

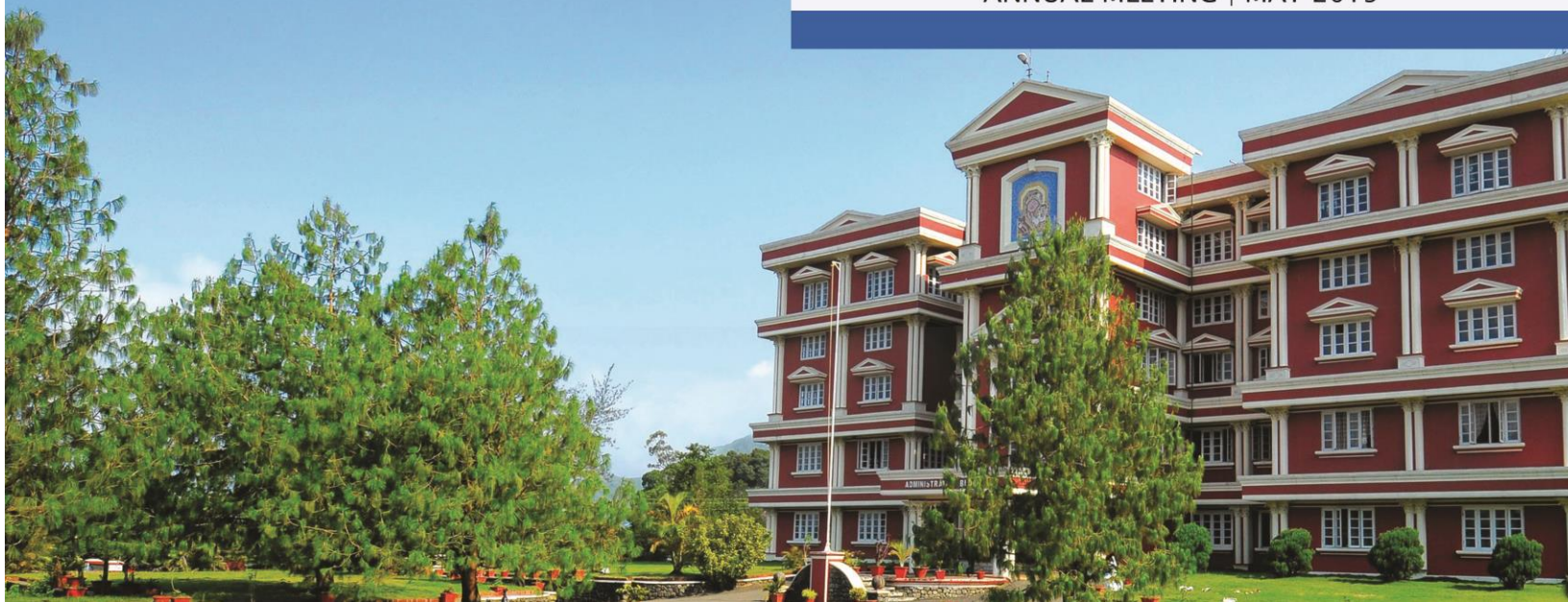


MARIAN COLLEGE
KUTTIKANAM
(AUTONOMOUS)
MAKING COMPLETE

SPEL

**Strategic
Planning for
Excellence &
Leadership**

ANNUAL MEETING | MAY 2019





Marian College Kuttikkanam
(Autonomous)
Strategic Planning for Excellence
and Leadership-Annual Meeting
May 2019

PROCEEDINGS

Date:

6th and 7th of May 2019

Venue:

Carmelia Haven Plantation Resorts, Vandanmedu.

Attendees

Fr. James Kozhimala

Manage in the Chair

Fr. Dr. Roy Abraham P

Principal

Dr. Jose James

Member, Governing Council

Mr. Biju P Mani

Controller of Examinations

Dr James PJ

Fr. Sijo Pannalakkunnel

Fr. Mathew Narippara

Mr. Radhakrishna Pillai B

Research and PG Department of Commerce

Dr Chackochan J Njavallil, Dr Ajimon George, Dr Thomas K V,

Ms Vinitha M V, Ms Remya Krishna,

Mr Eric Thomas Joseph, Ms Mamtha Mariam Joseph,

Ms Jismy Maria Joseph, Ms Seethalekshmy C,

Ms Reshma Roy, Mr Midhun Antony.

Department of Business Administration

Dr Joshy John,

Ms Melby Joseph,

Fr Dr Sibi Joseph, Ms Simi John.

UG Department of Computer Applications

Dr Rajimol A, Dr Binu Thomas,

Ms Amruth K John, Ms Lumy Joseph, Ms Benymol Jose,

Ms Juby George, Mr Santo Cherian, Ms Jyothi Jose.

Department of Physical Education

Mr Bobby K Mani,

Mr Thomas Joseph, Ms Sonia Scaria.

Department of Hospitality Management and Tourism

Mr Joby Cyriac, Fr. Shaiju K S,

Mr Sajan N Thomas, Mr Jacob Bose,

Mr Arun George Joseph.

Department of MCom PGDM

Dr K V Thomas, Dr Baby M D,

Mr Jayamon M R, Mr Nebu Cherian P,

Ms Sneha Alex, Dr Shinta Sebastian, Mr Cyril Manuel.

School of Social Work

Dr Cherian P Kurien,

Br Joseph Charuplakkal, Ms Princy T Sebastian, Mr Ajesh P Joseph

Dr Rasi R A, Mr Alen Kuriakose, Fr Robin Pendanattu,

Dr Boban Joseph, Ms Aneena Anna Sebastian

Mr Balu B Pillai, Mr Mathew T John.

PG Department of Computer Applications

Dr Mendus Jacob, Mr Win Mathew John,

Mr Robins A Kattoor, Dr. Brijesh George John,

Ms Reny Jose, Ms Raji R Nair, Mr Satheesh Kumar S

,Sr Regina SABS, Ms Kochumol Abraham, Mr Sijo Thomas,
Mr Titus J Sam, Ms Divya Joseph, Mr Abin Thomas Mathew, Mr Shiron Kurian.

Department of English

Mr Siju P T, Ms Pauline Joseph
Mr Allen George Podippara, Ms Claris Annie John,
Ms Christina Alex, Ms Chasmi Maria Chacko.

Department of Communication and Media Studies

Mr. Vijayakumar M, Dr Michael Puthenthara,
Fr. Sobi Kannalil, Mr Vishnu
Ms Sridevi Narayanan, Mr Joby N J.

Department of Mathematics

Dr Sabu Augustine,
Ms Assanu Augustine, Ms Meenu P Thomas,
Ms Athiramol T V, Mr Kiran V Nath,
Ms Jyothylakshmi B.

Department of Applied Economics

Dr Muralivallabhan,
Ms Suzanna Oommen,
Mr Geril Scaria George, Ms Minu Sadasivan,
Ms Anna Rony

Department of Languages

Dr Marykutty Thomas, Dr Soosy Joseph,
Sr Celine Cherian FCC, Mr Amal V Thankachan

Others

Mr Jaison Mathew -Placement Officer
Mr Jobin Jose -Librarian
Mr Jerome Varghese -PRO



Introduction

Marian Annual Academic Planning (MAAP) 2019 is a two day Marian Academic Conclave funded by RUSA with the participation of all the members of Marian faculty which is a collective endeavor on faculty development and academic planning for the year 2019-2020. It is a platform for institutional planning where different sessions of deliberations are held with a view to improve the teaching practices, the programs and the facilities at Marian. It also helps the teachers for an introspection on how far they have updated with the present-day practices in teaching, since teaching is also a process of continuous learning. It is heartening to see that MAAP in the previous years had brought out remarkable improvement and outcomes in the teaching learning process at Marian. It also helped in the professional growth of the faculty members with a systematic and constructive feedback system.

MAAP 2019 has been renamed as “Strategic Planning for Excellence and Leadership (SPEL)” from 2019-20 academic year onwards.

Proceedings on 6th May 2019

The meeting commenced at 9.45 am with a prayer.

In his welcome speech, Father James Kozhimala, Manager, Marian College, invoked all the members of Marian faculty to work sincerely to achieve the professed goals of Marian College, quality and excellence. He offered the wholehearted assistance and support of the College Management for the realization of these cherished dreams. In these two days of SPEL 2019, productive discussions shall happen which would facilitate our efforts to realize the

vision and mission of our College. We should aim the holistic growth of our students and Marian should be a haven for students to find the truth of life by exploring knowledge and wisdom through faith, humility and discipline. More focus shall be dedicated to character formation and skill development. During this year, the Silver Jubilee of Marian College is going to be celebrated and this conference shall discuss about the theme, programs and organization of that event. Fr James requested the solid support of all for the successful conduct of the mega event.

In his introductory address, Father Dr Roy Abraham, Principal declared that from this year onwards, the Marian Annual Academic Planning (MAAP) will be known as **Strategic Planning for Excellence and Leadership (SPEL)**.

Dr Roy Abraham announced that more powers will be delegated to the Heads of Departments with a view to distribute leadership among them so that the administration and management of the Departments would be more effective and smooth. RUSA also envisages such a tangible transformation of the administrative system of colleges with a decentralized leadership in decision making. After a brief report on the performance of the college in the previous year, Dr. Roy went on to pinpoint the importance of scoring a better rank for the college in NIRF and NAAC. Efforts must be undertaken on war footing to transform Marian into one among the best twenty colleges of the country within next three years. We should make strategic plans to be the leaders in excellence and leadership. We shall endeavor to achieve the goal of outcome based learning in which area Marian can emerge the leader. The entire process of learning at Marian shall be outcome based. The teachers shall set individual targets by which their performance will be evaluated from this year onwards. The Principal exhorted his colleagues to evince more vigor and enthusiasm in their academic activities and channelize that enthusiasm into their learners. They shall be exemplary and exceptional in every aspects of Marian campus life. At Marian teaching shall be a facilitation with a paradigm shift in the role of a teacher to a facilitator who assists the students to manage their own learning. They must ensure that learning is happening in the campus and also that the syllabus is completed in time. Dr Roy solicited the wholehearted and dedicated support of his fraternity for the fruitful fulfilment of SPEL 2019 assemblage and called them upon to partake in the discourses with insightful suggestions and strategies for improvement.

Dr. Binu Thomas, Co-ordinator, IQAC, then elaborated the agenda for the two days' Faculty Development Program- SPEL 2019. He then explained the importance of having measurable outcomes in the process of teaching. Marian shall focus on efforts to become the leader in the area of OBE. He also called upon the Marian faculty to render solid support and co-operation to the IQAC for the collection of data for the preparation of AQAR.

Agenda

For Directors and Heads of the Departments

- (I) How will you contribute to improve the quality of departments - in terms of
 1. Academics
 2. Discipline of both staff and students
 3. Attendance of staff and students
 4. Placements/ progression of students to institutions of national importance
 - A. Career information services
 - B. Personal effectiveness trainings of students
 5. Research outputs & funded Projects / Consultancy of the Department.
 - A. Funded projects from different funding agencies
 - B. Enhancing publications (number and quality) set the targets
 - C. Publication of Books, e content generation etc.

- (II) How can the HoDs/Directors contribute to improve the quality of departments - in terms of
 1. improved Industry Interface
 2. Having an advisory body for each department
 3. Participation in trade meetings like CII, FICCI, TiE, NASCOM etc.
 4. Syllabus revision and feedbacks
 5. Placement support
 6. Linkages with other academic institutions with short term courses
 7. Other Administrative duties
 - A. Department meetings and minutes
 - B. Reporting to Principal
 - C. Organizing joint meetings with the Principal
 - D. Setting standards
 - In results
 - i. Placements
 - ii. Number of applications
 - iii. Admissions from foreign nationals and across India
 - iv. Regarding the quality of admissions
 - v. Ensuring equity and access to disadvantaged communities



For Teachers

- A. How to improve Students' Take-home
 1. Enhancing quality of learning of students
 2. Using Technology for enhanced learning
 3. Effective use of Moodle
 4. Giving interdisciplinary knowledge to students - which is very important today
 5. Enhancing theoretical knowledge through practical experience

- B. How can we improve quality of learning?
 1. Bettering the English Communication skills of students
 2. Creating and maintaining the enthusiasm of student towards learning
 3. Improving on homework, assignments etc.
 4. Learning to live successfully - the ultimate aim of education
 5. Improvements in co-curricular activities - sports & games, quizzes, arts, culturals etc.
 6. Enhanced use of library

- C. Infrastructure/ facilities requirements for quality enhancement of teachers

- D. Workload related issues and their solutions
- E. Effective Use of Media in teaching, learning and research
 - a. Social media
 - b. Print media
 - c. Electronic media
- F. Internships for teachers
- G. TQM in Academics through Partnerships with
 - i. Parents
 - ii. Alumni
 - iii. Neighboring communities
 - iv. Industry
 - v. NGO
 - vi. Research organizations
 - vii. Teachers of other departments of the college
 - viii. Media
- H. How can we effectively conduct:
 - a. Jubilee Celebrations
 - b. Fund raising for auditorium
 - c. Common fest
- I. How to ensure Equity & Commitment of the college
 - a. Enhanced access to SC, ST, OBC, OEC and other disadvantaged communities
 - b. Raising sufficient funds for the college
 - i. Increasing scholarship support to students
 - ii. For further infrastructure development
 - iii. Increase of faculty members

Common Agenda

1. Revision/clarification of rules, regulations and policies if any
 - I. Tour
 - II. Walk and talk
 - III. Industrial visits - Timing
 - IV. Camps for students - Accommodation
 - V. Extension activities
 - VI. Practices for various programmes (Extra/ co-curricular) - Timing
 - VII. Inter collegiate competitions
 - VIII. Participation in intercollegiate events
 - IX. Leave rules for students
 - X. Organizing students' activities and permissions.
 - XI. About the new software
 - i. Student leaves
 - ii. Faculty leaves etc.
 - XII. Co-curricular Activities

- i. NCC
 - ii. NSS
 - iii. Sports
- XIII. Ragging
 - XIV. Sexual harassment - Appointment of 'Gender Champions'
 - XV. Prevention of substance abuse
 - XVI. Grooming standards and use of uniforms
 - XVII. Teacher reporting time to the classes
 - XVIII. Prayer - poster and silence
 - XIX. Interactions and involvement between different genders
 - XX. Leaving classes free/ library hour

Quick view of SPEL Schedule

Dr. Binu Thomas presented the schedule and plan for 2 days and conveyed the problems regarding with data collection for NAAC and AQAR.

	DAY I	
Time		
7. 00am	Break Fast	
8.10	Departure	
9.30	Arrived at Carmelia Haven	
10.00	Prayer	
10.05	Welcome Address by Manager	
10.15	Principal's Address	
10.34	SPEL 2019 (MAAP) General Instructions	Dr. Binu Thomas,Co-ordinator, IQAC
10.45	Group formation	
10.50	Discussion Session I (Groups)	
11.45	Presentations Group I and II	Group I :- Ms Melby Joseph Group II :- Ms Claris Anne John Feedback :- Fr Dr Roy Abraham P
1.00 PM	Lunch	
2.00	Presentations Group III and IV	Group III :- Ms Minu Sadasivan Group IV :- Ms Chasmi Maria Chacko Feedback :- Fr Dr Roy Abraham P
3.09	Presentations Group V and VI	Group V :- Ms Jyothilakshmi B Group VI :- Mr Sajjan N Thomas Feedback :- Fr Dr Roy Abraham P

3.25	Presentation of all groups completed (Discussions I)	
3.30	Discussion Session II(Groups)	
4.30	Tea break	
4.30	Exploring Carmelia Haven	
6.30	Quiz on History of Marian Quiz Master Dr. Joshy John assisted by Ms.Simi John	
7.30	Discussions II Presentations Group I and Group II	Group I :- Ms Assanu Augustine Group II :- Mr Shiron Kurian Feedback :- Fr Dr Roy Abraham P
7.53	Discussions II Presentations Group III and Group IV	Group III:- Ms Seethalakshmi C Group IV:- Mr Satheesh Kumar S Feedback :- Fr Dr Roy Abraham P
8.05	Discussions II Presentations Group V and Group VI	Group V:- Mr Mathew T John Group VI:- Mr Arun George Joseph Feedback :- Fr Dr Roy Abraham P
8.25	DAY 1 schedules over	
8.30	Dinner	
9.30	Camp fire and entertainments	
Day II		
6.45 am	Holy Qurbana	At Nearby Monastery and Vandanmedu Church
7.30	Breakfast	
8.46	Day 2 started.	Prayer
8.50	Presentation by Dr James P J	Center for Rural Innovation and Indigenous Knowledge (CRIIK)
9.12	Presentation by Dr. Muralivallabhan	Research in Sustainability and Green life
9.33	Presentation on RUSA by Dr. Chackochan J. Njavallill	

10.02	Marian Anthem	Marian Choir
10.06	Meeting dispersed from the auditorium	
10.07	Gut level Teacher Reflection Setting personal goals by every teacher	
10.15	Department level meeting started	Academic Calendar preparation
12.40	Department level meetings over	
12.45	Photo sessions	
1.00 PM	Lunch break	
2.00	Common Discussions on general rules, discipline, entrusting corporate responsibilities and feedback of SPEL	Fr Dr. Roy Abraham P
3.38	Presentation by Dr. Jose James	Professional & Personal Growth Plan (PPGP)
3.45	Vote of Thanks	Fr. Shaiju K S, Vice Principal
4.00	SPEL 2019 concluded	National Anthem

8 groups were created for fruitful discussions.

GROUP 1 - Manager, Principal and Directors

GROUP 2 - Heads of Departments

GROUP 3, 4, 5, 6, 7 & 8 - Teachers

Each Group assembled separately at different points of the resort for discussions. After detailed deliberations each group came up with their observations, suggestions and proposals and presented before the meeting.

Ms. Melby Joseph (Group 1) and Ms. Claris Anne John (Group 2) represented their groups and presented their suggestions which included:

1. Question Bank modification

- Application type questions may be included to theory papers also.
- Consider learning outcomes while preparing questions.

- A pattern of selecting 60 % of questions from question bank and 40% from out of question bank may be considered.
2. Classroom sessions to be enriched through demonstrations, simulations, games etc.
 3. Field practitioners may be invited for the student's activity evaluation (for CARS and CADL).
 4. Adjunct faculty may be appointed to complete the portion in the syllabus linked with Industry updates.
 5. Specially designed internships may be selected for students during the summer vacation.
 6. Use of technology in teaching to be enhanced.
 - More tabs/laptops needed.
 - Schedule lab facility as per the needs of all departments.
 - Implementation of log book in lab is important.
 - Appoint additional staff in lab.
 - Rectification of minor problems of laptops and other electronic gadgets of the college can be done through a centre managed by interested students. Such students may be properly remunerated for their service.

Training programs to be conducted for teachers for the best use of Moodle.

- Introduce Non-Credit/Value added programs as Open Course.
- Departments may design programme-specific, non- credit courses based on life skills development.
- At least one non- credit/value added program may be made mandatory for the students.

Adding to this, Ms. Claris Anne John put forward that:

- Teachers who participated in seminars/presentations may share the new skill set they learned with their colleagues.
- Encourage the students to apply for NPTEL online courses. They may be made aware of UGC's site and other important websites that offer online courses.
- Teachers who conduct noncredit courses may be encouraged with compensatory leave, monetary benefits etc.
- Number of reference books in library is to be increased and one library hour in a week shall be made compulsory for the students. Teachers should accompany the students to the library.
- An app may be developed for accessing periodicals, journals and other study materials.

Dr Roy gave the feedback thus:

- ✓ Questions should be approved by Directors /HoDs for maintaining standard. Final approval shall be given by the / Director/HoD. The questions shall be vetted by an external expert.
- ✓ Shall have at least one video component in the questions for CA.
- ✓ Shall have at least one application oriented question in CA.
- ✓ Number of questions in the question bank is to be increased considerably.
- ✓ **A committee will be constituted to study the modifications needed in the QB**
- ✓ Application oriented CARS and CADL are to be prepared by the departments.
- ✓ Introduction of OMR sheets for CA1 and CA2 exams is to be experimented.
- ✓ Smart students shall be encouraged to undergo paid internships in reputed organizations.
- ✓ The application/request for internships should be specific and it should be ensured that it is forwarded to a designated person of that organization.
- ✓ Regarding the request for lab facility to non-technical courses, a decision will be taken in consultation with the departments concerned.
- ✓ Interested students may be entrusted with repairing of laptops and computers as a part of earn and learn scheme.
- ✓ Noncredit programs may be made open. Those programs can be changed into a value added certificate program with not less than 30 hours. Classes can be conducted on holidays. Students from other departments also can be admitted. Monetary benefit to the teachers can be thought over depending upon the students' turn up.

Lunch-Break.

SPEL afternoon session commenced at 2 pm.

Ms. Minu Sadasivan (Group 3) and Ms. Chasmi Mariam Chacko (Group 4) have presented their suggestions of their group. The suggestions of Ms. Chasmi were:

1. Infrastructure: Sufficient numbers of chairs, computers, lap tops, fans, Photostat machines, marker pens, drinking water, and washroom for ladies, etc. may be provided.
2. Workload: Reduction in the extra duties of class teachers is necessary. (Eg: Exam fee collection, retest fee collection etc.). These remittances may be made online.
3. Service of clerical staff for data entry for each department may be provided.
 - More orientation programs may be conducted.
 - A system to be initiated to take feedback of teachers.
 - Promotion of NPTEL, MOOC programs by teachers as well as students may be done.
 - Technical knowledge sharing among the teachers and students to be promoted.

Adding to this, Ms. Minu Sadasivan proposed that:

- Increase in the number of PC and printers in the departments is required.
- Department Libraries to be established to promote readership among students.
- Database subscriptions to be allowed depending upon the Departmental needs.
- Clerical staffs may be appointed to departments to lessen the administrative responsibilities of the teachers.
- Reduction of working hours of teachers may be implemented.
- There should be a compulsory Library hour/ week for teachers.
- Need technical support staff for Moodle examinations.
- Starting up the YouTube channels for the college/ departments maybe explored.

Dr. Roy gave the feedback as follows:

- ✓ For administrative assistance in the departments, the services of interested students may be utilized. Payments for this purpose can be made from RUSA funds appropriated for administrative reforms. Such students can be remunerated @ Rs. 200 per hour under proper vouchers.
- ✓ Laptops can be purchased as part of RUSA projects and hence innovative project proposals are to be prepared by the teachers. Departments shall enhance the number of project proposals.
- ✓ Questions shall be vetted by HoDs/ Director and vetted by a resource person from outside.
- ✓ Question bank will be open for everyone with access round the clock.
- ✓ Outcome based syllabus shall be prepared and submitted to HoD/Director before 24th May which shall be approved by them and submitted to the Principal before June 1st. Students shall have access to the syllabus by 4th June 2019. The syllabus shall be vetted by an expert from outside.
- ✓ More practical oriented assignments shall be included in CARS and CADL.
- ✓ One essay type, application oriented question shall be included in the question papers.
- ✓ Responsibilities sharing can be done as per the choice of the teacher. Responsibilities can be added up later.
- ✓ Usage of library by students shall be encouraged. Details of students utilizing library facilities can be accessed from students' database. Software like Magzter for digital newsstand can be purchased by which students and teachers will have access to the periodicals anytime and anywhere.
- ✓ Publications from the departments can be done through e-media. An e-newsletter will be published with contents uploaded from the departments.
- ✓ For NAAC data collection, a dedicated portal will be opened. All departments shall bestow utmost care and prudence in uploading the details in the portal.

- ✓ Participation in training programs would be very much appreciated and financial support will be provided for attending such programs subject to availability of funds. Participants shall make sure that the classes are arranged concurrently.
- ✓ Participation in paid internships for teachers during vacation will be encouraged. Researchers will be provided with incentives.
- ✓ Proposals for infrastructure development will be given top priority.
- ✓ Information sharing among teachers has to be improved.
- ✓ Training/ Orientation for social media utilization including in-house training will be explored.
- ✓ Full support will be given to faculty exchange with foreign Universities and HoDs shall formulate policies for that.

Ms. Jyothilekshmi (Group 5) and Mr. Sajan N Thomas (Group 6) represented their groups and presented their suggestions as follows:

Ms. Jyothilekshmi suggested that

- There shall be a common logo, theme and tagline for Marian Silver Jubilee celebrations.
- Cooperation of Alumni to be ensured.
- Jubilee may be made a worldwide phenomenon with the cooperation of international alumni.
- Free ships can be instituted by alumni.
- A Jubilee souvenir may be published.
- An Innovation Expo may be organized.
- Food fest and intercollegiate competitions to be conducted.
- Organize extension programs during jubilee year.
- Testimony of students with photos may be collected and publicized.
- Publicity through social media.
- Old Marian and New Marian exhibitions to be conducted.
- Conduct of Musical Nights, Cultural Programs.
- Common fest for +2 students.
- Testimony and participation of local community to be ensured.
- Organizing of programs in college for fund raising.
- A committee to be constituted for the smooth conduct of the celebrations.

Added to this Mr Sajan N Thomas proposed that

- Guests of high profile to be invited for the Jubilee.
- Contribution from teachers may be collected for the construction of auditorium.

- Houses for the needy during the jubilee year.
- Poor students to be sponsored.
- Marathon race and fests to be conducted.
- Theme and Sub-themes for each department for celebrations.
- Visuals of milestones to be exhibited.
- Suggested the name for auditorium - “Silver Jubilee Memorial”.
- Alumni chapters to conduct events and help for fund raising.
- An Alumni day to be organized with charity activities.
- Symposium with a common theme to be conducted.
- National and International conferences to be organized.
- At least one program/ month during the Jubilee year.
- Conduct events in the college with tickets.
- Common fest should be conducted before December 2019.

The Principal noted the above and agreed to implement the proposals.

The meeting was dispersed by 3.25 pm and all went for one hour Discussion (2) and came back by 4.30 pm. After tea-break the contingent moved on to explore the colour and splendour of Carmellia Haven Plantation Resorts till 6.30 pm.

A Department wise Quiz on “History of Marian” was conducted by Dr.Joshy John assisted by Ms. Simi John among merriments. The program came to an end by 7.30pm

As part of Discussions 2, Ms. Assanu Augustine (Group 1) and Mr. Shiron Kurian (Group 2) did the presentation for their groups. Ms. Assanu Augustine recommended that

- A week for English Language may be observed every year.
- Policies may be evolved to attract more foreign students.
- Internships may be in such a way that it would be an exposure with reputed industries outside the state.
- Students should organize and participate in national/international programs.
- Students who are really passionate about the subjects they wanted to study may only be admitted. Policies may be made for that.
- Passionate involvement and approachability of teachers with more communication with the students to be enhanced. House visit by teachers may be encouraged.
- All the components may be incorporated in the course plan.
- Guide the students to set the personal vision, mission, life skill training etc.

- Organize Tedex Marian to get exposure to various personalities who triumphed in their areas.
- Competitions at department level may be conducted, so that all students get chance to present their skills.
- Marian cultural forum may be strengthened.
- Musical club, Readers forum, Debate Club, Quiz Club, Literary Association etc. to be started.
- Competitions to be conducted house wise.
- E- Walls may be opened for students for exhibiting their literary skills, art works etc.
- Library should initiate programs to promote the habit of reading.

Mr. Shiron Kurian shared these suggestions:

- Use of English as a criteria for best class evaluation for promoting conversational skills.
- Assessment for PG and UG freshers for English skills may be done to identify weak students and methods to enhance their communication skills may be evolved.
- Students are to be involved in learning activities of teachers.
- Technological and activity based assignments may be given to students rather than tasks of the old school.
- More focus to be given to the second year students. Motivational classes and personal development training may be arranged for them.
- More co-curricular activities and house-wise activities to be increased to enhance departmental interaction of the students.



The Principal gave positive responses to these suggestions:

- ✓ Actions will be taken to send the students outside the state for internships and programs from first year itself.
- ✓ Personal development training and classes for students will be conducted and it is mandatory that the Faculty Adviser shall be present throughout the program and ensure follow up actions.
- ✓ The outcome should be mentioned along with request for Industrial Visit and other programs.
- ✓ Camping for UG students for better interaction and maintaining harmony among the students and teachers (Chance of interaction for day scholars and hostellers)
- ✓ Communication and instruction shall be in English.
- ✓ Compensatory leave for faculties will be given for those who attend the training programs.
- ✓ More importance will be given for arts and sports.

Ms. Seethalekshmi C (Group 3) and Mr. Satheesh Kumar S (Group 4) represented their groups and reported their views and perspectives.

The points mentioned by Satheesh Kumar S:

- Parents are always curious about their kids' performance and we need to develop an app for interaction with the parents. Performance report, attendance report, fee receipts, general information etc. can be accessed by parents easily using such an app.
- Identify successful alumni and organize a meet up between such alumni and current students in the college.
- Continuity of extension activities and clubs are losing their way as a result of non - continuity of service of teachers in charge.
- Good relationship with Kudumbashree and other NGO's of the nearby areas to be developed.
- Efforts have to be under taken to enhance the number of project proposals. Orientation to be given for preparation of project proposals.
- Eminent academicians and consultants may be invited for lecture.
- A professional PRO may be appointed for coordinating PR activities effectively.

Ms. Seethalekshmi added some more points:

- Counselling for parents may be conducted. Feedback may be collected from them frequently.
- Motivational talks by well-placed Alumni for students and parents may be conducted.

Fr Roy gave the following feedback.

- ✓ Instead of assigning Self Financing staff for extension programs that duty will be assigned to faculties from aided stream of the college, so that the programs never get a discontinuity or a break.
- ✓ Problems among the neighboring community can be surveyed at the department level which may be made part of the curriculum. Departments can formulate projects to address the issues faced by such communities developing a rapport with them.
- ✓ Steps will be initiated to appoint an experienced PRO.
- ✓ Prospects of developing a Mobile app for interaction with parents will be looked into.
- ✓ Departments shall organize class wise camping programs for students.

Mr. Mathew T John (Group 5) and Mr. Arun George Joseph (Group 6) presented their ideas on behalf of their groups:

Mr. Mathew T John was of opinion that

- Steps may be initiated to enhance intake of candidates from SC/ST/OBC/OEC and other disadvantaged communities.
- Special programs for all caste students may be introduced including revival of Phoenix Club
- Training programs for competitive examinations to be scheduled.
- Financially backward students from all communities shall be identified and assisted them to get the free ships, scholarships and get soft skill training.
- Raising sufficient funds : increase scholarships support to students, increase infrastructure
- Explore the possibility of institution of free ships from alumni networks.

Mr. Arun George summed up his statements thus:

- Equity for OBC/OEC/SC/ST students to be ensured.
- Students may be made aware of grievance cell, counselling centre, phoenix club etc.
- Make sure that backward community students succeed in academics and language proficiency. If needed, training or peer learning may be arranged for them. Efforts may be made to develop a sense of confidence in them.
- Number of projects to be increased utilizing the funds available from RUSA.

Feedback from the Principal:

- ✓ Will conduct training sessions for preparing project proposals.
- ✓ Equity and access to students of SC/ST and other marginalized communities will be ensured.
- ✓ Professional and personal development for faculty is the need of the hour and efforts would be undertaken immediately to address the issue.
- ✓ Advisory boards to be constituted in every departments with proper representations from industry.
- ✓ Lectures by eminent academicians and industrialists to be conducted periodically.
- ✓ Inputs by them to be incorporated in the syllabus.
- ✓ A team to be identified to participate in trade meetings like CII, FCCI, TiE, NASCOM etc.
- ✓ Curriculum delivery by teachers to be ensured. It has to be enhanced with proper training.
- ✓ An analysis of placements to be conducted urgently.
- ✓ Proper placement training to be given to students with feedback from companies.
- ✓ Student representation in departmental meeting to be ensured.
- ✓ Periodical analysis of results to be conducted by an expert committee.
- ✓ Action plan by departments to improve demand ratio especially of SC/ST students to be embarked upon.
- ✓ Language training for SC/ST students will be undertaken.
- ✓ Phoenix club will be restarted.
- ✓ Special programs for skill development among SC/ST students will be conducted.
- ✓ Financial support to students belonging to SC/ST and other marginalized sections will be looked into, subject to availability of funds.
- ✓ Grievance Cell mechanism to be revamped.
- ✓ Extension activities to be conducted taking into account the needs of the area and after successful models.

Proceedings of day 1 was over by 8.30 pm followed by dinner, camp fire and entertainments.

The discussions continued on 7th May 2019

The day started with a Holy Qurbana at 6.30 am in the nearby monastery and Vandanmedu Church.

The meeting started with a prayer by Rev. Fr. Shaiju K S.

Commencing the proceedings, Dr. James P J presented in a nutshell a project proposal for the proposed “Center for Rural Innovation and Indigenous Knowledge (CRIIK)” and portrayed precisely the objectives, structure and work plan of the department.

Dr. James stated that the department would primarily focus on areas like innovations of rural women and tribal communities. It would empower student community through training and workshops to identify indigenous knowledge and rural innovations and develop a database on it which would be the first of its kind globally. The department would also concentrate on preparing project proposals, startups, spin offs and conducting training and workshops on related areas.

The main academic activities of the department are:

- Sensitization and capacity building for students and faculty
- Documentation
- Development
- Dissemination

Conduct of traditional food festivals and documentation of rural practices and tribal knowledge are also the proposed activities of the department.

After that Dr. Muralivallabhan addressed the assemblage with an empowering talk on the importance of researches in Environmental Studies, Sustainable Development and Green way of life. He said that while celebrating the Silver Jubilee of Marian College, we should think of long term planning that would transform Marian into a responsible institution in terms of sustainable development and environmental studies. Being a reputed institution in the ecologically fragile district of Idukki, Marian should undertake researches in the areas of environmental studies and green development. Our texts of study shall be revised in the context of changing global environment. Marian should encourage interdisciplinary research in sustainability which is the order of the day. Quoting the theory of “Butterfly Effect” by Edward Lawrence, he called upon the researchers to develop and refine the seemingly insignificant things as significant and bring to light the truth in them. A holistic research policy pursuing the cause of the cause to be adopted. Dr. Muralivallabhan proposed that Marian should identify environmental studies as its core area of research which spans across subjects like Ecopolitics, Ecosophy, Ecotourism, Green Economy, Green Technology, Green Literature, Green Computers, and Green Reporting etc. Library may be apportioned for books and publications on sustainability studies. Situated in a district like Idukki, Marian can be the global ambassadors of research in sustainability studies. Marian also may undertake missions in propagation of green life styles and to develop sustainable culture and values among the students and the public as well.

Dr. Chackochen J Njanvallil gave a brief description on RUSA, its fund allocations and the specific terms and conditions of RUSA and its components. He announced that Marian College has been sanctioned Rs. Five crores as financial assistance by RUSA which meant that every

teacher in Marian has to expend a sum of Rs. Five lakhs for his academic initiatives before 31st March 2020. Five academic centres will be instituted in Marian College as part of RUSA projects. More projects are anticipated and he requested everyone to be familiar with the new payment method of RUSA, the PFMS, which ensures transparency.

Dr. Ajimon George announced that the teachers who have joined Marian service on or after 1st April 2016 will have a three days' residential training programme which is scheduled to be held on 28, 29 and 30th of June 2019. He also announced that the graduation ceremony for UG and PG students will be held on 31st of May 2019 in two sessions.

As a new initiative Marian produced an Anthem which was authored by Mr. Amal V Thankachan, faculty in Malayalam and composed by Dr. Jerry Amal Dev, the renowned music director. The inspiring Marian Anthem which was recorded at Studio Marian was played during this session of SPEL. The gathering congratulated the young poet heartily for this commendable feat.

Department level meetings started at 10.15 am to discuss about the academic calendar for next year and departmental proposals with respect to examination schedules, preparation of data on NAAC criteria etc.

Mr. Biju P Mani, the Controller of Examinations told that the problems associated with the retest of continuous assessments will be resolved shortly.

The contingent proceeded for lunch after a brief session of photoshoot.

The afternoon session started at 2.00 pm

Dr. Jose James introduced a new proposal for the professional and personal growth (PPGP) of members of Marian faculty which suggested an action plan of five years with objectives to be achieved by them during the next five years. They include research, publications, additional qualifications, projects, patents etc. There will be yearly assessment of the details given by teachers. A format for PPGP was also circulated which has to be filled up and forwarded to the Principal for feedback before 25th of May 2019.

Fr. Dr. Roy Abraham P, Principal presented the proposals evolved in Group I (Manager, Principal and Directors) which are as follows:

- ✚ Medium of instruction and communication shall be English which shall be observed scrupulously.
- ✚ All teachers shall prepare the course plan and submit to HODs/Director by 25th May and to Principal on or before June 3rd 2019 and made available to the students by June 4th. They are to be uploaded in department wise Google drives.
- ✚ Implementation of the course plan shall be monitored by the Director/ HOD in the department level meetings.
- ✚ Teachers shall complete the syllabus in time.
- ✚ Teachers shall be present in the campus even if they don't have first hour classes.

- ✚ They shall be more prudent in formal matters like marking of attendance etc. They shall abide by the instructions of the HoD and Principal scrupulously.
- ✚ They shall take as many memberships in professional bodies as possible.
- ✚ They shall contribute to the Question Bank periodically which shall be construed as an important academic exercise.
- ✚ Prospects of introducing Deanship to be discussed in detail later.
- ✚ More care and discipline to be bestowed in awarding internal marks.
- ✚ Faculty Advisor shall be present throughout the session of training/ orientation programmes.
- ✚ Arts and sports training to be given more importance.
- ✚ HoDs shall evolve strategies to enhance the admission of SC/ ST and international students.
- ✚ Teachers shall be exemplary in word and deed. They shall present themselves before the students in an appealing and professional getup, becoming of an academic.
- ✚ They shall mark their attendance before 9.35 am and shall enter the classes before prayer. Evening attendance shall be marked in the office. Further modalities regarding attendance and leave will be finalized in the next meeting of the HoDs.
- ✚ Punching machine will be installed in the office in this academic year.
- ✚ A workshop to be conducted on preparation of project proposals.
- ✚ Presentation by students after Semester IV shall be made compulsory.
- ✚ Details of students' attendance will be made available to the parents online.
- ✚ Prospects of 360 degree appraisal of teachers to be thought over.
- ✚ An assessment of students at the beginning and end of semesters to be conducted.
- ✚ Weekly Department level meetings with notice, agenda and Action Taken Report shall be conducted. ATR shall be forwarded to the Principal for feedbacks.
- ✚ Each department shall organize residential camps for the students once in a year.
- ✚ Exchange of students and faculties are to be encouraged and promoted.
- ✚ Each teacher shall fix academic targets for himself with an assessment at the department level at the end of each semester.
- ✚ Teachers shall maintain a warm relationship with parents. They can use the support of new media for this purpose.
- ✚ Modalities for students' attendance, walk and talk, tours, IVs etc. to be finalized in the next meeting of HoDs.
- ✚ A committee will be constituted with the Manager, the Principal and all the directors to form a "Marian Think Tank" to plan and formulate academic and administrative strategies for Marian. The committee will meet on every second Wednesday of every month.
- ✚ A comprehensive blueprint to be prepared for transforming the College into a University.
- ✚ Monthly meeting of HoDs will be convened on every first Friday to analyze and improve the academic performance of the institution.

- ✚ Print out of the proceedings of SPEL 2019 will be provided to all departments for the implementation of the resolutions. It will be provided in Google drive also.

General Discussions of the AN session started at 2.15 pm and ended by 3.15 pm followed by a proposal by Dr Jose James on “one research project by each first year student of every program.” As per the proposal, the class teacher in charge will be the Principal Investigator and other teachers can associate as co- investigators. With this project, each department will have one research project and one publication every year. The College will identify a core theme every year and each department can choose a research topic based on the core theme. Introduction, review of literature and methodology are to be completed in the first year and data collection and consolidation of data are to be conducted in the second year. Data analysis, summary and preparation of the thesis are to be completed in the third year (for UG students). PG students shall complete this process in the second year itself. Publication of the thesis can be done at the end of the program. With this, each department will have one research project and one publication per program every year with the supervising teacher as the principal author. All the students of the program will be the co-authors of the publication. The projects will be construed as a best practice which can be counted for NAAC, NIRF etc. accreditations and the teachers can claim points for API score and thus a research culture can be created in Marian College. The five research centres proposed under RUSA scheme will have supporting programs and activities for this new venture. The meeting held elaborate discussions on the proposal and resolved to approve it.

The feedbacks by Fr Dr Roy Abraham P at the end of all the presentations and the proposals of Group I (Manager, Principal and Directors) were accepted and adopted as the decisions of the meeting.

The following general decisions were also taken in SPEL 2019:

1. HoDs shall monitor the attendance of the teachers. Attendance Registers will be made available in the departments till 9.35 am. Teachers shall mark their attendance of the evening session in the office.
2. Casual leave of teachers up to five days can be granted by the HoD ensuring duty re arrangements. The teacher proceeding on leave shall report to the Principal with the leave application recommended by the HoD. Leave applications of teachers and students will be made online.

3. HoDs shall arrange department level meetings not less than twice a month with notice, agenda and ATR. The ATR shall be forwarded to the Principal for feedback. Student representatives shall be invited for such meetings.
4. A meeting of all the disciplines of a programme shall be convened once in every semester with notice, agenda and ATR. The first meeting shall be held during the first week of July 2019.
5. HoDs shall plan strategies for exchange of faculty and students with institutions of repute in India and abroad. One teacher shall be given charge of this responsibility.
6. Exposure to industry has to be enhanced. Prominent industrialists are to be invited for lectures. Teachers and students are to be encouraged to take membership in professional bodies.
7. The syllabus and curriculum are to be amended so that the outcomes expected by the industry is ensured.
8. An Advisory Board to each department shall be constituted with experts from academia and industry. They shall be invited to department level meetings also.
9. Academic targets shall be fixed for the department and also by each teacher. These shall be finalized by the first week of June 2019 and shall be forwarded to the Principal duly endorsed by the HoD.
10. Outside programmes/ visibility programmes shall be arranged in major points to improve institutional visibility and public perception.
11. PTA shall be made the platform for the assessment of the skills of the students. The details of parents who can contribute to the college academically shall be collected to create an information pool.
12. The present system of attendance of students is to be continued. Long leaves of students shall be communicated to the Principal for approval.
13. There will be no tour for first year UG students. Second year UG students can go for one day tour, but on a holiday. Tours for third year UG and PG students shall be arranged in such a way that they reach back on the fourth day provided the fourth day falls on a holiday.
14. Industrial visits shall be limited to the duration of one day only. They are to be outcome based and each student shall submit a report on it which shall be subjected to evaluation. The timings of IVs shall be between 5 am and 10 pm (extendable up to 11 pm in case of an emergency). Tours shall not be combined with IVs.
15. Trekking of students shall be conducted under the supervision of a teacher only.
16. Walk and Talk programmes shall be arranged in the afternoon only. It shall be outcome oriented and shall commence only after taking the attendance of the AN session. The teacher

in charge shall be present throughout its duration and the team shall return to the campus before 4.30 pm.

17. Residential programmes for the students shall be arranged. All departments shall conduct at least one camp per year. Accommodation will be provided by the College.

18. Importance to be given for training in arts and sports from this academic year onwards. Students are to be encouraged to participate in intercollegiate and University level programs.

19. Activities of Marian College Students' Council has to be intensified. More focus to be given in extracurricular and co-curricular ventures.

20. Uniform for first semester students to be changed this year. Different colour for different years will be thought over. Overcoats shall be common with black or navy blue colour for all students. Students shall wear ID cards (compulsory). Being the ambassadors of Marian, students shall maintain decent grooming standards with decent haircut and neatly trimmed beard. They shall maintain decent uniform patterns both inside and outside the campus. The photographs of college uniform pattern will be given in the Handbook. Celebrations like birthday celebrations shall be held only after 3.30 pm.

21. Separate parking facilities will be arranged for teachers and students with permission for students to use bikes and allotting a designated space for parking. Licence and helmet to be insisted.

22. Community camping will be organized for freshers.

23. ID cards will be issued to teachers and students from this academic year onwards.

24. Ragging even in its least form will not be tolerated and stringent action will be taken against the violators. Teachers must bestow utmost vigilance in this.

25. Teachers shall be vigilant against substance abuse among students and sensitization and awareness classes shall be arranged to curb the menace.

26. As per UGC directive, Gender Champions from all genders will be appointed. They should champion the gender safety movements on the campus.

27. Teachers must ensure that interpersonal relations between the genders are healthy. Effective personal corrective measures shall be taken to correct the violators.

28. Teachers shall not let classes go free, if necessary, with the permission of HoD and Principal only.

29. Form for feedback on Principal and administration will be given online and all the teachers shall fill it and upload in the Google drive without fail.

30. Green protocol for the College to be followed strictly.

The last session was a class on Ethics and Code of Conduct to be observed by the Marian faculty and administrative staff. It was taken by Dr. Jose James, former Registrar, Mahatma Gandhi University, Kottayam. Dr. Jose narrated the following general standards of Code of Conduct within an academic institution like Marian:

1. They shall provide academic and non- academic services in a non-discriminatory manner.
2. They shall make all efforts to protect students from conditions harmful to health and safety.
3. Faculties and other staff shall not disclose confidential information about individuals unless when a compelling professional purpose is served or when required by authorities.
4. Disciplinary action shall aim at providing an atmosphere conducive to learning.
5. They shall not use professional relationships with students, parents, and colleagues to private advantage.
6. Faculties shall not falsify or misrepresent records or facts relating to their own or to other teachers' qualifications.
7. They shall not knowingly make false or malicious statements about students or colleagues.
8. They shall demonstrate responsibility to themselves as professionals centred on ethics.
9. Shall actively participate in educational and professional organizations and associations.



Dr. Roy Abraham announced that there will be a training session for teachers on MOODLE on 6th and 7th of June 2019. He congratulated and thanked everyone who participated and converted this academic conclave a tremendous success and solicited the earnest support and resolve of the Marian fraternity for the successful accomplishment of the resolutions made in the conclave.



Vote of thanks had been delivered by Fr Shaiju KS, Vice Principal reminding everyone to maintain the energy and warmth in relationships that had been developed between them during these two days of intense brain storming sessions which is the principal outcome of this academic ensemble and to utilize that energy for transforming Marian into an institution of quality and excellence.

The Principal then called it a day for **Marian Academic Summit - SPEL 2019** which came to a close at 4.15 pm.

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