application form for National Conference on Chemical Sciences
- Alumni Portal and Registration form
- Student progression and achievements form

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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
12	5	7				

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

5

13

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

NA

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="89"/>	College forum	<input type="text" value="284"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any other	<input type="text" value="115"/>

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

Extension activities: A large number of major activities (around 488) were organized during the year in the sphere of extension activities.

Institutional Social Responsibility: Several activities were undertaken as part of institutional social responsibility. Some of the significant activities are:

1. **Health Awareness Programmes**

Workshop on mental health was conducted for the Students and faculty. A workshop on stress management was conducted for the support staff.

2. **Stem Cell Donation Awareness Drive**

Stem cell donation awareness drive and registration week was conducted by the enabling unit in January 2018.

3. **Blood Donation Camps**

The Blood Donation Camp for the academic year 2017-18 was conducted on the 25th of August, 2017. It was the very first event of the SSL. This year, we have collaborated with the All India Institute of Medical Sciences (AIIMS, Delhi. Blood Connect, an NGO also actively supported us in publicity and helped us in spreading the awareness among the students. The State Bank of India of the St. Stephen's College branch has fully sponsored this event. The Book Donation Week was conducted in the month of April from 2nd to 7th. This event has been held in collaboration with the Environment Society of the college.

Blood donor portal – The IT department has initiated Blood Donor Portal to enable the stakeholders to search for all types of blood groups and make a request to students who have volunteered to donate the blood.

4. **Cloth Donation Week**

The Cloth Donation Week was conducted in the month of October, from 23rd to 28th. The cloth collection went on for a week and the this collected material was distributed in the Rohingya Refugee Camp and the Shelter Homes near Kashmere Gate later on.

5. **Book Donation Week**

Book Donation Week was conducted during 2-7 April jointly by the Social Service League and the Environment Society of the College. Books and paper collected as a part of the drive will be recycled into notebooks and distributed in Government schools.

6. **Skip a Meal**

Junior members skip their lunch and breakfast twice in a month and the food is packed and distributed to needy at various locations. This year **Skip A Meal** was conducted successfully for 6 months namely, August, September, October, January, February and March. All of them went quite well and we collected approximately around 180 packets of rice and raita packets and one canister of milk every month.

7. **Drishtikon**

An Annual Event organised by the Social Service League for Visually Challenged students from colleges across Delhi and NCR. The Social Service League in collaboration with the Enabling Unit organised **DRISHTIKON'18** on 20,21 and 22 February,2018. It was an event especially for the visually challenged students of the Delhi University but it was the second year when the event was open to all the differently-abled students.

This year, **Sukriti** an 'Arts and Crafts' Exhibition was conducted for persons with disabilities, during Drishtikon i.e. 20-12 February 2018 from 8:00 am to 4:00 pm.

8. **Vidyajyoti**

A primary education project organized for the children of a basti near GTB Nagar. The volunteers go and teach the children for 90 days in a year. An orientation was held on 3 August 2017, here, the new batch was introduced to Vidyajyoti. Around 100 first years signed-up for the project. Teacher training workshops were conducted in collaboration with Teach For India (TFI)- an NGO striving to end educational inequality in India. The Mentor-Mentee Program was started to give the first time volunteers a support system in their journey as teachers.

We started Vidyajyoti classes on 23 August, 2017. The classes were held regularly for 5 days a week (Monday-Friday) from 4:30 pm to 5:30 pm. During the mid-semester break 2017 we also had two day sessions under the leadership of Kevin Panicker – a previous Vidyajyoti head coordinator. In the even semester, on 27 January 2017, we had our grand event, the Vidyajyoti Annual Day.

9. **Evening Classes**

Evening Classes for children of underprivileged sections of the society are conducted regularly. For this academic year, the evening classes began from last week of July and continued till the end of March. Around the time of Diwali, we organized an card making workshop for the children in collaboration with the Fine Arts Society. The Evening Class picnic was organized to Nehru Planetarium on February 4th 2018.

10. **New Year Party**

The New Year Party was held on January 12, 2018 (Friday). The orientation for the same was held on January 8th and almost 50 junior members attended the orientation wherein they were briefed about the event and the different verticals under it. Apart from the non-teaching staff and their families, all the senior members were also invited for the event.

11. **Rudra Dinner**

Rudra Dinner, a dinner for the non-teaching staff of the campus was organised on the 12th of February this year. The dinner was prepared by Ramu Bhaiya a retired staff of the college with the help of 3rd year junior members.

12. **Orphanage and Old Age home visits**

Under this vertical, we organised two visits one each in both semesters in the academic year 2017-2018. We went to Aakasha Paravakal an orphanage for differently abled and mentally challenged, near Chattarpur. In the odd semester we went to an old age home named Oshana home.

13. **Pragyachakshu**

The Pragyachakshu wing of The Social Service League had organised an AUDIO DESCRIBED Movie screening of the movie Barfi on 21st October 2017 for the visually challenged students across the Delhi University. This movie screening was conducted in collaboration with Saksham. We also organised a picnic for all the Visually Challenged students of the college along with second and third year coordinators and volunteers on 27th September, 2017. The destination for the picnic was Purana Qila.

14. **Environment Awareness Camps**

The Environment Society in College conducted awareness programmes to encourage the College community to reduce the use of plastic and paper on campus. They actively encourage paper recycling by all members of the College. NGO Stalls during 'Prakriti', the Annual festival of Environmental Society were put up by TERI. The idea was to display eco-friendly products and generate awareness and encourage a greener lifestyle.

15. **Green Diwali Campaign**

The 'Cracker Free Diwali Campaign' was organised against the backdrop of the rising concerns about the dismal air quality in Delhi due to reckless burning of crackers around the time of Diwali. As part of our Online Campaign, we made placards with quirky captions inspiring people to celebrate a green Diwali. In keeping with tradition, we made a rangoli using eco-friendly colours in the foyer. We also circulated a video of people sharing their experiences of celebrating a cracker free Diwali to emphasize that a cracker free Diwali is no less fun. In short, we hope we were able to make a good case against bursting crackers.

16. **Earth Hour**

Internationally, Earth Hour was observed on the 24th of March from 8:30pm-9:30pm. Electricity was cut off on the college campus and residents gathered near the main portico where music performances and light photography was organised with the help of the Music Society and The photography society of the college.

17. **Nature walk**

This year the Nature Walk was organised to the Okhla Bird Sanctuary.

18. **Workshop on 'Save Our Youth'**

The B. Sc. Programme Society on conducted the inaugural workshop on 'Save our youth - Prevent Suicide' on 13th September 2017. Doctors from Psychiatric Department of St. Stephen's Hospital, Delhi conducted the workshop.

19. **Motivational Talks**

A motivational talk was organized by the B. Sc. Programme Society on 'Suicide Prevention' on 13th September 2017 delivered by an educationalist and former Secretary of ICSE.

A talk was organized by Equal Opportunity Cell on 'Rohingyan Refugee Crisis and Indian Response' on 16th February 2018. Ali Joahr, UN Global Youth Ambassador delivered the talk.

20. **Visit to Yamuna Biodiversity Park**

The B. Sc. Programme Society organized a visit to Yamuna Biodiversity Park, Delhi on 10th December 2017.

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	28.42		-	28.42
Class rooms	48	3	Management	51
Laboratories	6	0	UGC	6

Seminar Halls	1	1	Management	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		10	Two - DRDO, Science and Engineering Research Board Eight - Management	
Value of the equipment purchased during the year (Rs. in Lakhs)			Two – 7,80,000 Eight – 4,79,080 Total – 12,59,080	
Others				

4.2 Computerization of administration and library

- Administration has been partially computerised as part of the Digitization Programme in College.
- Library has been completely computerised enabling students and faculty to access books, journals and reference materials.

4.3 Library services:

Items	Existing		Newly added 1 Feb 2017 to 31 March 2018		Total	
	No.	Value	No.	Value	No.	Value
Text & Reference Books	94066	-	1251	1742574	95317	-
e-Books#	135809+	NLIST Membership Rs. 5750	World - ebooks Library (30,00,000 titles)	NLIST Membership Rs. 5900	3135809*	Membership Fee of NLIST Rs. 5900
Journals	13	162829	Nil	-	11	162907
e-Journals	30000	UGC –ESS, NLIST & through Delhi University Library System	-	UGC -ESS, NLIST & through Delhi University Library System	30000	UGC -ESS, NLIST & through Delhi University Library System
Digital Database	126 [#]	UGC –ESS, NLIST & through Delhi University Library System	-	UGC –ESS, NLIST & through Delhi University Library System	126 [#]	UGC –ESS, NLIST & through Delhi University Library System
CD & Video	838	59200	-	Gifted	838 ^{**}	59200
Others (specify)						

* Library has access to e-book through UGC-INFLIBNET National Library and Information Services Infrastructure for Scholarly Content (NLIST)

** CDs/DVDs/Video collection also includes the gifted items.

*** Number of books also includes the gifted books.

E-books access through NLIST membership. Membership of NLIST is on yearly basis.

In addition, library has access to Web of Science (WoS) & Scopus Citation database and bibliographic sources.

Note: ESS- E-Shodh Sindhu

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	615	2		1	1	20		
Added	-	-		-	-	-		
Total	615	2		1	1	20		

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

- Three full-fledged Computer Labs, Well-equipped Internet Resource Centre and computer lab.
- Classrooms are equipped with projectors to ensure use of technology and modern teaching methods.
- 24X7 Wi-Fi enabled campus providing for technology access.
- College has taken the initiative for Digitization and implementation of a paperless office.
- e-filing System to promote paperless organization. Online room booking facility - To enable the efficient management and scheduling of academic classes and various events in the College.
- Online feedback and suggestions are sort through the Academic Management portal on the College website.
- Online choice selection for optional subjects facility - To enable the students to choose subjects online and helps workload committee and departments.
- Installation of two new digital display board facilities - To enable the faster and paperless mode of circulating news and information in the College.
- Online portal for Wi-Fi credentials - To enable the efficient system for students to obtain the Wi-Fi credentials to use on-campus Wi-Fi and to avoid long queue.
- Online application portal for residence - To enable the paperless application system for students to apply for residence each year and to enable the interview panel to check the application and evaluate online.
- Implementation of new Skype room facility - For video conferencing with other universities abroad for knowledge sharing and online tutoring.
- Adaptation of cloud computing - To make the IT infrastructure of the College, faster, scalable, secure and efficient.
- On-line payments for registration for participation in conferences etc.
- Many of the Societies and Clubs have their online magazines and journals.
- The class-wise time table is uploaded on the website before the commencement of the new session every semester.
- The Attendance and Internal Assessment marks are uploaded by teachers regularly as per schedule. Students can check their records regularly.
- A Skill development workshop on 'Basic Computer Skills' was conducted for the

4.6 Amount spent on maintenance in lakhs :

i) ICT (IRC)	13,05,307
ii) Campus Infrastructure and facilities	19,26,662
iii) Equipments	-----
iv) Others	6,08,645
Total :	38,40,614

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation and information is given to the first year students by the Principal on various students support services.
- Announcements during morning assembly.
- Updates on notice boards and college website to ensure active participation by students in various activities.
- Audio-Visual Notice Board (especially useful for differently abled members of the College).
- e-filing System to promote paperless organization.
- The college has online grievance redressal system.
- Feedback is collected through the Faculty – student committee every semester.
- Online feedback and suggestions are sort through the Academic Management portal on the College website.

5.2 Efforts made by the institution for tracking the progression

- Alumni website launched.
- A link provided to last year batch students for tracking their progression.
- Online redressal system, feedback and suggestions are sorted through the Academic Management Portal on the College website from students, parents and alumni.
- The Attendance and Internal Assessment marks are uploaded by teachers as per schedule. Students can check their records regularly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
122	106	NA	NA
0			

(b) No. of students outside the state

795

(c) No. of international students

2

Men

No	%
623	47

No	%
703	53

Last Year

This Year

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1120	59	110		38	1326	1124	61	99		42	1326

Demand ratio 1:60 Dropout % 10 % of students admitted.

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

Some of the students' societies like Campus Placement cell (CPC), Civil services Forum, Finance and Investment Cell, Leadership Cell and Planning Forum organize various activities regularly throughout the year. The interested students are counselled and given preparatory talks by experts. Several Civil servants are also invited to give talks and have interactive sessions with the students. The CPC organizes 'The Career Awareness Week' with the aim of helping students decide the right career path for themselves. It includes talks which cater to many career opportunities such as Actuarial Sciences, Finance, Journalism, Consultancy, E-commerce, Social Sector and more. CAW'17 had sessions in entrepreneurship. The event saw active participation from students. The interactive sessions were conducted by professionals and entrepreneurs among the best in the industry. Various workshops were conducted throughout the academic year. The workshops provided insights and guidance to the students on how to give their desired career a head-start. Talks by various institutes of India and on various topics such as career advisors, education sector and non-profit organisations were also organized.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	6	CAT	5
IAS/IPS etc	1	State PSC	<input type="text"/>	UPSC	14	Others	24

Others – JAM (Joint Entrance Test) 18; GMAT 1; GRE 4

Note: The numbers could be much higher but currently data not available from all batch 2017 students.

5.6 Details of student counselling and career guidance

- Besides handling placements and internships, the CPC organizes '**The Career Awareness Week**' with the aim of helping students decide the right career path for themselves. It includes talks which cater to many career opportunities such as Actuarial Sciences, Finance, Journalism, Consultancy, E-commerce, Social Sector and more. CAW'17 had sessions in entrepreneurship by Grofers and Talerang. The event saw active participation from students. The interactive sessions were conducted by professionals and entrepreneurs among the best in the industry.
- Various workshops were conducted throughout the academic year. This year Vedica Scholars and Pacyon conducted workshops on campus. The workshops provided insights and guidance to the students on how to give their desired career a head-start.
- Talks by various institutes of India and on various topics such as career advisors, education sector and non-profit organisations were also organized.
- Information sessions on scholarships were also scheduled for the benefit of the students.
- Internship fair 2018 was organized which invited a large number of companies for recruiting interns.
- Students were provided with Learn-cum-Work opportunities.
- Study skills workshops and CV workshop was conducted to help students write their CVs to improve their chances of getting recruited.
- Individual attention is provided for all students to enrich the academic and moral values.
- Career guidance Programme are conducted periodically for the development of the students.
- In addition, the CPC continues to offer opportunities for alumni of St. Stephen's College. There were many companies which were interested in hiring alumni.

Some of the significant activities of the Campus Placement cell of the College are:

- The Campus Placement Cell or the CPC in short, is the sole body responsible for conducting internship and recruitment process on campus.
- The placement season of 2017-18 has been very successful with international offers being extended to four students. CP Group extended offers to two students for an international role in Thailand, while Zilingo, a start-up, did the same for a role in Bangkok.
- Firms specializing in the field of governance and developmental consulting such as Dalberg Global Development Advisors, ID Insights also visited the campus. Deloitte selected one student for Technical Analyst role. HR Roles were offered by Executive Access & D E Shaw.
- Among banking and finance companies, American Express, Morgan Stanley, Nomura and Citibank hired students for Analyst position.
- In the field of education and technology, BNED LoudCloud hired students as Associate (Data Science). Organizations such as Teach for India, Piramal Foundation for Education Leadership, Educational Initiatives also showed interest in the recruitment process.
- Hospitality management chains such as ITC Hotels visited campus as well. CP Group, Decathlon and Zycus Infotech visited campus for the first time. Also, start-ups such as UrbanClap, Simpl, eWards, etc. were active recruiters as well.
- Continuing the tradition, the Campus Placement Cell has been able to put forward extremely promising placement statistics this academic year as well. Till now, out of the 90+ students who have shown interest in placements, 48 offers have been made. In this academic year, the average pay-package stands at 9.33 lakh per annum currently. The highest salary offered in terms of base pay, by Bain & Company (Rs 15.8 LPA) and in terms of CTC, by Boston Consulting Group
- Till now more than 72 companies have shown interest in recruiting students of our college this academic year for placements.
- The country's top management consulting firms such as McKinsey & Company, A.T. Kearney,

- Boston Consulting Group and Bain and Company recruited from the campus. In addition, other
- consulting firms such as Indus Insights and Arete Advisors also hired from campus.
- RSA Actuarial Services and Willis Towers Watson in the actuarial and risk-consulting sector offered executive profiles of a graduate analyst in diverse fields.
- Students were provided with Learn-cum-Work opportunities by Accenture Solutions Pvt. Ltd. (in collaboration with XLRI). (Rs 19.8 LPA). In terms of the number of hires, Bain & Company, Inshorts and BNED Loudcloud extended 3 offers each.
- In addition, the CPC continues to offer opportunities for alumni of St. Stephen's College. This year, we managed process of companies such as HT Media, American Express, Pearson, Outline India and CEB Gartner which were interested in hiring alumni.
- Besides placements, in the first week of September 2017, the CPC organized 'The Career Awareness Week' with the aim of helping students decide the right career path for themselves. It included talks which catered to many career opportunities such as actuarial science, finance, even 2 sessions in entrepreneurship by Grofers and Talerang, legislative research, social development, media outreach and travel writing. The event saw active participation from students. The interactive sessions were conducted by professionals and entrepreneurs among the best in the industry. The workshops which followed also provided insights and guidance to the students on how to give their desired career a head-start.
- Talks by various institutes of India and on various topics such as career advisors (such as Times Pro Group), education sector (Educational Initiatives) and non-profit organisations (such as Teach for India) were also organized. Information sessions on scholarships (such as Schwarzmann Scholarship), Vedica Scholars for Women Programme (VSPW) and fellowships (such as Gandhi fellowship, Young India Fellowship and that offered by International Innovation Corps) were also scheduled for the benefit of the students.
- The first week of February 2018 saw the commencement of the Internship fair 2018. This year as well there was a large number of companies for recruiting interns. Some of the larger companies that recruited from campus were JSW, Deutsche Bank, Google, Harvard SAI, Indospirit Group of Companies and Plus Capital. Currently 17 students have been offered Internships and there are many more companies visiting campus for the purpose of hiring interns.

No. of students benefitted

300+

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
70 [20 (On-Campus processes) 50 (Off- Campus processes)]	90+	25 (on-campus)	34 (off – campus)

5.8 Details of gender sensitization programmes

The Gender Studies cell (Women's Study and Development Cell) is actively engaged in organizing events and projects focussing on social issues situated in the intersections of gender, class and caste. The events organized by the cell straddle both academic and activist concerns. This has been accomplished through talks given on themes such as sexuality, caste and gendered violence in conflict zones. Some workshops have also been organized on topics such as Gender Fluidity and Queering Spaces. The cell has also spread awareness on gender through movie screenings held as part of a series with other Women Development Cell in North Campus and student led talks on issues decided by the students, such as online harassment and misogyny. Informal discussion sessions have been organized for students to discuss contemporary social issues. These activities have been further supplemented with exhibitions and presentations in college which interrogate issues such as women movements and sexual identity.

Some of the events conducted under Gender Sensitization programme are as follows:

Event Name	Event Description
Internalized Misogyny: Student Panel	A discussion on internalized misogyny with student speakers.
Let's Talk: Feminism and Equality	An informal discussion on feminism and equality with students.
LGBTQ Film Screening and Discussion	Collaboration with Kashish Forward, the travelling LGBTQ film festival and Queer India Support.
Queer Identities in the North East	A panel discussion by Zubaan organized in collaboration with North-East Society.
Musical Rendition of Poems	A musical rendition of Maya Angelou and Pablo Neruda's poems by Urbn Folk, organized in collaboration with Centre for Gender, Culture and Social Processes.
Let's Talk: Sexism in Film Industries	An informal discussion on sexism in different film industries with students, in collaboration with Kerala Studies Cell of Malyalam Literary Society.
Workshop: Gender Fluidity and Queering Spaces	A workshop on gender fluidity and queering spaces held by Suvrita and Vanika.
Let's Talk: Queerness and Labels	An informal discussion on queerness and labels with students.
Queer Hearts in Photo Art	A photo exhibition in collaboration with Queernama and interactive session with Performers Consortium
Play: A Woman Alone	A play by Shilpi Marwah of Sukhmanch Theatre, organized in collaboration with Sabha
Street Play: Dastak	A street play by Sukhmanch Theatre on women empowerment, organized in collaboration with Sabha.
Dalit Feminism: Claiming Distinct Narratives	A talk on Dalit feminism by noted Dalit activist and leader, Rajni Tilak.
Let's Talk: Child sexuality	An informal discussion on child sexuality with students.
Visibility and Invisibility of Dalit Queerness	A discussion on Dalit queerness by Akhil Kang, human rights lawyer and writer.
Raising Sexual Harassment Awareness	Exhibition and discussion: Campaign to raise awareness about sexual harassment.

Let's Talk: Bodyshaming	An informal discussion on bodyshaming with students.
Gendered Harassment: Student Panel	A discussion on gendered harassment in daily life with student speakers.
Agency and Muslim Women	A talk on agency and Muslim women, by JNU Asst. Professor Ghazala Jamil.

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

***Cultural Events conducted by Students – 62; College level – 37 and University Level – 25**

5.9.2 No. of medals /awards won by students in Sports, Games and other events – 92

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

***Number could be larger as complete data not available**

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	87	10,30,600
Financial support from government	8	2,40,000
Financial support from other sources	85	22,17,345
Number of students who received International/ National recognitions	55	16,94,345

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: _____

- The Faculty student committee convened once in every Semester takes into account the needs and grievances of the students.
- The authorities take initiative to implement the appropriate suggestions of the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

St. Stephen's College is committed to the pursuit of excellence in higher education, character building, total development of personality and responsible citizenship. Strategies to achieve these goals include

Pursuit of Excellence: (a) Optimum transparency in admission of students and faculty appointments, upholding merit as the foremost criterion. (b) maintenance of a robust work culture (c) discipline combined with freedom of thought and expression (d) a sense of national consciousness.

Character building: Is woven into the total learning environment. Students are encouraged to be honest and hardworking, courteous in behaviour towards all, faculty members to be caring and responsive, and emphasis is laid on personal dignity as well as simplicity and austerity in the total life of the college.

Total Development of Personality: Class-room teaching is complemented with a wide range of co- curricular activities, through nearly 40 very active clubs and societies where students work under the supervision of teachers, however with considerable freedom and initiative. The balance between freedom and responsibility is maintained.

Discipline: St. Stephen's College understands 'discipline' as the ability to uphold universal values in day-to-day work and conduct. Attitudes to life based on expediency or self-aggrandizement are discouraged. Discipline is balanced with freedom, lest it gets equated with mere conformity, which undermines personality development. The mission of St. Stephen's College: Is to educate young men and women within a framework of liberal and republican values, to equip them to excel in the service of the nation and to attain optimum personal fulfilment by leading a values-based life. This is phrased in the college prayer as enabling students to be "good citizens alike of heaven and earth".

Communication: The vision and goals stated above are communicated to the entire student body in two broad ways. (a) by transferring the vision to the teaching fraternity through frequent interactions that are informal in nature (b) A more formal strategy is used in respect of the students. Through morning assemblies, attended by all first year students, the Principal addresses the students and educates them in these respects. The college has a large number of scholarships to promote the pursuit of excellence. Innumerable scholarly activities –including seminars, conferences and workshops-are organized to reinforce this. In all of these, students and teachers work closely together. Tutorials and lectures are conducted with utmost regularity. Teacher truancy is virtually absent in St. Stephen's. This total ambience distinguished by an earnest and dedicated attitude to work as well as to the welfare of students is the most powerful communication there can be.

6.2 Does the Institution has a management Information System

Yes, the college has an academic management portal which takes care of various activities like admissions, attendance and internal assessment, office management, student dealing, accounts and student grievance redressal.

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

6.3.1 Curriculum Development

- Dean Academics looks into overall academic growth and quality improvement.
- Work load distribution as per specialization of faculty members.
- Provision for a departmental moderation committee
- Examination committee ensures smooth conduct of examinations.
- Several faculty members are part of Curriculum restructuring and revision Committees constituted by University of Delhi, and other Universities and Institutes. They are also involved as moderator and evaluators for undergraduate courses.
- Several faculty members are active members of University appointed examination committee to frame questions papers and evaluate examination scripts.
- Some faculty members attended the workshops and participated actively in restructuring of courses to reframe the syllabus.
- Senior faculty members are involved in making Guidelines for the various papers taught at undergraduate level. They took part in restructuring of CBCS courses and designing new courses as a members of Committee of Courses.

6.3.2 Teaching and Learning

- Highly qualified and dedicated faculty.
- Healthy interaction between students and faculty which goes beyond the classrooms.
- Innovative methods are adopted for teaching and learning process.
 - Interactive assessment techniques followed in some classes to make students revise and revive the concepts.
 - As part of continuous assessment in one of the paper, instead of conducting one written exam of 10 marks, ten tasks (of one mark each) were assigned to students for ten weeks. It encouraged students to continuously engage with the discipline, thereby reducing exam time stress.
 - Presentations by students for the revision of topics of the Syllabus.
- Remedial classes are held for the students requiring additional help.
 - In addition to conventional blackboard teaching, ICT tools such as presentations, animations, videos etc. utilized in classroom, also pedagogical tool of demonstration (use of examples and small experiments) was used to explain concepts to students and create interest among them. Use of Audio-Visual Tools to make lectures interesting and informative. Project work allotted to students with an aim to improve understanding and cultivate original thinking.
 - The Mathematics Department conducts a Mentorship program. Under this program, a 1st year student is a Mentee and is assigned a mentor from 3rd year to explain difficulties and sort out problems that the Mentee maybe having.
 - The Physics Department has mentorship program where the third and the second years guide the first years and help them overcome difficulties faced in the course. This program helps all the students to adjust in the environment.

- Learning beyond curriculum.
 - Students are encouraged to carry out computation or theoretical modelling projects explaining the physical systems/phenomena using the concept studied in class.
 - Poster making and presentation sessions are conducted for students, documentary making and screening is also encouraged as a part of the curriculum especially as part of AECC: Environmental Studies.
 - Case studies, and latest developments are discussed in class. Short quizzes and other creative methods of teaching and learning are encouraged. This practical approach of studying a particular topic makes the latter very interesting and students retain it for a longer period of time.
 - Students were encouraged to explore experiments beyond curriculum. For example, a) In curriculum conventional titrimetric methods were advised, nonetheless students were encouraged to perform the experiments by conductometric measurements (in addition to titrimetric methods) which is advancement in the field. b) To increase their concept/understanding about colours in the polymers, various coloured polymers were made in the lab and to make them aware about the processing techniques of the polymers they were encouraged to make films/sheets from the polymers. These are again advancements beyond curriculum.
- Group discussions, Seminars, quiz, presentations, projects, debates etc. are conducted.
 - Debates are organized among the students especially for the environmental science students. An illustration: a) 'Slash and burn agriculture by tribal people' in Environmental Science class.
 - Large scale chemical processing of the cosmetics and perfumes in industries were shown to the students of SEC course 'Chemistry of cosmetics and perfumes' using video content.
 - In order to prepare them for exams, elevate their level of understanding/learning and to assess their grasp/learning in the subject various multiple choice questions based quizzes as well as numericals were regularly done in the class.
- Well-equipped library for both faculty and students.
 - Excellent collection of rare and latest books and journals.
 - The library is also equipped with special software and resources for differently-abled students.
- Regular feedback from students to improve teaching and learning methods.
- Dean, Academic looks after the overall academic development of the college.

6.3.3 Examination and Evaluation

- Continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc.
- Transparency is maintained in the evaluation process.
- Examination committee to ensure smooth conduct of examinations.
- The end semester examination question paper is set by University of Delhi.
- The practical examination is conducted with internal and external examiners appointed by the superintendent of examination.
- Many senior faculty members are active members of University appointed examination committees to frame guidelines and assign examiner-ships.
- Many faculty members are involved as paper setters by University of Delhi through various departments.
- All faculty members participate in the evaluation system for the theory and practical examinations of University of Delhi.

6.3.4 Research and Development

- Several major and minor projects funded by UGC, DST and other funding bodies.
- College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions, including those from abroad.
- **Centres for Excellence** - To promote research activities, conducting of workshops/seminars and conferences etc. Several research and development initiatives were taken up for undergraduate students.
- **Centre for Economic Research**
 - Two Public lectures, ten Seminars on various topics conducted by the Centre for Economic Research by eminent guest speakers.
 - Nine undergraduate students were part of Goutham Krishna Research Projects.
- **Centres for Theoretical and Experimental physics** involves active participation of students leading to research projects at undergraduate level.
- **Centre for Experimental Physics**
 - Research activity on ‘Setting up a Radio Telescope using a Horn Antenna to study the H1 line in our galaxy’. Four undergraduate students were part of this project.
 - Research activity based on Raman Spectroscopy: Instrumentation. Eight undergraduate students were part of this project.
- **Centre for Experimental Physics**
 - Project on Quantum Entanglement as a probe of many body physics involving two undergraduate students.
 - Project on Reconciling different cosmological data involving three undergraduate students.
- **Centre for Translation Studies**
 - Programmes for students to learn proper translation from Hindi to English & vice-versa. some stories and book chapters for translation work. The book titled ‘A History of St. Stephen’s College, Delhi’ written by F. F. Monk was selected as a key material for the translation in Hindi with the hope that it will be of great use in future for Stephanians to know the history & culture of the college. Students submitted translation of five chapters. The approach & methods of translation were explained to the students which helped them to do more justice to the script. Some students who were associated with translation work visited ‘Bhartiya Anuvad Parishad’ accompanied by the Coordinator.
- **Academic Conclave**
 - The third edition of the Academic Conclave was held on the 22nd, 23rd and 24th of March, 2018. This year theme was - “The World Wide Web: Life in the Age of Internet”. A series of lectures and panel discussions were held on the three days on different aspects of this theme. The list of speakers consisted of specialists in the field, renowned scholars and faculty from Centre for the Study of Developing Society, Jawaharlal Nehru University, University of Delhi and Jamia Millia Islamia, along with lawyers, senior journalists, activists, researchers, scientists and practitioners of performing arts. The discussions covered a wide range of themes- social media, law and technology; individual and the internet; fake news and propaganda; internet as a space for marginal groups; reification of gender and sexuality on the internet; digital pornography; cinema, radio and you tube; new knowledge practices in the digital age and the impact of the digital on contemporary economy. The event was an enriching experience for students with its unique theme and stress on interdisciplinary.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Fully equipped library with automation facilities.
- 24x7 Wi-Fi Facility
- Online room booking facility - To enable the efficient management and scheduling of academic classes and various events in the College.
- Online choice selection for optional subjects facility - To enable the students to choose subjects online and helps workload committee and departments.
- Installation of two new digital display board facilities - To enable the faster and paperless mode of circulating news and information in the College.
- Blood donor portal - To enable the stakeholders to search for all types of blood groups and make a request to students who have volunteered to donate the blood.
- Online portal for Wi-Fi credentials - To enable the efficient system for students to obtain the Wi-Fi credentials to use on-campus Wi-Fi and to avoid long queue.
- Online application portal for residence - To enable the paperless application system for students to apply for residence each year and to enable the interview panel to check the application and evaluate online.
- Implementation of new Skype room facility - For video conferencing with other universities abroad for knowledge sharing and online tutoring.
- Adaptation of cloud computing - To make the IT infrastructure of the College, faster, scalable, secure and efficient.
- 3 full-fledged Computer Labs
- Classrooms with projectors.
- Fully equipped Chemistry and Physics laboratories.

6.3.6 Human Resource Management

- Faculty and Staff are encouraged to participate in self-development programmes.
- Administration supports faculty, staff and students with necessary and relevant support to optimize their work.
- Estate Office offers 24x7 support for infrastructural requirements especially electricity, water supply and routine maintenance.
- Faculty Members are involved in teaching, research and various administrative activities.

6.3.7 Faculty and Staff recruitment

- As per UGC and University guidelines.
- Appointments / Recruitments for Non-teaching and Technical staff as per the guidelines.

6.3.8 Industry Interaction / Collaboration

- Departments are encouraged to make their courses of study relevant to industry.
- Industrial visits, lectures by industry experts and domain experts are regularly conducted.
- Eight collaborations with foreign Universities.

6.3.9 Admission of Students

In keeping with its Minority status, College has a dynamic admission process which at application level is completely online. Once shortlisting is done candidates are invited for a written test followed by a personal interview on the basis of which the final selection is done. Three seats were reserved for the children of martyrs for admission.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

11,15,000

6.6 Whether annual financial audit has been done

No Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Departments
Administrative	No		Yes	Governing Body

6.8 Does the University/ Autonomous College declares 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?

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

- Interaction with alumni through annual alumni meetings.
- Involvement of alumni in the Governing Body of the college
- Special lectures, seminars and workshops by alumni are arranged on regular basis through Societies and Clubs.
- Memorial lectures and scholarships, awards, prizes and medals instituted by alumni.
- Alumni association Endowment –
 - Launch of exclusive Alumni link from the College website.
 - The College alumni portal to register, connect to old batch-mates, put up creative work and to find ways and means to give back to College.
 - Alumni chapters across India and worldwide – Several chapter in India and at least one in Australia, Europe, Japan, UK, USA and Singapore.
 - Active participation and contribution by alumni.
 - List of books by alumni
 - Various articles by alumni
 - Special programme on the College Day.
 - List updated for some of the distinguished alumni of the College.

6.12 Activities and support from the Parent – Teacher Association

- Suggestion and Feedback portal on the College website.

6.13 Development programmes for support staff

- Some orientation and training programmes are offered.
- Skill development Workshop on ‘Basic Computer Skills’ was conducted.
- Non-teaching Staff Development Cell to ensure regular execution of development programmes.

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

- Well-maintained and environmental friendly campus.
- Tree plantation to mark special occasions.
- Paper recycling with the help of NGOs.
- Groundwater is recharged using a water recharge well.
- Rain water harvesting system strengthened.
- Constant effort to minimize waste generated in the labs.
- Paperless organization through E-filing system,
- Online Fee payment.
- Various awareness programmes and workshops conducted.
- The first cut of the draft of the ‘The Environmental Policy’ of the College has been made. The final draft of the policy is awaited. Serious efforts will be made to implement and monitor the policy.
- Environmental Society of the College conducts various awareness programmes and workshops. They have also collaborated with the World Wildlife Fund for a Tree Mapping exercise of the college. A Composting on College initiative is also in the pipeline. As a small step towards environmental awareness, they also share various current affairs related articles from various newspapers and magazines on the Societies’ Facebook Page.

Criterion – VII_

7. 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.

- Strengthening of Digitization through E-file system and Audio Visual Notice Boards.
- Online room booking facility - To enable the efficient management and scheduling of academic classes and various events in the College.
- Online choice selection for optional subjects facility - To enable the students to choose subjects online and helps workload committee and departments.
- Installation of two new digital display board facilities - To enable the faster and paperless mode of circulating news and information in the College.
- Online portal for Wi-Fi credentials - To enable the efficient system for students to obtain the Wi-Fi credentials to use on-campus Wi-Fi and to avoid long queue.
- Online application portal for residence - To enable the paperless application system for students to apply for residence each year and to enable the interview panel to check the application and evaluate online.
- Implementation of new Skype room facility - For video conferencing with other

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

Action taken Report (ATR):

- Strengthening of the Digitization and E-file system.
- Counselling sessions are available.
- Workshops conducted on welfare for students, Faculty and support staff.
- Workshops / Conferences / lecture series conducted in interdisciplinary fields.
- Established Non-teaching Staff Development cell to carry out various development and welfare programmes for the support staff.
- Centers of Excellence to conduct research programmes.
- Eight institutional collaborations have been initiated at International level.
- Various initiatives to make the Campus eco-friendly were taken up.
- Newer initiatives towards social activities and Gender sensitization programmes were considered.
- Templates for submitting reports, data and feedback.
- Appointments made for the support staff as per the guidelines.
- Infrastructural development – Renovation of office carried out.
- Alumni website launched. Link provided for various alumni chapters world-wide.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best Practice - I

- Eco-friendly Campus - Environmental policy of the College

Best Practice - II

- Cultural Amalgamation

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

Details have been provided in the annexure numbered as ii, iii.

7.4 Contribution to environmental awareness / protection

- Camus eco-friendly initiatives through the IQAC and Environmental society.
- Environmental policy of the College.
- Segregation of waste and compost pit.
- Inputs from Environmental Society.

College believes in promoting a society which cares for the environment: *cares to protect, preserve and conserve*. Realizing the importance of sustainable development many activities are undertaken to make the campus environmentally friendly and students sensitive to ecological issues. The groundwater is recharged using a *water recharge well*. *Solar panels* on the mess roof are used as an alternative to conventional energy sources. College has a *compost pit* in which organic matter is converted to manure. *Constant effort to minimize waste generated in the labs is made. We have gone paper free by introducing an online application process for student admissions. The College is working on an Environmental policy to ensure the implementation of measures to make the campus eco-friendly, to implement and monitor the measures.*

The Environmental Society of the College has been making small but effective strides towards generating awareness, consciousness and taking collective action. A plethora of events are organized each year to *create awareness on campus, such as scavenger hunts, awareness programmes, case study competitions, photography competitions, talks by noted speakers, quizzes, dog vaccination programme, waste sculpture competitions, documentary screenings and nature walks. We also have organized a number of tree plantation drives to keep our campus green.* The various activities carried this year are as follows:

1. **Scavenger Hunt:** We kick started the year with the Scavenger Hunt, which was successful in spreading environmental awareness in quirky ways. This is one of the most popular events the society holds and also helps the students to know the college better.
2. **Talks by Eminent Speakers:** Dr. Asmita Kabra delivered a talk on the topic “Debating Fortress Conservation”, followed by a documentary screening of “Make Way the Kuno Story” (<https://www.youtube.com/watch?v=Ku-J68qRnIw>). Discussions were invoked on the idea of

fortress conservation as a conservation model based on the belief that biodiversity is best achieved by creating protected areas where ecosystems can function in isolation from human disturbances.

3. **Talks by Eminent Speakers:** Dr Indrashekhar Singh from the esteemed NGO Navdanya delivered a talk on the topic “Company Raj 2.0- Poison Cartel, GM Mustard and Green Satyagraha”. He talked about how a few MNCs like Monsanto are emerging as monopolies of seed suppliers and potentially ruining local markets. Ethical debates regarding Genetically Modified items was also discussed. The speaker also distributed packets of Organic Mustard seeds among the participants to encourage an environmentally sound lifestyle.
4. **Green Diwali Campaign:** The 'Cracker Free Diwali Campaign' was organised against the backdrop of the rising concerns about the dismal air quality in Delhi due to reckless burning of crackers around the time of Diwali. As part of our Online Campaign, we made placards with quirky captions inspiring people to celebrate a green Diwali. In keeping with tradition, we made a rangoli using eco-friendly colours in the foyer. We also circulated an video of people sharing their experiences of celebrating a cracker free Diwali to emphasize that a cracker free Diwali is no less fun. In short, we hope we were able to make a good case against bursting crackers.
5. **Prakriti – Annual Festival:** The annual festival "Prakriti" is attended by various prominent NGO's, prominent schools and colleges in the capital.
6. **Inaugural Lecture:** Delivered by Mr. Anadish Pal on the topic “Spread spectrum:The honest cheating of cell tower radiation that may kill us all”.
7. **Green-shutter, Photography Competition** - This is a nationwide photography competition. This year’s themes were “Climate of Change” and “Zero waste fashion” (Open to interpretation).
8. **Amazing Race** - Similar to the Scavenger Hunt, the aim is to spread environmental awareness and consciousness in a fun way.
9. **Upcycling Workshop** - Conducted by NGO Buland Awaz, the workshop was aimed at encouraging the concept of recycling, reusing and making the best out of waste. We made pen stands and clocls out of old newspapers.
10. **Green Matter** - A state wide Environmental Quiz.
11. **NGO Stalls** - Stalls were put up by TERI, Mr. Joseph Verghese and Ms Sara. The idea was to display eco-friendly products and generate awareness and encourage a greener lifestyle.
12. **Earth Hour:** Internationally, Earth Hour was observed on the 24th of March from 8:30pm-930pm. Electricity was cut off on the college campus and residents gathered near the main portico where music performances and light photography was organised with the help of the Music Society and The photography society of the college.
13. **Nature Work:** This year the Nature Walk was organised to the Okhla Bird Sanctuary.
14. **Book Donation Week – In Collaboration with the Social Service League of the College**
15. Books and paper collected as a part of the drive will be recycled into notebooks and distributed in Government schools.
16. Apart from this, we have also collaborated with the World Wildlife Fund for a Tree Mapping exercise of the college. A composting initiative is also in the pipeline. As a small step towards environmental awareness, we also share various current affairs related articles from various newspapers and magazines on our Facebook Page.

7.5 Whether environmental audit was conducted? Yes No

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

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

STRENGTHS:

- **Campus:**
 - Environment friendly campus.
 - An encouraging and supportive environment which enables extra- curricular activities.
 - Working towards the Environmental policy of the college.

- **Quality Education:**
 - Highly qualified and dedicated faculty
 - Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
 - A disciplined approach towards work is followed by teachers who stick to deadlines and are punctual.
 - Wonderful Teacher –Student academic interaction which goes beyond the classrooms.
 - Extra classes to accommodate the academic need of the students.
- **Commitment toward students' welfare:**
 - **Equal opportunity to all** – The Enabling Unit and Equal Opportunity Cell of the College is committed to provide a suitable enabling environment to all students with special needs and those from deprived backgrounds. The ground floor of college main building and its rest rooms are wheel chair accessible, and every care is taken that all classes of orthopedically challenged students are held in accessible areas. The student volunteers of college Social Service League provide regular reading and examination writer services to visually challenged students.
 - Teachers also keep tabs on the overall well -being of the students to ensure a happy environment.
- **Counselling:**
 - Counselling for students at both formal and informal levels.
 - Mentoring system well structured.
 - The college has Counselling Psychologist available to the Students.
 - Workshops are conducted on awareness on mental health and on stress management.
- **Infrastructure and Technology Access:**
 - Air-conditioned classrooms and Modular laboratories with overhead projectors in all classrooms;
 - 24X7 Wi-Fi connection.
 - Well-equipped Internet Resource Centre and computer labs.
 - Innovative teaching methods are practiced with emphasis on use of ITC as a tool but not a substitute for teachers.
 - Well maintained laboratories with extremely cooperative lab staff.
 - Online room booking facility - To enable the efficient management and scheduling of academic classes and various events in the College.
 - Online choice selection for optional subjects facility - To enable the students to choose subjects online and helps workload committee and departments.
 - Online application portal for residence - To enable the paperless application system for students to apply for residence each year and to enable the interview panel to check the application and evaluate online.
 - Implementation of new Skype room facility - For video conferencing with other universities abroad for knowledge sharing and online tutoring.
- **Well-equipped library:**
 - Excellent collection of rare and latest books and journals;
 - The library is also equipped with special software and resources for differently-abled students
- **Research & Innovations:**
 - Research thrust through activities like research projects and annual Academic Conclave.
 - Faculty members engage in research with some having Ph.D. students enrolled under them.
 - Students go for summer internships and acquire skills beyond the curriculum.
 - Talks/Conferences/Seminars are regularly conducted in various subjects to keep up to date and expose students to leading advancements in their respective fields.
 - Centres for Excellence to promote research activities, conducting of workshops/ seminars and conferences etc. Several research and development initiatives are taken up for undergraduate students.
- **Students' Initiatives:**
 - A large number of major activities were organized during the year in the sphere of extension activities. Several activities were taken as part of institutional social responsibility. More than sixty cultural events were conducted by students during the year. One of the most significant achievement of students' initiative was organization of the National conference on Scientific

Innovation 2018 on 5-6th April 2018. More than 200 students attended the conference. It provided an opportunity to update young students on the progress of the Science.

- **Sports achievements:**
 - In keeping with its tradition of all-round education, the College offers excellent sports infrastructure and coaching leading to National and International level sports achievements.
- **Scholarships and financial Aids:**
 - College offers several bursaries, financial aid and numerous need and merit based scholarships.
 - A large number of scholarships disbursed to students from marginalized and economically deprived section.
- **Fulfilling our Social responsibility:**
 - Particularly through the active Social Service League.
- **Extra-curricular activities:**
 - Large number of Cultural, Literary, Subject & Theme Based Societies.
- **Morning assembly:**
 - All first-year students are required to attend the morning assembly. It is unique to St. Stephen's and generations of Stephanians have found this to be a cementing factor for the College fraternity and a guiding light in the journey of their life.
 - It provides the necessary connect with our spiritual being. Emphasis is laid on how we should lead our lives with simplicity, and contribute to the collective good than merely focus on personal achievements and rewards. Focus is laid on doing small things right and that small starts make a big difference.
- **Residence in College:**
 - The College provides residence on the campus for about 380 students.
 - Residential facilities are available for both men and women students, and for both undergraduate and postgraduate students.
- **College Website:**
 - Is well-maintained and user friendly.
 - The class-wise time table is uploaded on the website before the commencement of the new session every semester.
 - The Attendance and Internal Assessment marks are uploaded by teachers regularly as per schedule.
 - Students can check their records regularly.
 - All major events are updated regularly.
- **Distinguished Alumni:**
 - Alumni of the college include distinguished personalities from various fields like politics and government, including several Members of Parliament (MP) in India, Education, theatre, media, literature, sports etc.
- **Library:**
 - We have an exceptionally fine Library, housed in a separate wing, with more than a hundred thousand books, and a separate archival section which holds records pertaining to the history of the College. Having been built up over many decades, and in more propitious times when books were cheaper and grants went further, the College Library is a resource unmatched by any undergraduate institution in Delhi.
 - It has also moved with the times, and is now fully automated and air conditioned.
 - A video section with about 600 disks has been added recently.
 - In the digital section, students can access various e-resources.
 - To cater to visually handicapped students, the library has a separate section comprising a designated audio section, books in Braille, and screen-reading software.
 - It also provides seamless access to information through an online library so that students can access the catalogues, online journals and online reference sources at any time, irrespective of location.
- **Centre for Languages**
 - The Centre for Languages offered language courses under its two wings, School of Germanic and Romance Studies and the School of Asian Studies.

- Certificate, Diploma and Advanced Diploma Courses were offered in German, French and Spanish under the former and similar levels in Chinese, Japanese, Urdu, Persian, Arabic and Sanskrit were offered under the School of Asian Studies.
- All these courses but Sanskrit are affiliated to the concerned Departments in the University of Delhi. Language Courses can be taken not only by the regular students of the College but also by students registered in other colleges and institutions around Delhi.
- They are part of the larger vision of St. Stephen's College about extending quality education to a larger student community. Language courses in College have become immensely popular due to the fact that we engage highly qualified faculty in the Centre.

WEAKNESSES:

- Limited developed infrastructure
- Limited numbers of courses offered

OPPORTUNITIES:

- Excellent Academic environment
- Research and innovation
- Active alumni participation
 - Frequent interactions with alumni who can guide the students and give back to the institution in various ways
- Collaborations with foreign universities
 - To share the wealth of information and methodologies practiced at College with the world at large.
- Greater effort is required in promoting the use of greener methods of carrying out experiments. Initiatives towards green laboratories to be strengthened.
- Regular field trips.
- Improving infrastructure of common areas like washrooms/ water coolers etc.
- Our weaknesses can be considered areas of improvement and can be worked upon.

THREATS:

- Inadequate Research facilities
- Complacency

8. Plans of institution for next year

IQAC - Plan of action to be decided upon at the beginning of the year.

- **Digitization**
 - To strengthen E-file System to promote paperless office.
 - Online grievance redressal system.
 - Online fee payment.
 - To strengthen online feedback, suggestions and reports submission.
 - To provide link for rank holders / toppers on College website.
 - A link will be provided on college website for IQAC where all updates about seminars, workshops, conferences etc. can be provided to all the stakeholders.
- **Academics**
 - To offer interdisciplinary seminars, workshops and conferences. To invite proposals for holding seminars, workshops and conferences from various departments. Some of the selected proposals will be funded by the IQAC.
 - Possibility of enhancement in remedial classes to be taken up at department and College level.
- **Development Programmes and Collaborations**
 - Firm up collaborations with foreign universities.

- To firm up Faculty and student exchange programmes.
- Some initiatives to be taken up towards the organization of Development programmes for faculty and support staff.
- **Research and Innovations**
 - Enhance research funding.
 - To explore possibilities for active industry participation.
 - The possibility of starting new research centers for some departments to be explored.
- **Welfare Programmes**
 - Welfare and health programmes for Teaching; Non-teaching; Students.
 - Offer Student internships.
- **Administrative**
 - Infrastructural development.
 - Interactive feedback, analysis and monitoring.
 - Offer specific and targeted training.
 - Forum for redressal of grievances and reduce turn-around time.
 - To take up some renovation work and some classrooms to be made smart classrooms.
- **Alumni and Parents participation**
 - To ensure active participation from alumni towards valuable feedback and welfare programmes; lectures; sponsorships; scholarships and to explore other possibilities.
- **Industrial Collaboration**
 - To organize trips to various industries.
 - To conduct workshops
 - Collaborations/internships
- **Environmental concerns**
 - Implementation and monitoring of the Environmental policy of the College.
 - Active Environmental Awareness committee.
 - To carry our eco-friendly measures, conduct awareness programmes on environmental issues.
 - Possibility of segregation of waste to be explored.
 - Decreased use of paper and plastic; Paper recycling drive
 - Optimization of existing infrastructure
 - Tree plantation
 - Working towards Green laboratories.
- **Fulfilling social responsibilities**
 - To carry our various activities under Social Service League; Newer initiatives towards social activities and Gender sensitization programmes to be considered.
 - Remedial classes for weaker students in language.
 - Evening classes for the under privileged
 - Offer more students internships, scholarships
- **Robust feedback mechanism to track student progression and collections of data.** Templates for submitting reports, data and feedback.
- **To implement the suggestions provided by the NAAC Peer Committee and IQAC team.**

Name Dr. Vibha Sharma

Name Prof. John Varghese

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

*** ***

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence

GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure – (i)

ACADEMIC CALENDAR (2017-18)	
The following Academic Calendar to be followed for the Under-graduate and Post-graduate courses for the academic year 2017-2018 as per the University of Delhi notification.	
SEMESTER I/III/V/VII	
Classes Begin	20 th July, 2017 (Thursday)
Mid-Semester Break	30 th September, 2017 (Saturday) to 6 th October, 2017 (Friday)

Classes begin after Mid-Semester Break	7 th October, 2017 (Saturday)
Dispersal of Classes, Preparation leave and Practical Examination begin	16 th November, 2017 (Thursday)
Theory Examination begin	30 th November, 2017 (Thursday)
Winter Break	17 th December, 2017 (Sunday) to 1 st January, 2018 (Sunday)
SEMESTER II/IV/VI/VIII	
Classes Begin	1 st January, 2018 (Monday)
Mid-Semester Break	2 nd March, 2018 (Friday) to 7 th March, 2018 (Wednesday)
Classes begin after Mid-Semester Break	8 th March, 2018 (Thursday)
Dispersal of Classes, Preparation leave and Practical Examination begin	27 th April, 2018 (Friday)
Theory Examination begin	9 th May, 2018 (Wednesday)
Summer Vacation	20 th May, 2018 (Sunday) to 19 th July, 2018 (Thursday)

Best Practice – I

Title of the Practice: Eco-friendly Campus - Environmental policy of the College

Evidence of Success

College believes in promoting a society which cares for the environment: *cares to protect, preserve and conserve*. Realizing the importance of sustainable development many activities are undertaken to make the campus environmentally friendly and students sensitive to ecological issues. The groundwater is recharged using a *water recharge well*. *Solar panels* on the mess roof are used as an alternative to conventional energy sources. College has a *compost pit* in which organic matter is converted to manure. *Constant effort to minimize waste generated in the labs is made. We have gone paper free by introducing an online application process for student admissions. The College is working on an Environmental policy to ensure the implementation of measures to make the Campus eco-friendly, to implement and monitor the measures.*

The Environmental Society of the College has been making small but effective strides towards generating awareness, consciousness and taking collective action. A plethora of events are organized each year to *create awareness on campus, such as scavenger hunts, awareness programmes, case study competitions, photography competitions, talks by noted speakers, quizzes, dog vaccination programme, waste sculpture competitions, documentary screenings and nature walks. We also have organized a number of tree plantation drives to keep our campus green.* The various activities carried this year are as follows:

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2. **Talks by Eminent Speakers:** Dr. Asmita Kabra delivered a talk on the topic “Debating Fortress Conservation”, followed by a documentary screening of “Make Way the Kuno Story” (<https://www.youtube.com/watch?v=Ku-J68qRnIw>). Discussions were invoked on the idea of fortress conservation as a conservation model based on the belief that biodiversity is best achieved by creating protected areas where ecosystems can function in isolation from human disturbances.
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9. **Upcycling Workshop** - Conducted by NGO Buland Awaz, the workshop was aimed at encouraging the concept of recycling, reusing and making the best out of waste. We made pen stands and cloths

out of old newspapers.

10. **Green Matter** - A state wide Environmental Quiz.
11. **NGO Stalls** - Stalls were put up by TERI, Mr. Joseph Verghese and Ms Sara. The idea was to display eco-friendly products and generate awareness and encourage a greener lifestyle.
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14. **Book Donation Week – In Collaboration with the Social Service League of the College**
15. Books and paper collected as a part of the drive will be recycled into notebooks and distributed in Government schools.
16. Apart from this, we have also collaborated with the World Wildlife Fund for a Tree Mapping exercise of the college. A Composting on College initiative is also in the pipeline. As a small step towards environmental awareness, we also share various current affairs related articles from various newspapers and magazines on our Facebook Page.

Best Practice – II

Title of the Practice: Cultural Amalgamation

One of the greatest challenges that our country faces today is that of holding on with the golden rule of the federation – ‘Unity in diversity’. Art forms are mirror to ones social beliefs, practices and customs. Our college through its various events not only make students experience the mysticism Indian art forms but also creates awareness about the regional art forms of the nation, and thus creating a harmonious environment for right education.

Evidence of Success

The various Societies and Clubs organized events through the year exhibiting cultural amalgamation. **Bengali Literary Society organized a talk** by Professor Manash Firaq Bhattacharya (12-09-2017), which focussed how three modern poets across three continents- Tagore, Rilke and Borges represent the animal in art. Agamani, a three-day cultural Durga Puja festival- we began the event with a cultural dance-drama, Mahisasur Mardini (21-09-2017) at the mess lawns, followed by a panel discussion and film screening on Satyajit Ray’s *Devi* (22-09-2017). The last day we organised a food walk to C. R. Park (23-09-2017) which attracted more than seventy food enthusiasts from college. Annual Bengali Lunch (31-01-2018), our biggest event during the year. The event saw a footfall of more than 250 people and was a resounding success. A talk by Dr. Nandita Basu (16-02-2018) who spoke on the women of mid-eighteenth and nineteenth century Bengal. Being a cultural society, we endeavour to be more like a family and we are glad that the Bengali Literary Society prospered and engaged with the students of the college this academic year.

The English Literary Society On 17th August, organized Logos 2018, a two-day literary festival held on 12th and 13th February, 2018. The theme for this year was 'The City in Literature'. On the first day of Logos, Professor Farhat Nasreen, from the Department of History, Jamia Millia Islamia, spoke to us about the poetry of Mir Taqi Mir and Muhammad Rafi Sauda. This was followed by a talk which shed some light on the lesser known writings in English from South Asian Cities, by Stuti Khanna, Associate Professor, Department of Humanities Social Sciences, IIT Delhi. The day ended with a screening of Alain Resnais' film *Hiroshima Mon Amour*. The second day of the festival began with a book discussion on *Dawn Watch: Joseph Conrad in a Global World*, with the writer and historian Maya Jasanoff, Coolidge Professor of History at Harvard University. The festival ended with a student conference, with participants from universities across Delhi. As part of Logos, we also set up a second hand book stall in collaboration with the NGO, Goonj. All the proceeds from the sale went to Goonj.

Hindi Sahitya Sabha or the Hindi Literary Society, St Stephen’s College provides a platform for innovation for emerging writers, playwrights, journalists, critiques and anyone who is interested in Hindi. Throughout the course of the year, with the organization of rich events, the society has grown, as has its individuals. An event on self-composed poetry reading was organized on the occasion of Hindi Diwas on the 14th of September.

The **Malayalam Literary Society** celebrated the harvest festival, Onam marks the society’s biggest event annually. As a precursor of the Onam celebration in the college, a talk was conducted on revisiting the popular as well as tribal myths of Mahabali, the asura king who is believed to return every year on Onam. The talk “Migration, Ethnicity and Mahabali : the many myths and narrative of Onam” with Mr. Vinod Kottayil Kalidasan, a research scholar with JNU was on 4th September 2017. It was conducted and organised by the Kerala Studies Cell vertical of the society. The celebration of Onam by the society was conducted on 7th and 8th September 2017 with an array of events spread across the two days. The celebration began on 7th September with the Pulikali - the traditional Tiger and Hunter dance by the first

years followed by the inaugural speech and the lighting of the lamp. On 8th September, the second phase of the celebration kick started with thiruvadhira -traditional dance of Kerala, performed by third year girls and the vanji pattu - the boat song by the first year boys. Following that. The Onasadhya took place that had lots of delicacies and finger-licking food,. Other events like the tug of war, movie screening marked the end of the two-day event.

A short film capturing excellently the celebration of Onam in St. Stephens college conducted by the Malayalam Literary Society was made by a group enthusiastic filmmakers. Many others together worked to make the film a tribute to the entire college brethren that has come together forgetting the boundaries of the different states they came from.

On the 19th February, the society organised the annual “ Medley Concert” that enthralled scores of music lovers. This has been a unique platform where both Malayalis and Non-Malayalis get to sing regardless of their music knowledge.

The Punjabi literary Society, Virsa is one of the literary societies in the college which aims to inculcate the traditions and values from the land of five rivers, Punjab. The society aims at working together to find a collective identity and keep up with the traditions of Punjab. To keep up with the events that the society conducts every year, the function of Lohri was organised on 13th January, 2018 in the college. The society participated in an event organized by the Poetry society of college in which two students from the Punjabi literary Society were selected to recite Punjabi poetry. They worked on the original poem and translated it in English language and presented it in college hall on 6th February 2018.

The society organized the Annual Punjabi Lunch on 13th April. Traditional Punjabi cuisine was served to students at affordable rates. The highlight of the celebration was the cultural event in which the Punjabi Academy, Delhi performed the folk dance of Punjab, Bhangra and also the martial arts called gatka. Our college students also put up a cultural performance in the mess lawns.

The Choreography Society began its academic year with the merging of the Indian and Western dance societies into one. We started with our launch production, Primus, in the month of August, where we showcased a few of our best performances over the past years, to introduce our society to the rest of the college. In the month of October, we went on to put up our mid-term production, Theia, which was a debut for our very talented batch of first years. Theia was a portrayal of our own interpretation of different colours and the emotions that they invoke. We also hosted a successful Raqs Utsav, our annual inter-college competition, where we provided a platform for over 20 soloists and 25 dance groups across the Delhi circuit. As a part of tradition, we performed multiple dances at the inaugural ceremony of the annual college festival, Harmony, and received a stellar response for our collaboration with Naqsh, the Indian vertical of the Music Society, where we showcased multiple classical dance styles on live music. This year also saw the birth of our first external choreography team, Inception, a handpicked group of dancers chosen to participate at the competitions organized by various colleges. This has been an eventful and highly successful year for our society and all our members, in terms of dance and otherwise. We were able to learn from each other and grow together into a beautiful family filled with talent and fuelled by a passion for dance.

The Fine Arts Society’s annual fest, Artipelago took place from 13th to 15th March, 2018. The theme for this year’s fest was ‘Traditional Art Forms of India’. A series of events were hosted under Artipelago which revolved around the theme.

The Music Society with a collaboration with the North-East society at college put up musical performances from the eight north eastern states of India. The event was called 'Echoes of the Eight' which took place on 16th January 2018 in the college hall. This first of its kind collaboration was thoroughly enjoyed by everyone, which also was a new and fulfilling experience for the performers. The Society also collaborated with the Choreography Society to present a fusion of Carnatic and Hindustani music at the inaugural event of college festival, Harmony, 2018. It organized its annual fest, Crosswinds,

which was a two day competition that took place on 12th & 13th March 2018 in the college hall. The first day of the event was dedicated to Indian Music competitions and the second day was for the Western Music competitions.

The North-East Society

The St Stephen's North-East Society was founded to bridge the perceived differences and divide - cultural, political, epistemic, and so on - between North-East India and the other regions of the country. They organized a North-East Lunch in the mess, serving the college community scrumptious and assorted cuisines from the different states of the region. They hosted, after this, several acclaimed poets, writers and litterateurs, who initiated the students into the vibrant yet little-known world of North-eastern literature. The Society puts in great effort to be inclusive in its celebration of the cultures and traditions it represents. To that end, they collaborated with the Music Society for a delightful musical evening, to which we gave the name "Echoes of the Eight". They also chipped in our bit for a poetry translation event by the Poetry Society. The historical and economic facets of the region was explored and elucidated through a Lecture series that we held. The lectures were delivered by some of the best scholars working on these areas. The annual fest, Unicolour, which serves as a platform for them to showcase the rich cultural inheritance of the region, conveyed through songs, dances, and artistic performances