MA AP 2018

MARIAN
ANNUAL
ACADEMIC
PLANNING

MARIAN COLLEGE
KUTTIKKANAM
(AUTONOMOUS)
MAKING COMPLETE

Marian Annual Academic Planning 2018

(MAAP)

Proceedings

Dates: 31.05.2018 to 02.06.2018   **Venue: Examination Hall,**
                                                       Marian College Kuttikanam

Marian Annual Academic Planning (MAAP) is a 2/3 days' academic session conducted for Marian faculty. It serves as a platform for institutional planning where discussions are held on various aspects like curriculum, facilities etc. It also helps the faculties and management for a self-evaluation on how far the College has achieved the goals set in last year's meeting and imbibed the latest advances in academic practices. It also helps to pave the way for the professional growth of the faculty with a systematic feedback system.

31.05.2018 (Thursday) Day 1

9:45 am   : Prayer

9.50 am   : Welcome Address:

                  Dr. Binu Thomas, Coordinator IQAC.

10.00 am   : Presidential Address

                  Rev. Fr. James Kozhimala, Manager Marian College.

10.10 am: Principal's Message: Envisioning Marian Future

Dr. Roy P Abraham, Principal solicited the active participation of all the faculties in the discussions and debates that would follow. A schedule for the policies to be adopted in the next academic year has to be evolved as a result of the spirited conversations and thoughtful deliberations that should happen here. MAAP will review and take stock of the previous years' activities presented by the Departments. The compliance to previous year's academic plan, the quality of implementation, programme conducted, results and placements achieved, standard maintained, feedback received from stakeholders etc. are critically reviewed and gaps will be identified.

Based on the suggestions, and review findings, a College level academic plan for the next year will be prepared. The implementation of this plan is monitored and reviewed by the IQAC, Department Heads and statutory bodies.

The considerate comments of all the faculties will be taken into account while formulating the policies. Our vision for tomorrow shall amalgamate and unite with our vision till date. We must be very ambitious and make our students ambitious about the fast changing world. The inputs from this meeting would definitely be the guiding force for this. We shall dream big about a Marian that would become a great model for higher education institutions in the country.

We are on our march from good to great from better to the best.

Some of the prominent achievements from 2014 May.

- In May 2014 – We became eligible to be II phase of CPE.
- Immediately we started preparation for autonomy.
- Completed our work and got short listed by the state government in 2015.
- In 2016 June we became autonomous and we started positively experimenting with autonomy.
- Became one of the prominent autonomous colleges in the state by 2017.
- In 2018 we got figured in the first 100 colleges in the NIRF attempting it for the first time.

- In 2018 May Marian had been recognised as one of the high performing autonomous colleges in the country and consequently got selected for RUSA funding of 5 crores.

We have also grown materially during these years

- Acquired new land in 23 years
- New building getting completed.
- New academic programmes unique to Marian.
- Our premises improved a lot, facilities increased.

All these were possible because of the supportive management and above all because of the passion, dedication and commitment the Marian Community have shown. All these achievements made by us should commit ourselves for higher goals.

Purpose fuels your motivation. What do you look forward to achieving tomorrow, next quarter or in the next five years? Imagine waking up every day excited for what you've set out to accomplish. That passion alone will propel you to the next level. Hence, average is not good enough to be any part of your life.

CHALLENGES AHEAD

- Become one among the first 50 in the next NIRF and in two years below 25 in College category.
- Need to go for two accreditations by November 2018.
  - 5 S & NAAC
  - 5 S is about going lean. Making only targeted efforts and no wastages.
  - The five words and questions in 5S are:

SORT **(Do we need this?)**
SET **(Do we have a good place for this?)**
SHINE **(Is it in the designated place, labeled and clean?)**
STANDARIZE **(Is there a written procedure for this?)**
SUSTAIN **(Are we auditing and maintaining the written standard?)**

What Jim Collins and his research scholars say in their book is to " Preserve the Core Values and Core Purpose, Change "Cultural and operating practices, Specific goals and strategies."

Principal announced that Dr Ajimon George will be the Vice Principal in charge of Innovation, Academic Excellence and Training. Dr Rajimol A will discharge duties of the Principal, in his absence. Details of the portfolio for the Vice Principals will be informed later.

10.30 am: The Principal introduced the new faculty members.

The meeting then entered into the proceedings of the session.

A time slot is allotted for discussion on policy matters and general issues on the closing day of MAAP 2018 (02.06.2018 Saturday). A provision for submitting the topics for discussion (like use of mobile phones, autonomy related issues, exams etc.) will be provided in the first day of MAAP.]

10.45 am:

Formal Session I:

Presentation of Programme Specific Outcomes (PSO)

Departments were directed to submit the PSOs in the Criteria II of the Moodle platform exactly in the template provided before making the presentation.

11.30 AM

 Formal Session II

Presentation of Department Plans for NAAC 2018

Departments shall submit the plans in advance on Criteria VI of Moodle platform in the Moodle platform exactly in the template provided. One hard copy of the filled in Performa has also to be submitted by the departments during MAAP.

12:30 PM

Formal Session III

CO, PO and CO PSO Mapping

12.45 **Lunch**

CO, PO and CO PSO Mapping continued

9.15 AM   Formal Session IV

Presentation of Course Outcomes (Cos) - Discussions & Clarifications

[Departments are requested to submit the COs exactly in the template provided in the Criteria II of the Moodle based data Collection Platform. The Cos have to be uploaded into College website.

11.30 Formal Session V

Presentation of Value Addition Course Syllabus and Outcome

The value addition course details – Name, Syllabus, and outcomes were uploaded in the Criteria I of the Moodle based platform exactly in the template provided.

12.30 PM Lunch Break

1.30 PM

Formal Session VI

Presentation of Department Level CO-PO & CO-PSO mapping

Along with Course Outcomes (COs), all the activities of the departments like training programmes, Outreach, Industrial Visit etc. were listed and their outcomes were also listed to map with PO & PSO. All such activity outcomes were listed to be uploaded to Criteria II of Moodle based platform.

1.30 Department level discussions for mapping

The participants grouped department wise for holding department vice discussions on mapping.

2.30 Department level presentations of mapping continued.

4.00 Tea Break

5.15 Evening Break

6.00PM

Formal Session VII

Presentation of Areas for MOU

Identifying the areas for signing formal MOUs with other organizations and submit it in advance in the Criteria I of Moodle based platform. Detailed discussions were held and a tentative list has been prepared.

7.00 Reflections on NIRF Ranking by Ref. Dr. Roy Abraham P

The Principal requested that all efforts shall be taken to score a high rank in the ensuing NIRF ranking.

8.00 PM

Dinner

<p align="center" style="color:red">02.06.2018(Saturday)</p>

9.00 AM Formal Session VIII **CO linked course plans**

9.30 AM Department meetings to prepare course plans were conducted.

10.30   Submission of Course plans and presentations.

11.30 AM

Formal Session IX

Discussion on Policy Matters

12.30 PM Lunch Break

1.15 PM

Formal Session X

Marian Corporate Responsibilities

3 PM

Mentoring: A session by Dr Ajith Fredjeev

• Detailed on the significance of Academic mentoring.

• It is the handholding between mentor and protégé.

• Mentor shall act as a trusted advisor/teacher/wise person.

• Mentoring is of two types: Formal and Informal, (Personal and Academic)

• Formal Academic mentoring involves activities like helping the student get a scholarship, helping them to write a CV or covering Letter etc.

• What we have planned for is One hour session twice a month. First and third Wednesday for Value Education and second and fourth Wednesdays for Mentoring. It should be accountable and transparent.

One session shall take place inside the class hours and one session outside the class hours. The session inside the class hours will take place on Wednesday during the value education hour and one outside the class hours will be at 3.30-4.30 during the same day. From next semester onwards the session outside the class hours will be during the Last Monday of the month.

• Dr Ajith Fredjeev will be the coordinator of the mentoring program.

• Departments of MMH & BBA will share mentoring responsibility while MCMS and BACE departments will share the responsibility.

• There will be 16-20 students in a group.

3.30 PM

Training Sessions on Code of Conduct and Ethics

The sessions were led by Fr. Roy Abraham P and Dr. Jose James.

The Principal said that separate sessions on code of conduct for students, faculties, administrative & support staff will be held every year. The trainings will provide fair procedures on all aspects of academic life on Marian Campus that are strictly to be followed by Marian Community including the authorities. The code of conduct will encompass the areas like academic responsibilities, academic integrity and general behaviour.

The following guidelines regarding guidelines on Code of Conduct for teachers were

Issued:

1. Maintain responsible and ethical practices in profession.
2. Engage in professional development relentlessly.
3. Cultivate lofty standards in teaching- learning, student management and extra- curricular activities.
4. Contribute to the development of an open and collaborative professional culture on campus
5. Engage colleagues with respect creating a congenial environment on campus.
6. Involve in research activities.

7. Assist new comers to the profession enthusiastically.
8. Maintain active memberships in professional organizations.
9. Make use of library and other facilities to the optimum.
10. Be regular, punctual and report to the classes on time.
11. Spell out the Course Outcomes clearly before the commencement of each semester communicate them to the students effectively.
12. Question Bank preparation, invigilation and evaluation are part of duty.
13. Develop a very healthy relationship with the students maintaining the professional distance.
14. Encourage students to develop good social values and qualities and to develop the spirit of research.
15. Take responsibility in the intellectual, physical and moral well- being of students.
16. Complete with integrity, the academic and examination related assignments as per the schedule.
17. Dress in a manner appropriate to the academic environment and which enhances the good will of the institution.
18. Be updated with the rules and regulations issued by governments, UGC, University etc.

Feedbacks and Valedictory session

Policy Decisions taken during MAAP

1. No Political affiliation or any sort of political activity is allowed inside the campus.

2. Use of Mobile Phone:

•   No teacher should take mobile phones to classrooms.

•   Mobile phones if confiscated by the teachers, it should be given to reception. The student can pay the fine and show the receipt and get the phone. Fine will be progressive in nature. Base fine is

Rs 500. Second time it would be Rs 1000 and for the third time it will be Rs 1500. The fines will be remitted to Scholarship fund of the college.

• After the confiscation of mobiles three times in an academic year, it will not be given back if mobile is taken by the teacher.

• Timing of mobile use: No student is permitted to use mobile in the campus from 8.30 to 3.30pm and even during the intervals. If a student need to make a call, he/she can approach the teachers in the department, get permission and use it in the department.

3. Industrial visits: during the discussion of industrial visits, father said last year there were instances of substance abuse from the part of children. Hence we should be careful about planning IV.

• Hostel authorities complained that due to the inappropriate timings of arrival and departure of students for IV, they are having problems, college decided on timing for arrival and departure.

• Time for arrival: Before 10.30pm in the night or after 5.00am in the morning

• Time for departure: After 5.00 am in the morning and before 10.30pm in the night

• Time duration for IV:

For UG and PG: I day and 2 nights

• Depending on the cases slight changes can be accepted for PG departments. MMH department is exempted from this rule.

• If in any case students come late than the prescribed time, upon earlier conversations, beds can be arranged for students in the classrooms. Teacher in charge should also be present during the overnight stay.

4. Celebrations in the campus:

• Management has decided to conduct lots of programs every month. One teacher will be assigned every month and he/she will be in charge of conducting programmes for the month.

• We should try to honour the diversity on the campus.

• This task will be evaluated as part of the self-evaluation report given by teachers.

• Dr Vijayakumar, Director, MCMS Department suggested that conducting Seminar/Workshop in major towns like Ernakulam or Trivandrum would give mileage to the College.

5. Yoga Training: As part of International Yoga Day, yoga sessions will be given to selected students from all the class. Another program which lasts for 10 days in cooperation with NSS is also on the thinking level.

6. MARIFIT: This academic year MARIFIT programme will be brought back. Programmes like Mountain cycling and High-range marathon will be conducted.

7.   PhD option for SF Faculty: Dr Murali Vallabhan, Director, Economics Department raised the question of giving chance for SF faculty to do PhD. Father Roy said that those teachers who serves long in Marian will be given chance for doing research.

8.   MCMS and MCA department jointly will start a YouTube channel. This would help in increasing the public perception about the College. Fr Roy congratulated Dr Chackochen for publishing two articles on autonomous institutions in newspapers.

9.   Green Protocol: Use of flex inside the campus and in the town areas is strictly banned. We have to be committed to the cause of avoiding plastic pollution. Mr. Ajesh Joseph said about having a green protocol for the College that shall be followed scrupulously by the conductors of programmes on Marian campus.

10.   Online course production: Dr Vijayakumar will invite Dr Damodar Prasad of EMMRC to the campus to talk on developing online courses. He will be in the campus on June 13th. All the teachers shall make use of the resource person.

•   The studio facility of MCMS department can be used by teachers for recording a lecture or for any purpose. If a teacher needs leave for a day, he can record the lecture and give it to the students, who will have access to the video during the hour time. An exam can also be conducted on the basis of the video lecture.

Items to be included in the Department plans for next academic year

(To be completed before 31 July 2018)

1.   Finalize the Programme Specific Outcomes.

2.   Fine tune the Course Outcomes and all the Course Outcomes to be listed in a separate file.

3.   Identify the local, national, regional, and global development needs in the respective disciplines and how the PSO are linked with them.

4.   Modify the courses to meet the employability, ethical, gender, environmental needs.

5.   Conduct BOS meetings to approve courses with employability, Ethical, Environmental, Gender issues (To be conducted in first week of June).

6.   Submission of teaching plans linked with Course Outcome/Programme Specific Outcomes/ Programme Outcomes (**To be completed in first week of June**)

7.   Prepare the syllabus of value addition courses with clearly defined outcomes.

8.   Schedule all extracurricular activities and identify the outcomes of these activities. Plan additional activities

9.   Set dates for structured feedback.

10.   Plan date for demo Student Satisfaction Survey (SSS).

11.   Plan a workshop/seminar on Intellectual Property Rights (IPR) preferably in June.

12. Plan a workshop/seminar on innovations preferably in July.

13. Conduct one career counselling and career guidance programme for all batches (August)

14. One Yoga training session for all batches (July/August)

15. Few Vocation training programmes in the Department (June)

16. Formation of a student's Council in the department (June)

17. Preparation of Department master plans (June)

18. Department level Internal Audit (June/July)

19. One Gender equity programme (July/August)

20. One green initiative   (July/August)

21. One activity involving local community

22. Celebrating the birthdays of national leaders/National festivals

23. Departments to work upon linkages with premier institutes/Organizations for Faculty/Student/Resource exchange.

24. Signing at least 10 MOUs in the listed areas.

25. Completing Structured feedback on curriculum.

26. Completing Students Satisfaction Survey.

27. Publishing one Book from every Department (Many teachers can co-author)

28. Collecting letters from the host institution/organization for extension activities

Fr. Shaiju KS extended the vote of thanks.

The proceedings of MAAP 2018 came to an end at 4.30 PM.