

**MA** 2017  
**AP**

MARIAN  
ANNUAL  
ACADEMIC  
PLANNING



MARIAN COLLEGE  
KUTTIKANAM  
(AUTONOMOUS)  
MAKING COMPLETE

# Marian Annual Academic Planning (MAAP) Proceedings

Held at Pastoral Animation Centre, Anakkara

May 1 and 2, 2017

Marian Annual Academic Planning is a two-day academic conference with the participation of all the members of Marin faculty. It serves as a platform for institutional planning where discussions are held on various aspects like, teaching, learning, evaluation, facilities etc. it also helps the faculties and management for an introspective assessment on how far they have updated with the current academic practices. It also helps to pave the way for the professional growth of the faculty with a systematic feedback system.





## Proceedings on Day 1

10.30 am

- Prayer led by Rev Fr Dr Roy Abraham P.
- Fr James Kozhimala, Manager welcomed the gathering and in his address said that all the faculty shall work sincerely to improve themselves professionally and thus improve the quality of education provided to the students of Marian. We should set our goals on the holistic development of the students with focus on character formation and skill development.
- Dr Jose James said that as Marian has been conferred with the status of autonomy, we will have to develop syllabus by ourselves. It is a very serious business and the syllabi have to be developed in tandem with that of international institutions. All the faculty members shall be ready to take up that challenge.



**Fr Dr Roy Abraham – Review on the previous year:**

**Activity:**

Every Department shall present the activities done in the previous academic year and prospective plans for the next year. Every participant has the freedom to voice his/her opinion, critically assess the activities and provide suggestions for improvement. It is also a once in a year opportunity for the faculty members to come together, share their experiences, discuss matters that affect teaching-learning activities of the institution. The major inputs into MAAP comes from the departmental review of the implementation of previous year's teaching-learning and co-curricular activities.

The Principal reminded about our resolve to be the best College in Kerala, now we are marching towards attaining it.

In arts and sports field we have made significant strides at the University level.

We could schedule the examinations and declare the results on time thanks to autonomy. It is a collective achievement of the entire Marian community. The internal: external ratio has been modified to 40:60 and its implementation has been commendable.

We introduced the unique student friendly system of 'Save a Semester' system by which the failed students could save a year. It was a very successful experiment which has got wide acclaim from the students as well as their parents.

The Principal stated that these are only a few steps towards our dream of becoming the best College in Kerala. We have to go a long way to accomplish this goal and he solicited the whole hearted support of all for this.

#### **Self-introduction by new faculty members –**

- Dr Muralivallabhan TV took charge as the Director, Department of Applied Economics.
- Ms Jismy Maria Jose joined department of Commerce.
- Ms Jyothi Jose joined UG department of Computer Applications.

Before the start of the procedure the Principal reminded the congregation that our aim now is to transform Marian into a "*a world-class college*" and

1. For that we need to strengthen Research which is a very significant component. Faculties must find research/projects that are applicable for each.
2. Students' achievements –participation by students in intercollegiate fests, University level competitions and enhance their admission into premier institutions in India and abroad.
3. Create diversity in terms of origin, expertise, experience etc. of students and faculty.



2. Moodle exams (CA1 and CA2) being online exams, are not equipping the students for descriptive written exams (CA3 and SEE) which carries a larger proportion of their final marks and grades.
3. General tendency among students to take these online exams very lightly.
4. The gap between essential internal assessments (CA1, CA2, CA3 CARS and CADL) are so cramped that there was hardly any room for descriptive written exams to be conducted in class other than the centrally scheduled ones.
5. Many teachers find difficulty in differentiating CARS and CADL and its components.
6. For PG programmes, the compilation is difficult due to marks and grades.
7. As actual teaching hours are diminished considerably due to activities and meetings, no activities (and meetings) to be held during class hours ie. between 9.30 am and 3.20 pm.
8. For PG programmes, can the 8.30 am to 1.30 pm session be kept solely for classes and academic purposes, and all activities to be conducted only in the afternoon?

#### **Group 5**

#### **Questions:**

1. What are the positive outcomes of academic performance under autonomy compared to non-autonomous system?
2. What are the challenges being faced in improving academic performance in autonomous system? Suggestions to overcome the challenges to be given. State also the support required.

#### **Positives**

1. Academic discipline has improved with regard to day-to-day learning and attendance.
2. Good teaching and learning experience for students and teachers.
3. Reduced grievances from students.
4. Reduced discrepancies among examiners due to centralized valuation.
5. Improvement exams and re-exams are conducted without too much delay, which is student friendly.

#### **Challenges & suggestions –**

1. Tight schedule for teachers and students are affecting quality and performance of teachers.
2. There may be a centralized disciplinary action committee or any other system or faculty team for dealing disciplinary issues.
3. There may be a round-the-clock centralized reprographic facility be made available for speedy lag-less service within college or through an outsourced agency.
4. As there is very less time for remedial actions after CA3 exam, can CA2 be the written one rather than CA3?
5. As it was observed that the autonomous batch marks were less compared to university examination marks, we need to ensure that timely feedback (and corrective measures) are taken immediately after every assessment.
6. As the syllabus coverage happens only towards the end of the semester, can we have a day gap between exam days?



#### **Resolutions on the suggestions:**

1. CA1 and CA2 to be online only for this year also.
2. A reprographic Center will be set up in the College

3. Teachers need to adopt innovative practices like small/mini group discussions, innovative one page-assignment etc. to make teaching and assessments easier in a large classroom.
4. During class hours, competitions and other such activities are not allowed.
5. One day gap will be given between SEE days.
6. Discipline committee – left for discussion later.
7. One month gap between CA3 and SEE is available, during which teachers can give feedback or corrections.
8. June 1 and 2<sup>nd</sup> to be used by faculty to upload learning materials (course plan, syllabus etc.) for the use of students on the MOODLE platform
9. Interdepartmental programmes shall not be conducted during class hours

### **1.30 pm: Lunch Break**

**2.00 pm**

### **Group 2**

#### **Questions:**

1. What are the positive outcomes of conduct and publication of exam results?
2. What are the challenges being faced in conduct and publication of results? Suggestions to overcome the challenges.

#### **Positive Outcomes:**

1. Advance scheduling of exam timetables makes planning convenient for students and teachers.
2. The software(s) in use are excellent, especially designed for exam purposes.
3. Moodle exams improves preparedness for competitive exams.
4. Timely valuation is taken care of.
5. Part A, B and C of Question paper pattern is good for both teachers and students.
6. Has improved the quality of students' knowledge level.
7. Online publication of results benefits students to a great extent.

#### **Challenges and suggestions**

1. The gap between CA1 and CA to be increased.



2. As the quality of questions are going down due to the increased number of minimum questions required in the QB, it may be brought down to the current requirement to ensure quality.
3. The attendance tracking system may be made on a daily basis providing online visibility for students.
4. Duty leave for sports, culturals, College activities etc. are to be properly entered in the attendance system.
5. A System Administrator may be appointed for smooth conduct of online exams.
6. Increasing the time of relieving for invigilation duty.
7. Can there be table and chair for invigilators? Now at times there is no place for the invigilators to keep the additional papers etc. in exam hall.
8. Can tea/water be provided for invigilators? (during holidays Cafeteria don't function)
9. There should be proportionate distribution of exam duty.
10. Many a times, external examiners are unwilling to come to our College for valuation. Can the office of Controller of Examinations manage that?
11. Can we get an analysis of marks based on Bloom's taxonomy?
12. Hard copy of Examination manual to be made available in every department.

## **Group 6**

### **Questions:**

1. What are the positive outcomes of conduct and publication of exam results?
2. What are the challenges being faced in conduct and publication of results? Suggestions to overcome the challenges.

### **Positive outcomes**

1. Students and parents are very satisfied over the timely conduct of examinations and publication of results. Students are now able to apply for the programmes of outside Universities.
2. Question Bank can be developed during the running of the course itself.
3. Teachers have become more accountable, academically efficient and responsible.

### **Challenges and suggestions**

1. Syllabus is being squeezed in to fit the time schedule.
2. Can CA3 be advanced?



1. How far were we able to introduce modern tools of educational technology to achieve higher standards and greater creativity? List the prominent innovative strategies used.
2. What support would you expect to enhance the use of modern educational technologies?

### **Positives**

1. MOODLE is a full-fledged learning management software is made use of, though its full potential is not explored and utilized in our College.
2. Library is making use of technology provisions.
3. Alumni group strengthened through social media.
4. Uses Blog for information dissemination.
5. Online services established for admissions, exam registration, etc.
6. QB preparation and QP generation are automated.

### **Requirements**

1. Studio may be made available for recording audio/video classes.
2. A/V room now is insufficient and to be modified.
3. A few virtual classes may be conducted on an experimental basis.
4. Video/LCD screens (for announcements) may be installed in all classrooms.
5. Kiosk to be brought back for students.
6. Raspberry-Pie can be used to setup desktop labs at a very cheap rate.
7. Reprographic services to be extended to all buildings.
8. Need for ICT support and development services is high.
9. CSR funds to be explored for setting up of labs.
10. Additional lab needed for MOODLE exams.
11. SPSS training, training in advanced Excel to be given.

### **Resolutions:**

1. Room/studio will be set up soon for PG in Media Studies which can be used by the all the teachers.
2. Big TV screens and movable whiteboards to be provided in all classrooms in due course of time so that additional A/V rooms may not be required.
3. 180 computers are being installed. Will look into the possibility of cheaper desktops through Raspberry-Pie.

4. BSNL new scheme and Airtel tie-up will ensure cutting- edge Wi-Fi availability. 100mbps speed connection with BSNL already availed.
5. Number of preventive checks of LCDs on a regular and more frequent periodic basis will be ensured.
6. UPS packing will be looked into immediately.
7. Switching on the generators for educational purposes does not require Manager's or Principal's sanction – request to be made for office assistance directly. In case of refusal, contact the Principal.

### **Group 7**

#### **Questions:**

1. How far were we able to introduce modern tools of educational technology to achieve higher standards and greater creativity? List the prominent innovative strategies used.
2. What support would you expect to enhance the use of modern educational technologies?

#### **Points**

1. All teachers need to explore the immense potentials of MOODLE.
2. Examine whether Moodle can be used for CA1, CA2, CA3, QB, CARS, and CADL etc.
3. Students may be permitted to update course contents and give it online for publishing.
4. The misuse of mobile phone to be monitored.
5. Students may be familiarized with MOOC, Blackboard etc. so that they get wider exposure.
6. Proper monitoring of technology gaps may be conducted.
7. PG teachers require support between 4:30 and 8.00 pm.
8. During MOODLE exams, students need to be physically present in the exam lab/hall.
9. Customization of MOODLE for entering internal marks will be done.

### **Group 4**

#### **Questions:**

1. How far could we improve relationships with neighboring community through community service, extension activities, projects for the benefit of the society at large, neighborhood programmes etc.?
2. Discuss whether autonomy strengthens relations between students and faculty? How could we strengthen further?



3. How could autonomy be used for strengthening team work skills of students?

### **Positives**

1. Azhangadu village adoption – Spoken English, Computer literacy and Tuition classes for students of the village are arranged based on need analysis.
2. Extension activities – Construction of Houses and roads.
3. Marian buds – fruitful, buds needs to be improved.
4. Making and marketing of – soaps, masalas, spices etc.
5. ASAP is already happening.
6. MSW students are trained to teach life skills in nearby schools.
7. MMH students involved in tourism related activities.

### **Suggestions**

1. Help Clinic for can be setup maybe with the help of Childline.
2. Opening the library, computer lab etc. may be made available to local students.
3. Services of experts from the local community can be utilized by the department for teaching extension related activities.
4. Creating leverage for the College. Thatching/roofing class etc.
5. Students of MMH can take up chores like housekeeping...in hotels and resorts of Kuttikkanam region.
6. Teacher-student relation reduced after autonomy due to tight schedules. This should be taken care of.
7. Provisions for cancelling one exam?
8. Facilitate coordination of different student activities through the teachers to improve teacher – student relation.
9. Strengthen value based classes and mentoring
10. Can walk-and-talk be made compulsory?
11. Promote team-work through team synergy activities of CARS and CADL etc.

### **Group 8**

#### **Questions:**

1. How far could we improve relationships with neighboring community through community service, extension activities, projects for the benefit of the society at large, neighborhood programmes etc.?
2. Discuss whether autonomy strengthens relations between students and faculty? How could we strengthen further?
3. How could autonomy be used for strengthening team work skills of students?

**Positive outcomes:**

1. Good Samaritan work: Village adoption
2. Soft skill development, empowering youth, safe water harvest, watershed programme around the College.
3. Sharing and rationing of water in our College.
4. Awareness creation – fight against drug abuse.

**Suggestions:**

1. Substance abuse: Encourage sports and sportsman spirit. Identify and eradicate the root cause of usage.
2. Focus on Youth Club competition, sports, training, entrepreneurship etc.
3. Share research findings with the community.
4. Scholarships to be made known to the community.
5. Persons coming with admission enquiry, tourists etc. to be provided excellent hospitality.

(Fr Robin Pendanathu listed out the extension activities of the year)

**Resolutions:**

1. Scope of another library for the local students by collecting used school books from our students will be examined.
2. Computers cannot be given for the use of outside students.
3. Parents to be made a part of induction. Faculty- student relationship to be strengthened.
4. (Vigorous) induction programmes to be organized by the departments as the chances of fallouts to be zeroed.
5. More thinking to be given on “Know your students”.

6. Grievance redressal cell needs to be strengthened.

## **Tea Break**

### **Group 1**

#### **Questions:**

##### **1. Discipline issues of students.**

- I. Attendance: How to monitor both hostellers and day scholars?
- II. How to manage attendance for participation in : on duty events in campus, NCC, NSS, Sports inside or outside campus, intercollegiate events outside campus, other events outside campus?
- III. Policy on medical leaves

##### **2. Preventions**

- I. Prevention of ragging
- II. Substance abuse and drugs

##### **3. Mobile phone use and misuse**

#### **Suggestions:**

1. Hostel wardens to be made responsible to ensure attendance.
2. Leave forms to be insisted with no compromises.
3. Written leave letter by parents to be made compulsory.
4. Attendance shall not be cut as a means of punishment, if the student is physically present in the class.
5. Leave forms shall be kept in the department properly.
6. Duty leave to be granted only with the permission of the HoD.
7. 'Duty leave forms' to be made available and that has to be attached to the regular attendance sheet by the HoD.
8. Duty Leave may be called as "Activity Leave"
9. Teachers' vigilance required at all times with regard to ragging irrespective of their departments.
10. Classes on drug-abuse to be conducted.

11. Unauthorized use of mobiles are to be strictly banned on campus. Mobiles to be in switched-off mode. Even reading messages, looking at the time, etc. are mobile usage and to be banned.

## **Group 8**

### **Questions:**

#### **1. Discipline issues of students.**

- IV. Attendance: both hostellers and day scholars, how to monitor?
- V. How to manage attendance for participation in : on duty events in campus, NCC, NSS, Sports inside or outside campus, intercollegiate events outside campus, other events outside campus?
- VI. Policy on medical leaves

#### **2. Preventions**

- III. Prevention of ragging
- IV. Substance abuse and drugs

#### **3. Mobile phone use and misuse**

### **Suggestions**

- 1. Online/automatic SMS to the hostel warden and parents to be sent regarding absence.
- 2. Use the back pages of College calendar for recording absence.
- 3. There should be seal in the participation certificate for availing duty leave.
- 4. Setup surveillance and formulate means to romp in a group or secret informers.
- 5. Seniors shall specially be involved in campaigns against ragging.
- 7. Presence of teachers required even in the bus-stand.
- 8. First year classes to end by 3.10 pm for the first month to avoid incidents of ragging.
- 9. No attendance to be given for medical leave. However it may be considered at the end of the semester if the student has attendance shortage.
- 10. UG Hostel Director to be present in the campus also.

### **Resolutions:**

- 1. No late coming of hostellers to be tolerated, though genuine cases of late coming by the day scholars to be given consideration.



2. Office staff to be made responsible to mark late coming of each student on the calendar. Duty leaves shall also be marked.
3. Applications for duty leave along with leave letter to be sanctioned by the HOD. This has to be countersigned by Faculty Advisers concerned. The leave letter should be made available at the classroom podium for reference.
4. Condonation may be considered only in case of medical issues.
5. White-paper leave application can be accepted as per UGC norms.
6. Name and photos of senior students with achievements can be posted in the social media.
7. Marian campus is 'No mobile zone'. Students shall not possess mobile phones on campus except with written permission in special cases. If confiscated, phones will be kept in safe custody at Principal's office which will be returned only at the end of the academic year concerned.
8. For placement related reasons, mobile phones can be used after prior permission from faculty.
9. College timings for UG: 9.30 am to 3.20 pm.
10. College timings for PG: 8.30 am to 3.20 pm and 6.00 pm to 8.00 pm.
11. Sending of automated messages in case of student's absence is not in consideration as of now.

## **DAY II- Session I**

1. The meeting unanimously congratulated the Examination Cell and the Controller of Examinations for the tremendous efforts taken by them to publish the results of 2<sup>nd</sup> Semester PG on time.

### **Group 2**

#### **Questions:**

1. Which are the areas that need the creation of uniform reporting formats while evaluating performance of departments? Please list them. Please add the parameters of evaluation also.
2. Instituting recognitions and scholarships:
  - I. Most prominent (best) department of the College. Please suggest parameters of evaluation.

- II. Student of the month. Create one or more parameters of evaluation for each month. (June to March). Eg: Best Social Worker for June. Best coordinator for November etc.

### **Suggestions**

1. Criteria for judging Best Department – Books published, Publication, attendance, academics etc.
2. Best student of the month – each month to be earmarked for one award-
  - i. June – Best Nature lover of the month
  - ii. July – Best news reader etc.
3. Recommend one student from each Department. ...then select one, maybe through interview, open stage performance etc. by a ‘panel/jury’.

### **Group 7**

#### **Questions:**

1. Which are the areas that need the creation of uniform reporting formats while evaluating performance of departments? Please list them. Please add the parameter of evaluation also.
2. Instituting recognitions and scholarships:
  - I. Most prominent (best) department of the College. Please suggest parameters of evaluation.
  - II. Student of the month. Create one or more parameter of evaluation for each month. (June to March). Eg: Best Social Worker for June. Best coordinator for November etc.

#### **Suggestions**

1. Categorize awards into heads like –
  - a. Student
  - b. Faculty
  - c. Activities
  - d. Research
2. Each to be judged on different criteria.
3. Best PR on campus, Best Extension activity, Best Department creating maximum entrepreneurs on campus etc.
4. Maybe different entries for UGs and PGs...

5. Core competencies and uniqueness of each Department needs to be celebrated.
6. Caution to be taken to see that there is no unhealthy competition.
7. There is a fear of reduced cooperation between departments and teachers if awards and recognitions are constituted based on performance.

### **Resolutions**

1. AAA assessment requires finding out the best department. it is a mandatory process and it has certain well-defined criteria for assessment.
2. Competition often produces negative impacts, so departments should focus on improvement of academic quality.
3. Healthy competition should be brought in. Separate entries for UG and PG programmes may be done
4. A committee to be constituted to discuss the names of awards to be distributed.

### **Group 3 and 6**

#### **Questions:**

1. Instituting recognitions: Faculty of the month. Create one or more parameters of evaluation for each month. Eg: Best mentor of the month for June, Best researcher for January, Best activity of the month etc.
2. How to enhance research output and develop consultancy: inter-departmental cooperation in research. How about starting consultancy development centre? What support you might expect from such a centre?

#### **Suggestions**

1. Cooperation has to be enhanced and sustained.
2. A committee can be constituted.
3. Nomination by any teacher about his/her colleague.
4. Principal/a committee can evaluate the nominations.
5. Award can be given at the end of each semester.
6. Research: student projects to be converted into research papers.

7. A broad theme like 'Sustainable Development' can be taken up towards which all the departments' researches can focus. Each can explore its different facets. It is good if all researches on campus can focus on such a current and relevant multifaceted issue.
8. Consultancy: A resource pool of existing expertise of faculty on campus to be made and College can give wide publicity and remuneration etc. to be worked out as a policy.
9. A research committee can be constituted to see if more projects can be developed into consultancies and even a patentable product.

#### **Group 4**

##### **Questions:**

1. What could be done to improve English communication of students? Suggest possible class wise/department wise activities.
2. Common training that could be offered. Like for higher studies, placements etc. Strategies to motivate students to participate in such trainings. How to find funds for conduct of such trainings?
3. How to enhance achievements in sports, games and arts festival?

##### **Suggestions**

1. Measures to improve Teacher – student interaction have to be undertaken.
2. Newspaper analysis has to happen in classrooms.
3. Innovative punishments like delivering an English speech, an article review in English etc. may be given to students.
4. Invite external agency or resource persons for English coaching, fee can be collected at the time of admission itself.
5. Rigorous induction at different levels, by the College, by the departments etc. shall be conducted.
6. Encouragement and training for sports may be done.
7. Diversity among student population may be improved. Students and faculty from other states may be made part of Marian community.
8. Certificates to be issued for non-credit courses.

##### **Resolutions:**

1. It is mandatory for all the faculty to take classes in English except for languages.



2. English newspapers to be provided in every classroom.
3. Language of communication between student and faculty shall necessarily be in English.
4. Common coaching programmes are to be started. We need to appoint specialists in the concerned areas for such programmes.
5. Departments are made responsible for subject wise inclusion of experts.

## **Group 5**

### **Questions:**

1. What could be done to improve English communication of students? Suggest possible class wise/department wise activities.
2. Common training that could be offered. Like for higher studies, placements etc. Strategies to motivate students to participate in such training. How to find funds for conduct of such trainings?
3. How to enhance achievements in sports, games and arts festival?

### **Suggestions**

1. Creating diversity among students and faculty to improve English.
2. Classify students into 3 groups by their English standards and provide targeted weekly debates etc.
3. Non-credit courses with fee from students.
4. Marks etc. can be awarded based on a common policy.
5. Union Elections to be held in June – July every year.
6. Arts Day to be held at least in August every year to identify talented students well in advance.
7. Playground to be developed to facilitate sports and games activities.
8. Identify more sports events which have fewer competitors.

### **Resolutions**

1. Newspapers to be made available in all classes from June (not for cutting pictures).
2. Medium of communication shall be English.
3. The medium of instruction in Marian is English.
4. Common training – STARS model for UG programmes and Mr. Abraham Kurian (IPS retired) for PG programmes
5. MCF..., Talent Day, Arts Day etc. to be held in the early months of the academic year.





10. CARS and CADL marks to be finalized before CA3 exams.
11. Course Plan, all teaching materials, dates of submission of assignments, schedules of CARS and CADLs etc. shall be made in MOODLE by June 2.
12. Graduate Assistance can be provided by teachers who have completed three years for evaluation of CARS, CADL etc.
13. A manual for quick reference for teachers regarding internal exams, attendance, fines etc. to be made available as early as possible.



**Resolutions:**

1. No restrictions to number of activities outside College hours.
2. No activities to be held during College hours.
3. Intra-departmental activities to be restricted to one per semester.
4. Only one Inter-collegiate fest this year. To be coordinated by Fr Shaiju KS and MCSC with representatives from each department as a Core Committee.

5. Celebrating diversity and ethnicity – responsibility given to Mr Ajith Fredjeev, School of Social Work.
6. For Tug-of-war competition- divide participant teams into houses/groups that are not class or batch based. Teams should not be allowed to practice outside the campus.
7. Christmas Day celebrations – crib competition to be kept much ahead the area shall be cleaned before vacation starts. Size of crib should be given before- hand.
8. No plastics on campus including flex. Print on cloth and ask students to draw on paper or cloth.
9. Induction programme for UG may be conducted. General induction programmes like ‘Set sail’ programme will be organized. Department wise induction also to be conducted. New students shall be given a great feeling about College by the department in the early days itself.
10. Budget of departments may be prepared well in advance.
11. Can non-credit course be converted as certificate courses? Discussions needed in department. We can collect fees and issue certificates.
12. German, French, Arabic etc. are provided as second languages if the students require.
13. Corporate responsibilities to be continued as of previous year.

### **Placements**

1. Last year placements were poor due to various national and international issues.
2. Got 13 on-campus and 47 off-campus placements as of date.
3. Placement drives to be enhanced this year. Visits by top companies to be ensured.

### **Open Discussion**

1. Can we think of student faculty?
  2. Can we make it compulsory for students to do volunteering activities, for example, minimum number of hours for all students?
- Feedbacks on MAAP were given by Dr Jojo K Joseph, Dr Muralivallabhan TV and Sr Flower Komattom.

**Apart from the resolutions made on suggestions from the Groups, the Principal announced the following resolutions also as generally agreed upon by the congregation.**



