marian college kuttikkanam

Affiliated to Mahatma Gandhi University, Kottayam
NAAC Reaccredited with A Grade

SELF STUDY REPORT

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PREFACE

Marian College Kuttikkanam, affiliated to Mahatma Gandhi University Kottayam, Kerala was founded in 1995 and is managed by the Catholic Diocese of Kanjirapally. The institution is the realization of the vision of the Management to provide quality higher educational opportunities in the backward hill-district of Idukki which has tribal, migrant and minority population. The College is nestled in the green highlands of the Western Ghats, where biodiversity is garbed in the mantle of a cool, misty and salubrious ambience ideal for academic pursuits. Banking on the divine direction of the Sacred Heart of Jesus and the benefaction of Mother Mary, the College champions her commitment to the 'full-flowering of life in abundance'.

 The educational vision of the Management has given a sense of direction to the development of the college over the years. Marian was accredited with B++ (83%) by the NAAC in 2003 and was reaccredited in 2009 with 'A' grade (CGPA 3.45). The College with Potential for Excellence (CPE) status was accorded to the institution in 2010 and the application for Phase II of CPE was submitted to the UGC in October 2013. The College has also placed the request to the State Government and is awaiting the response with regard to recommending Marian for Autonomous status.

Marian strives to realize its vision of becoming 'a transformational leader in higher education, facilitating and celebrating the full flowering of life in abundance'. Marian's growth is guided by the spirit of being a 'learning organization' which incorporates a praxis of Prayer, Reflection and Action in the various processes of the College. The college has seven strands of distinction which interweave to make Marian 'a college with a difference'.

The Spiritual Ethos – Catholic spirituality animates the campus which has three centres of learning- the College Chapel, the Library and the Classroom. The hostels are managed by priests and nuns helping the inculcation of a humane value system. The institution is free of party politics and has a history of being a zero-strike campus. The College has also set up the Department of Resurgence Education for spearheading the value clarification programme.

Syllabus Supplements & Skill Building - The syllabus prescribed by the University is complemented and supplemented by additional inputs by the college. This takes the form of 3 UGC add-on and 17 certification/diploma programme, 282 personality development and life skills training programme, and focused efforts for job placements.

Social Commitment and Community Involvement – Marian as an organizational citizen of India, inculcates social commitment in the students and simultaneously contributes to the local community through Campus Community Partnerships, outreach programme, critical interventions in social issues like Child Rights and Safety, Community College etc.

Academic Quality and Facilities – Marian ensures quality in student-centric teaching and learning, producing commendable results at the University level and promoting research culture among faculty and students. The College has excellent facilities to enable this: Wi-Fi and public address system enabled classrooms, ergonomically designed furniture, networked Computer Labs with 262 systems, and Library with 20375 books and 205 journals, Network Resource Centre, staff rooms with computers

and reprographic facility, Audio – Visual Conferencing Facility, Discussion Room, Guest House, Hostels for gents and ladies accommodating 900 students etc.

Teacher Student Relationship - The students are cared for at a personal level and this has paved way for a warm relationship between students and teachers. Academic and personal support/ mentoring is given to the students on the campus. The majority in the teaching community of the College is between 30 and 45 years of age, which helps them to easily build rapport with the youngsters.

Activity Filled Vibrant Campus - Marian is a happening campus offering learning community with a wide range of extra mural activities to choose from. There are 17 clubs, 7 student associations, NSS, NCC, Fests and celebrations, campaigns and many other common initiatives and schemes by the students and for the students.

Climate – The College is located 3500 ft above sea level, in a misty location where the temperature ranges from 15^0C to 30^0C. The sprawling tea plantations in the high ranges give an ideal green locale conducive for learning. Nature exquisitely complements the institutional climate of Marian.

The process of NAAC accreditation has significantly influenced the continuous quality enhancement of Marian College. The NAAC Peer Team Reports of 2003 and 2009 have proved to be pointers in the path of Marian's growth and development. The College has incorporated the Peer team suggestions in the post accreditation quality initiatives.

Taking the cue from the revised NAAC Manual for Self – Study Report, Marian has enhanced the quality improvement processes on the campus from a systems perspective. The various systems evolved by the IQAC, together forming the Marian Quality Model (MQM), are at different phases of implementation. Through these quality assurance systems which sustain and enhance quality, by getting new programme sanctioned by the Govt., and by taking steps to attain Autonomous Status, Marian College is progressively improving her capability to achieve her vision ,viz., to lead transformation through Higher Education. The Marian family - the Students, the Teaching and Administrative staff, other Stakeholders and the Leadership of the College - is working together to live up to the motto 'Information, Formation and Transformation'.

With the third cycle of accreditation by the NAAC, the College is taking another significant stride on her path of excellence. The College, under the leadership of the Principal, formed Seven Criterion Committees and a Steering Committee to lead the reaccreditation process. The reaccreditation process has been a reflective exercise throwing light on the strengths of the institution and also on the areas which need improvement. This retrospect has helped the College to rededicate herself to build on her strengths, to explore new pastures for development, and to transform problems into prospects.

EXECUTIVE SUMMARY

1. Curricular Aspects

The Vision of the college is to be a transformative leader in higher education focusing on the holistic development of students. The vision, mission and the objectives are widely presented through the college website, official blog and numerous college publications. The curriculum implementation process of the institution starts with "Retrospect" and culminates with the Marian Annual Academic Planning – MAAP ("Prospect"). Several procedural and practical supports are provided by the institution in the course of curriculum implementation. Preparation of Course Plan, METLE - customized Moodle open software, appointment of Controller of Examination, industry/agency internships, networking and signing MoUs with international universities and national level non-government organizations and a host of practitioners/experts as Adjunct Faculty are some of the strategies for effective curriculum implementation at the College. Several faculty members contribute in to the curriculum designing at the University level by being members of different Board of Studies. The College offers five aided and eight self-funded programmes of the University. The deficiencies in the University curriculum are identified through a need assessment process and are dealt with by offering add-on courses, training programme and entrepreneurial and creative engagements. Periodic reviews at the department level ensure the achievement of curriculum objectives.

2. Teaching-Learning and Evaluation

Admission process at Marian is transparent and merit based. Seventy percent seats in the Aided and 50 percent in the Unaided streams are filled through Centralized Admission Process (CAP) of the University. Thirty percent in the Aided and 50 percent in the Unaided are community and management seats and these are filled by the College on merit basis. There is an increasing trend observed of local students seeking admission to UG programme at Marian. Both advanced and slow learners are identified and advanced learners are given higher challenges and slow learners are given remedial supports.

Marian Annual Academic Planning (MAAP) serves as a launching ground for academic planning, teaching-learning organization, evaluation scheduling and the corporate plan is captured in the Marian Annual Academic Planning document. The IQAC team spearheads the quality initiatives in all aspects of teaching learning and evaluation. Student–centric pedagogies are progressively adopted and ICT is increasingly integrated in the teaching-learning plans. Several activities are planned and implemented for fostering critical thinking, creative and innovative engagements and developing scientific temper among students. The College provides an academic ambience for the growth of each student and offers excellent learning-resource support for the achievement of optimal learning outcomes. The quality of teaching-learning process is evaluated by the course/class teacher and HoD at the department level and through interim audit by a team led by the Principal at the College level. The feedback taken is considered for the next year's academic planning.

With regard to teacher quality, 22 percent of the faculty hold PhD as the highest degree; 16 percent hold M Phil, 36 percent have postgraduate degree with NET qualification and 26 percent have postgraduate degree. Thirty six percent are women teachers. The Faculty Development Policy of Marian delineates provisions for enhancing teacher

quality. A conscious effort is made to identify growth needs and the same is used for faculty development planning. A major shift was the introduction of Choice Based Credit and Semester (CBCS) system in UG programme in 2009-10 and in PG programme during the year 2012-13. Identification of nine Graduate Attributes (GA) of Marian through a participatory process was another significant step during this assessment cycle. Embedding GA in the Course Plan and developing tools for its assessment is in progress.

3. Research, Consultancy and Extension.

In 2009, the School of Social Work at Marian became an approved Doctoral Research Centre of the University with 15 seats. To foster a research culture, Marian has instituted several incentives and support systems for conducting research studies and publications. Best student research award, financing students and teachers for minor research projects, publication of student research etc. are some of the strategies to encourage students and teachers. The College has spent ₹ 75, 81,081 in the last four years and 6 percent of the budget is set apart for research activities. The institution's collaborations with international Universities are aimed at the promotion of joint researches. An online Research Methodology Course is underway, jointly with Ryerson University, Canada for PhD scholars. During the assessment period 6 UGC research projects were completed and 5 UGC projects are at different stages of completion. The College provides adequate research infrastructure including databases, Predictive Analysis Softwares, EndNote etc.

The College has a consultancy policy and MAGIS, the training division of Marian takes up consultancy services. The areas of expertise of each faculty is announced through the college website. Community College, Open College, Maricare, Campus-Community Partnership etc. are social projects of Marian Extension Department. Social Labs such as DARE (De-Addiction Centre), Childline Nodal Agency and Marian Rural Health Project (MRHP) demonstrate College's social orientation, commitment and creative responses to social issues confronting the communities in and around the institution.

4. Infrastructure and Learning Resources

The Master Plan of the college gives direction to the spatial/infrastructural planning and development in sync with the academic growth. Marian enjoys technology-enabled learning spaces, network resource centre, language and computer labs and a host of other facilities within the campus. Facilities for sports, physical fitness, health care, gymnasium, indoor and outdoor games and yoga are available. Hostel facilities for men and women are provided. A well-stocked, spacious library with browsing facilities and numerous other services are available to students and faculty. Three hundred and fifteen computers and several licensed softwares are available in various labs of the College for students' use. Extended lab and library working hours is another feature. For maintenance, monitoring and upkeep of the infrastructure an *Online Tracking System* is being experimented.

5. Student Support and Progression

College calendar, prospectus and handbooks help in dissemination of information regarding the support systems available to students. Students get the financial benefits declared by the Govt from time to time. Over the last four years 1304 students received scholarships worth ₹ 81,08,421 and among them 240 students received free-ships worth

₹ 34,79,795 from the College funds. A range of facilities such as health insurance coverage, first aid, fitness centre, support for slow learners, coaching for competitive exams, sports, games, entrepreneurial efforts like C-Mart and so on are available to students. A full time professional Counsellor is also present on the campus. Support like career guidance and placement services, grievance redressal and other welfare measures are made available to all students.

Data from the last four years shows an increase in the pass percentage of students. The dropout rates are negligible. Marian is a happening campus, bustling with a variety of curricular, co-curricular and extracurricular activities. The College has an active students union. The involvement of students in the IQAC team, library committee, department review meetings, 17 clubs and 7 department associations, best class evaluation committee, etc. make the campus vibrant. Marian Alumni Association is active and has opened two chapters abroad and the relationship is maintained through Alumni Blog, college website and social media e-groups.

6. Governance and Leadership

The vision and the mission statements and objectives of the College give a long term perspective to its constituents and is pursued with a missionary zeal. The IQAC under the leadership of the Manager and the Principal, has evolved and integrated the Marian Quality Model (MQM) which is a framework for developing, implementing, monitoring and evaluating Marian policies and plans. The *Vision 2020*, the Master Plan is a collective focused dream which delineates the College's strategic steps to become a transformational leader in higher education. Operational autonomy in academic and administrative affairs is given by delegating authority to Directors/HoDs of each School/Department. Planning, scheduling and budgeting of activities are done at the department level following a participatory decision making process. The multifaceted stakeholder feedback system and external audit are tools to facilitate the flow of information for institutional review by the management. The College level Grievance Redressal mechanism consists of a five member team of which two are women.

The Faculty Development Policy reflects the Management's commitment to develop and transform teachers into thought leaders and to make Marian a knowledge centre. As part of the performance management system, feedback data on faculty is drawn from the feedback system. The Personal and Professional Excellence Plan (PEP) offers a comprehensive format for self-appraisal of the faculty. It helps them to identify individual areas of growth and to work for it.

The IQAC spearheads quality initiatives in the College and makes efforts to convert Marian as a learning organization by adopting a system of self-regulated continuous feedback and standards (Deming Cycle Model). Several suggestions by the IQAC have been approved and implemented by the management. IQAC has formed seven committees based on the NAAC criteria involving all teaching faculty and administrative staff. College union chairman and vice chairman by default are part of IQAC student team which has 70 members.

7. Innovations and Best Practices

The environmental policy of the College underpins its commitment to environmental protection. Therefore, the College has identified 'Sustainability Focus' as one of the Graduate Attributes of Marianites. Membership in Bombay Natural History Society

(BNHS), preparation of a campus Bio Diversity Register, Green Audit, Energy Audit, Water Harvesting, etc. are some of the steps taken for making Marian campus environment friendly.

A host of innovations are being practised on the campus adding dynamism to the educational processes.Two best practices which have significantly contributed to the achievement of the institutional objectives and quality improvement are Marian Annual Academic Planning (MAAP) and Campus Community Partnership (CCP) programme under the Department of Extension Services.

SWOC Analysis of the College

Strengths

- The vision, mission and objectives of Marian College framed in clear terms.
- Committed management, faculty and staff for ensuring quality in every aspect of higher education.
- All academic programmes leading to professional degrees.
- Policies, systems and procedures in place for most of the activities in the institution.
- Academic collaborations with reputed Universities abroad and with NGOs at national and regional levels.
- Senior academicians serving as Directors of Post Graduate programmes.
- Marian Quality Model (MQM) being implemented for continuous improvement
- Curricular, co -curricular and extra- curricular programmes aimed at the holistic development of students.
- Institutional Commitment to develop avenues and networks for community oriented activities.
- Financial support given to economically backward students.
- Conducive physical learning environment with state-of-the-art infrastructure.
- Residential Post Graduate programmes; Majority of Undergraduate students staying in hostels.
- Young faculty profile (30 - 45 yrs.) and 25 % of the teachers residing in the staff quarters.
- Well-equipped hostels managed by priests and nuns.
- Salubrious climate and a happening campus
- Special efforts for value education.
- Presence of multi-skilled and multi-talented students on campus.

Weaknesses

- The hilly and remote location of the College
- The affiliated system with only limited academic freedom to the College.
- Lack of regular transportation facilities to students from remote areas of Idukki.
- Non availability of an indoor stadium and swimming pool.
- Unavailability of land, limiting the faster expansion of the College
- Absence of play centre facilities to engage the children of staff after school hours.

Opportunities

- Well-positioned alumni across the globe who carry their alma- mater in their hearts.
- MoUs signed with 4 international Universities and a number of national organizations and industries.
- Pleasant climate and exotic scenic beauty.
- The Extension Department with full-fledged staff, and MAGIS - Marian Centre for Training and Development-which taps the talents of faculty.
- Opportunities for the Community College to design unconventional courses and training programmes.
- Goodwill among industries, organizations and among local communities.
- The newly approved autonomy policy of the Government.

Challenges

- Media and peer-group influence negatively affecting the academic orientation of students.
- Bringing about greater inclusion and equity in the admission process.
- Lack of autonomy inhibiting implementation of innovative academic programmes and administrative practices.
- Remote geographic location.
- Economic, social and educational backwardness of the hill district of Idukki

PROFILE OF THE COLLEGE

1. **Name and address of the college:**

Name	MARIAN COLLEGE KUTTIKKANAM
Address	KUTTIKKANAM P.O
City	PEERMADE
State	KERALA
Pin	685531
Website	www.mariancollege.org

2. **Address for communication:** Same as Above

Designation	Name	Telephone with STD code	Email and Mobile
Principal	Dr. Ruble Raj	O: 04869-232654 R: 0481-2338750 F:04869232438	rajruble@yahoo.com M:09847180409
Vice Principal	Mr. Sabu Augustine	O: 04869-232203 R:0481-2574848 F:04869232438	sabaug@rediffmail.com M:09496321092
Steering Committee Coordinator	Mr. Joby Cyriac	O: 04869-232203 R: 0481-2546379 F:04869232438	joby.cyriac@mariancollege.org M:09447475785

3. **Status of the of Institution:**

Affiliated College	✔
Constituent College	
Any other (specify)	

4. **Type of Institution: (By Gender)**

i. For Men	
ii. For Women	
iii. Coeducation	✔

Type of Institution: (By shift)

i. Regular	✔
ii. Day	
iii. Evening	

5. Is it a recognized minority institution?   No

6. Source of funding:

Government	✓
Grant-in-aid	✓
Self-financing	✓
Any other [Bank Loan]	✓

7.

a. Date of establishment of the college	10-03-1995
b. University to which the college is affiliated/ or which governs the college (If it is a constituent college):	Mahatma Gandhi University,Kottayam

c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks(If any)
i.2(f)	10-01-2001	
ii.12(B)	10-01-2001	

(Enclose the Certificate of recognition u∕s2 (f) and12 (B) of the UGC Act)

d. **Details of recognition/approval by statutory/regulatory bodies other than UGC** (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section /clause	Recognition/Approval details Institution/ Dept./Programme	Day, Month and Year	Validity	Remarks
AICTE	MCA	19-Mar-2013	1 year	Validity is extended annually

(Enclose the recognition/approval letter)

8. **Does the affiliating university Act provide for conferment of autonomy** (as recognized by the UGC), on its affiliated colleges?

Yes ☐   No ☑

If yes, has the College applied for availing the autonomous status?

Yes ☐   No ☐

On 26 October 2013 the College has applied to the Government of Kerala for NOC for Autonomous status.

9. Is the college recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☑   No ☐

If yes, date of recognition: **18 March 2010** (The college has applied for CPE stage II in 2013 and have presented the details of the proposal before the UGC)

b. for its performance by any other governmental agency?

Yes ☐   No ☑

If yes, Name of the agency…………………….and

Date of recognition :……………………(dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

Location*	Rural, Hilly Area, Tribal
Campus area in sq.mts.	80937.1
Built up area in sq.mts.	19715.236

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. **Facilities available on the campus** (Tick the available facility and provide numbers or other details at appropriate places) or incase the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

• **Auditorium/seminar complex with infrastructural facilities:**
College has an auditorium, Conference Hall, Audio Visual Room and Discussion Room.

• **Sports facilities**
   * Play ground   ☑
   * Swimming pool   ☐
   * Gymnasium   ☑

• **Hostel**
   Boys' hostel
   i.   Number of hostels   :   2
   ii. Number of inmates   :   469
   iii. Facilities (mention available facilities) :
        Attached Rooms, Communication Box(Coin Box),Guest Room, Ironing, Music System , Newspaper Indoor Games, Prayer Hall

Recreation Facilities, Room Service, Warm Water, Modern Kitchen, Spacious Dining Hall, Badminton Court, Power Laundry, Waste Management, Water Harvesting Internet Accesses Through Wi-Fi Connectivity, Plug-Ins etc.

Girls' hostel

   i. Number of hostels   :   3

   ii. Number of inmates   :   431

iii. **Facilities Available**

Attached Rooms, Communication Box(Coin Box),Guest Room, Ironing Facility, Music System , Newspaper, Indoor Games, Prayer Hall, Recreation Facilities, Gymnasium, Badminton Court, First–Aid Facilities, Laundry Facility, Library Facility in the Hostel, Room Service Facility, Warm Water Facility ,Waste Management System, Water Harvesting System, Internet Accesses through Wi-Fi Connectivity, Plug-In Facility, etc.

∗Working women's hostel | Nil |

   i.   Number of inmates

   ii.   Facilities (mention available facilities)

- **Residential facilities for teaching & non- teaching staff** | ✓ |

- **Cafeteria** | ✓ |

- **Health Centre** | ✓ |

   (First aid, Inpatient, Outpatient, Emergency care facility, Ambulance Health Centre staff:)

| **Qualified Doctor** | Full time | | Part time | 1 |
| **Qualified Nurse** | Full time | 1 | Part time | |

- **Facilities like banking, post office, bookshops:**
   o Post box and Stationery shop available within the campus. Three major banks' ATMs, bookshops etc. are available in the vicinity.

- **Transport facilities to cater to the needs of students and staff :**
   o College Bus is available.The Principal and the Manager have a separate vehicles.

- **Animal house** | Pisciculture Tanks- 2 |

- **Biological waste disposal** | Biogas Plant in Hostels |

- **Generator or other facility for management/regulation of electricity and Voltage** ☐ ✓

- **Solid waste management facility** ☐ ✓

- **Waste water management** ☐ ✓

- **Water harvesting** ☐ ✓

12. Details of programme offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No. of Students admitted
1.	Under-Graduate	BCA	6 Semesters	+2	English	60+12	72
		BBA	6 Semesters	+2	English	60+7	67
		B Com	6 Semesters	+2	English	60+6	66
		B Com (S.F)	6 Semesters	+2	English	40+15	52
		BSW (S.F)	6 Semesters	+2	English	40	43
		BA Com. Eng. (S.F)	6 Semesters	+2	English	40	34
2.	Post-Graduate	MMH (Aided)	4 Semesters	Degree	English	25+7	31
		MSW(SF)	4 Semesters	Degree	English	30+8	22
		M Com(SF)	4 Semesters	Degree	English	25+7	32
		MCA(SF)	6 Semesters	Degree	English	60	Pending
		M Com (Aided)	4 Semesters	Degree	English	15	15
3.	Ph.D.	Social Work	3 years	PG/ University norms	English	15	5
4.	MPhil	Social Work	1 year	PG/ University norms	English	10	Pending

MBA Programme *

* In tune with the Marian developmental vision, the College applied for MBA programme in 2010 and started constructing the required infrastructure. But due to the then Government policy of not granting unaided programmes in aided colleges, the Management had to apply for a self-financing institute with a separate affiliation. The infrastructure required for the new institute was set up and the MBA programme of M.G University commenced from 2011-12 academic year. At present, the two institutions, functioning under the same management, share infrastructure and resources.

13. Does the college offer self-financed programme?

Yes ☑   No ☐

If yes, how many?   8

14. New programme introduced in the college during the last five years if any?

Yes	✓	No		Number	6

15. **List the departments**: (respond if applicable only and do not list facilities like Library, Physical Educations departments, unless they are also offering academic degree awarding programme. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty/ Dept.	Programmes	UG	PG	Research
Dept. of Commerce (MCom PGDM)	M Com PGDM (S.F)		✓	
PG Dept. Computer Applications	MCA		✓	
PG Dept. of Hospitality and Tourism	MMH		✓	
School of Social Work	PhD, MPhil, MSW, BSW *(MPhil & BSW commenced in 2013-14)*	✓	✓	✓
Dept. of Commerce	MCom (Aided), B Com (Aided), B Com (S.F) *(MCom Aided- commenced in 2013-14)*	✓	✓	
UG Dept. of Business Administration	BBA	✓		
UG Dept. Computer Applications	BCA	✓		
UG Dept. of English	BA Communicative English *(Commenced in 2013-14)*	✓		

16. Number of programme offered under (Programme means a degree course like BA, BSc, MA, M Com…)

a. annual system   ☐

b. semester system   11

c. trimester system   ☐

17. **Number of programmes with**

a. Choice Based Credit System

<div style="text-align:right">6</div>

b. Inter/Multidisciplinary Approach

<div style="text-align:right">Nil</div>

c Any other

<div style="text-align:right">5</div>

(Credit and Semester System- 4 [M Com(Aided & S.F), MSW, MMH], Semester system -1 [MCA])

18. **Does the college offer UG and/or PG programme in Teacher Education?**

Yes ☐   No ☑

If yes,
a. Year of Introduction of the programme (s)…………………..…
(dd/mm/yyyy) and number of batches that completed the programme:

  b. NCTE recognition details (if applicable)
    Notification No.:…………………………………………
    Date :………………………(dd/mm/yyyy)
    Validity:………………………..

  c. Is the institution opting for assessment and accreditation of Teacher Education programme   separately?

    Yes ☐   No ☐

19. **Does the college offer UG or PG programme in Physical Education?**
    Yes ☐ No   ☑

  If yes,

    a. Year of Introduction of the programme(s)……………….
    (dd/mm/yyyy) and number of batches that completed the
    programme ☐

    b. NCTE recognition details (if applicable)
      Notification No.:……………………………………
      Date :………………………………(dd/mm/yyyy)
      Validity:……………………
    c. Is the institution opting for assessment and accreditation of Physical Education programme separately?
    Yes ☐   No ☐

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University /State Government Recruited	0	0	4	2	14	6	10	6	1	
Yet to recruit										
Sanctioned by the Management/society or other authorized bodies Recruited	2	0	3	0	14	15	11	5	1	
Yet to recruit										

*M-Male*F-Female

21. Qualifications of the teaching staff:

Highest qualificati	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt	0	0	0	0	0	0	0
Ph.D.	2	0	4	2	4	0	12
M.Phil.	0	0	1	0	5	4	10
PG	0	0	2	0	19	17	38
Temporary teachers							
Ph.D.	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0
Part-time teachers							
Ph.D.	1	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0
PG	0	0	0	0	2	1	3

22. Number of Visiting Faculty/Guest Faculty engaged with the College. 13

23. **Furnish the number of the students admitted to the college during the last four academic years.**

Categories	2009-10		2010-11		2011-12		2012-13	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	17	14	11	13	12	22	27	12
ST	2	4	4	2	3	3	9	2
OBC	8	11	9	15	6	13	7	15
General	153	138	132	134	137	140	136	131
Others	2	3	1	5	2	4	3	2

24. Students enrollment in the college during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from Kerala	708	342	Nil	4	1054
Students from other states of India	12	Nil	Nil	Nil	12
NRI students	48	Nil	Nil	Nil	48
Foreign students	Nil	Nil	Nil	Nil	0
Total	768	342	Nil	4	1114

25. **Dropout rate in UG and PG (average of the last two batches)**

UG | 1% | PG | 0.5% |

26. **Unit cost of Education**

(Unit cost=total annual recurring expenditure (actual) divided by total number of students enrolled) | ₹ 42,228 |
   a) **Including the salary component**

   b) **Excluding the salary component** | ₹ 12,849 |

27.Does the college offer any programme/s in distance education mode (DEP)?

Yes | | No | ✓ |

If yes,
a) is it a registered centre for offering distance education programme of another University

Yes | | No | |

b) Name of the University which has granted such registration.

c) Number of programme offered

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐   No ☐

28. Provide Teacher-student ratio for each of the programme/course offered:

Course Name	Teacher –Student ratio
BCA	1:16
BBA	1:26
BCOM	1:18
BSW	1:17
MCOM	1:9
MSW	1:10
MMH	1:12
MCA	1:15
BA	1:17

29.   Is the college applying for

Accreditation: Cycle1 ☐   Cycle 2 ☐   Cycle 3 ☑

Re Assessment:- ☐

30.   Date of accreditation* (applicable for Cycle2, Cycle3, Cycle4 and re-
assessment only)

Cycle1: **21/03/2003** Accreditation Outcome/Result B++

Cycle2: **15/06/2009** Accreditation Outcome/Result A

Cycle3: Accreditation Outcome/Result

*Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an Annexure.

31.   Number of working days during the last academic year.

196 Days

32. **Number of teaching days during the last academic year**

(Teaching days means days on which lectures were engaged excluding the examination days)

178

33. **Date of establishment of Internal Quality Assurance Cell (IQAC)**
IQAC: 04/02/2004

34. **Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.**
AQAR (i)   22/09/2010
AQAR (ii)   11/11/2011
AQAR (iii)   27/09/2012
AQAR (iv)   05/09/2013

35. Other relevant data (not covered above) the college would like to include.
Proposals for Funding Submitted by the College
1. Proposed XII Plan requirements of the College to UGC
   ▪ Total Amount = ₹ 1, 52, 75,000
   ▪ Date of submission = 10 June 2013
2. CPE Phase II – Proposal for Assistance
   ▪ Total Amount = Non-recurring Grant ₹ 90, 00,000
   ▪ Recurring Grant ₹ 60, 00,000
   ▪ Date of submission = 1 October 2013
3. Proposal for Multipurpose Sports Complex with an Indoor Stadium cum Swimming Pool
   ▪ Date: 8 September 2013
   ▪ Proposed Amount: ₹ 7, 98, 52,000

1.1 Curriculum Planning and Implementation

1.1.1 Vision, Mission and Objectives of the College and the Modes of Dissemination

Marian Vision

To be a transformational leader in education, facilitating and celebrating the full flowering of life in abundance

Mission

1. **Relentless pursuit of knowledge**, realizing that the horizons of knowledge are ever expanding.
2. **Fostering spiritual and humane values**, being proud of our Indian ethos and the Christian message.
3. **Networking and collaborating for synergy**, knowing well that in today's world none of us can be as smart as all of us together.
4. **Expanding campus-community network**, because we are aware of our obligation to reach out to our less privileged brethren.
5. **Promoting sustainable living and environment friendly campus,** being sensitive to the fact that our planet Earth is the only one that we and our future generations have.
6. **Ensuring a learning environment** of creativity, adventure of ideas, constant innovation, enabling academic ambience and the state-of-the-art Information Communication Technology.

Institutional Objectives

1. Strive to groom young persons who seek excellence in every field of life activity
2. Provide through all possible fair means, the best information coupled with formation
3. Take affirmative steps to develop spiritual, moral, intellectual, social , emotional, physical and aesthetic powers of its students so that they are good citizens useful to their fellow persons
4. To encourage higher education among the weaker and socially disadvantaged sections of the society, especially those in the High Ranges by remaining true to the spirit of justice and equality of opportunity enshrined in the Constitution.

**The vision and mission of the college are communicated to the Stakeholders through the following:**

❖ *The Induction programme* (College and Department level) – The College level two day Induction programme –*Setsail*- is organized every year. During this programme, the Vision, Mission and Objectives of the College is communicated to the freshers through multimedia presentations, sharing by Principal and faculty and interactive activities like preparing Collage/Tableau etc. A significant highlight of the programme is the involvement of senior

students in the process. Besides this, Department level induction programme for PG students also instil the Vision in the students.

❖ *Calendar* – The College calendar printed and distributed every year states the Vision, Mission and Objectives of the College. The calendar reaches the students, teachers, staff and other stakeholders.

❖ *Display Boards* – the boards which display the Vision and Mission of the College are displayed in different parts of the campus.

❖ In addition to the above modes, the College *Website*, Official *College Blog* (Marian Pulse), the Marian *Channel*, College and Department *Brochures*, PTA *Meetings*, Class Teacher's/HOD's *Interactions*, Department *Handbooks* and Interaction by the Principal and the Manager are other significant ways of communicating the Vision and Mission of the College

1.1.2 Development and Deployment of Action Plans for Curriculum Implementation

❖ The Curriculum Implementation Process starts with the annual academic review (Retrospect) and stakeholder feedback analysis at the school/department level.

❖ The inputs of Retrospect are utilized to prepare the curriculum implementation plan in the department.

❖ The final stage of planning (Corporate Plan and Schedule) is done at the Marian Annual Academic Planning (MAAP) process which is a 2-day stay-in programme for all the faculty. The implementation of this plan is monitored and reviewed by the Principal, Vice Principal, Directors and Heads of various Departments. The individual Departments prepare their timetables, discuss course plan and outcomes prepared by individual faculty, monitor faculty and student attendance, ensure timely delivery of course modules, conduct review staff meetings, conduct internal exams, and publish results on time

❖ In addition to periodic evaluation during staff meetings, a formal Interim Audit is also done by a team led by the Principal to monitor the implementation process. At times external experts are also invited for this assessment/SWOC analysis and feedback.

❖ The Academic Council of the College, consisting of a team of experts both internal and external, facilitates the implementation of the curriculum by setting process standards for scheduling of exams and publishing of results. The Marian Academic Council supports the designing and reviewing of Add – on programmes. It advices the Management on applying for new UG and PG programmes too.
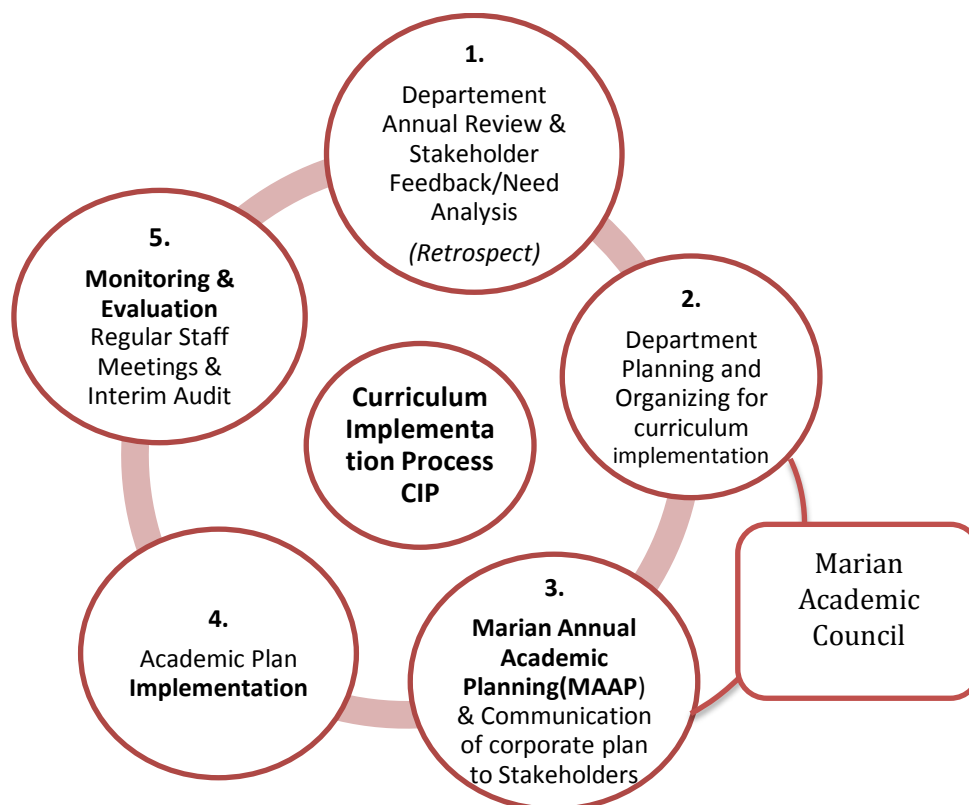
Curriculum Implementation Process (CIP)

The following example explains CIP process applied in designing and implementing an add-on course in the UG Dept. of Business Administration.

The add-on course, Banking, Insurance and Retail Management, of the UG Department of Business Administration, was developed in response to the demands of the industry and the students and alumni feedback. The programme was designed to offset the shortfalls in the University syllabus by introducing emerging fields and thereby enhancing career options of the students. The course spans a period of three consecutive years with year I as Certificate level, year II as Diploma and year III level as Advanced Diploma. The syllabi and the scheme were prepared by the Department. The details were presented in the MAAP and thereafter introduced to the students. The implementation, monitoring and review of the course are done at department level and certificates are issued.

Later this course was submitted to UGC and was granted as a UGC-assisted career oriented add-on programme. The MG University accepted this as the standard syllabus for all the affiliated colleges opting Banking Insurance and Retail Management as an add-on programme.

1.1.3 Support to Teachers for Effective Implementation of Curriculum and for Improving Teaching Practices

For effectively translating the curriculum and improving teaching practices, the teachers receive the following procedural and practical **support from the University:**

The University provides annual Academic and Examination Calendars for scheduling the academic activities of the year.

Orientation and specific training in Choice Based Credit and Semester System and special training in evaluation reforms.

The University arranges Orientation/Refresher courses for updating discipline knowledge of teachers.

Provides question papers, external invigilator and examiners for conducting examinations and facilitates the online submission of internal marks.

The University supports teaching and research through online resources such as N-list and www.mguthesis.in. Teachers can access the University library resources too.

Support from the College:

State of the art academic infrastructure such as ICT enabled classrooms, Wi-Fi facilities and network resources contributes to quality teaching.

Extended Library and Lab working hours enable the teachers to optimally utilize these resources for better curriculum transaction.

The college offers in-service trainings for faculty in order to enhance their pedagogical skills.

1.1.4 Marian Initiatives for Effective Curriculum Delivery and Transaction

The institution has undertaken the following initiatives for effective curriculum delivery and transaction:

Scheduling of curriculum transaction plans during Marian Annual Academic Planning (MAAP) - a two day stay-in programme.

Course Plan prepared by each Course Teacher indicating the expected outcomes, methods adopted in transacting each modules, details of references and methods of learning assessment.

Introduced METLE: Marian E-ware for Teaching Learning &Evaluation, the customized version of MOODLE) http://metle.mariancollege.org (presently implemented in MMH & MCA)

Appointment of Controller of examination to monitor internal valuation camp and result announcement schedule.

Automated student feedback on teacher quality, curriculum and curriculum transaction is another initiative.

1.1.5 Institutional Interaction with Beneficiaries for Effective Operationalization of Curriculum

The institution takes conscious steps to initiate network and develop interactions with industry/organizations/international universities.

This helps for organizing project work, for internship/practicum placement under industry/organization supervisors and for arranging study visits.

Institutional networks help in inviting industry experts, researchers and practitioners to the campus for experience sharing, to join Marian as guest/adjunct faculty and for curriculum related joint researches/ projects/conferences.

The institution has also signed MoUs with some of the Universities and organizations.

1.1.6 Institutional Contribution to the Development of Curriculum by the University

During 2009-2013 assessment period, ten faculty members from Marian have served as the members in the Board of Studies of MG University.

Other contributions of faculty members include:
   a. A new Open Course on Brand Management was developed and submitted to the University by the Dept. of Business Administration on the basis of student feedback.
   b. Faculty members from the Department of Hospitality and Tourism and School of Social Work were instrumental in adding elective courses into the revised curriculum. (The electives were prepared based on feedback from industry and alumni.)
   c. Faculty from PG and UG Departments of Computer Applications, Dept. of Commerce, Dept. of Hospitality and Tourism and School of Social Work have organized University level Curriculum Revision Workshops in the College and have submitted the suggestions to the Board of Studies.

1.1.7 Institutional Efforts and Process of Designing Supplementary Courses At Marian

In the last four years the institution has offered several add-on programmes over and above the University prescribed programmes in different departments to equip the

students with stakeholder requirements.The curriculum for each of these courses were designed based on the stakeholder feedback and need assessment. The courses are implemented and reviewed at the department level. The following courses have been designed by the College:

1.1.8 Implementation of Curriculum and Ensuring the Achievement of Stated

B Com	Technological Competencies For Business In The Globalized Economy
BBA	Banking, Insurance and Retail Management
BCA	Computer technology management
MSW	PG Diploma in Advanced Social Work Competencies
BBA	Salesmanship Skill Enhancement course for Community college
Dept. of Languages	Functional English for Post Graduate programme
M Com	Certification in Diploma in Banking and Finance
MCA	Bridge Course (M-Step I)
MMH	Post Graduate Diploma in Hotel Operations
MMH	Air-fares and ticketing/ Ground Operations

Objectives

The institution ensures that the stated curriculum objectives are achieved through:

Formal systems for review:
- ❖ Review in Monthly Departmental Meeting.
- ❖ Department level Interim Audit by the Principal.

Evaluation procedures aligned with course objectives:
- ❖ Results of Formative Assessment (Internal examination, seminars, assignments etc.)
- ❖ Results of Summative Assessment (University examinations)

Collecting Feedback:
- ❖ Online Class Report in MCA
- ❖ Student feedback on course and teacher
- ❖ Parent -Teacher interaction during PTA Meetings.
- ❖ Feedback from the alumni during alumni meet and from the industry during industry interfaces.

Support Mechanisms for enhancing student achievement:
- ❖ Remedial teaching
- ❖ Peer learning
- ❖ Mentoring and Counseling for students

1.2 Academic Flexibility

1.2.1 Certificate / Diploma /Skill Development Courses Offered by Marian

The institution has introduced several courses with a view to enrich the University curriculum, to overcome delay in curriculum updation and to keep pace with the stakeholder requirements. The goals/objectives and the details of such certificates/diploma/skill development courses are given below:

Certificate programmes

Name of the programme	Rationale	Period
RHCE	Equip the students with industry requirements of Linux Operating System	2005 – 2010
.NET	Equip students with the emerging Web-Technology	2008 onwards
PHP	Familiarize the students with industry requirements of the emerging Web-Technology	2010 onwards
Java	Develop Networking Skills	2008 onwards
Android	Familiarize the students with Mobile Technology	2011 onwards
Networking	Familiarize the students with networking options	2005 onwards
Tally ERP 9	Familiarize students with accounting packages [M Com]	2005 onwards
NCFM Dealers Module	Create professionals in Capital Market	2005 -2011
Diploma in Banking and Finance	Provide knowledge inputs to students and expose them to operational process and modern banking environment	2012– 2013
SAP Business one Model	Enable students to handle critical business functions through single integrated system	2011 – 2013
Career Enhancement	Prepare for a career in Banking, Teaching, Central service etc.	2012 onwards
Galileo	Familiarize students with an international centralized reservation system (Global Distribution System) used in tourism industry.	2007 -2010
Air-fares & ticketing/Ground Operations	Fill in the missing element of travel, tour and aviation industries	2006-2010
Tally and Peach Tree	To equip undergraduate students with computerized accounting softwares.	2005 onwards

Diploma Programmes

Name of the programme	Rationale	Period
Post Graduate Diploma in Hotel Operations (PGDHO)	Familiarize students with the various aspects of hotel organization that will enable them to manage hotel operations.	2008 onwards
Post Graduate Diploma in Advanced Social Work Competencies (PGDASWC)	Provide social work students with Knowledge and skills for professional growth.	2007 onwards
Advanced Diploma in Banking Insurance and Retail management (UGC Sponsored)	Acquaint the students with Banking, Insurance and Retailing processes, so as to enhance the students' employability in the 3 sectors mentioned.	2008 onwards
Advanced Diploma in Computer Technology and Professionalism (UGC Sponsored)	Develop Technology entrepreneurship. Learn hardware assembling and networking Introduce to multimedia and animation.	2012 onwards
Technological competencies for business in the globalized economy	To impart technological knowledge and skill set to make the students become techno-savvy entrepreneurs of the today's globalized world.	2013 onwards
Post Graduate Diploma in Management (PGDM)	To enhance career possibilities of M Com students	2009 onwards

Skill Development Programmes

Name of the programme	Rationale	Period
Bank test coaching, PSC test coaching	To help students to get placed in the banking sector and government departments after their degree course	2009 onwards
CA entrance exam- CPT, IPCC	To provide opportunity for the gifted students to pursue CA intermediate programme of the Institute of Chartered Accountants of India with their BCom programme.	2009 onwards

1.2.2   Twinning/Dual Degree Programmes

The College does not offer twinning/dual degree programme. The Post Graduate Department of Commerce is facilitating PGDM from IGNOU along with its M Com degree of Mahatma Gandhi University.

1.2.3   Institutional Provisions and Academic Flexibility

Academic flexibility of the college is limited due to the affiliated system and the existing University / Government policies. Choice Based Credit System (CBCS) has

been introduced in 2009-10 (except in MCA). Syllabi, electives and the open courses of both UG and PG programmes are prescribed by the University.

In the BCom stream, a range of specializations (Finance and Taxation, Computer Applications, Travel and Tourism, Cooperation and Marketing) are available and the college has opted for Finance and Taxation due to the increased demand for this specialization. Similarly, the College has opted for E-Commerce Advertising and Salesmanship for BBA and Linux operating system for BCA respectively. In BSW, electives are offered during the sixth semester.

Under the CBCSS, the College has opted the following Open Courses offered by the University -Web Designing and Cyber law, Capital Market and Investment Management, Investment and portfolio management, English for Careers, Physical Health and Life Skill Education. Open courses are offered during the fifth semester to students of UG departments.

At the Post Graduate level, the students graduate with electives of their choice, but the range of electives courses available varies from one programme to another. The affiliating University does not provide any credit transfer and accumulation facility.

In order to enhance their employability, the College offers several enrichment/add-on courses to the Marian students, like Career orientation and Placement training, Finishing school &Soft skill training, Personality Development programme and Value Education etc.

1.2.4 Self –Financed Programmes Offered at Marian
Self –Financing Programmes and Admission

The College is offering three PG and three UG programmes under self-financing scheme.
a. Master of Computer Applications (MCA)
b. Master of Social Work (MSW) and Bachelor of Social Work (BSW)
c. Master of Commerce (M Com) and Bachelor of Commerce (B Com)
d. Bachelor of Arts (Communicative English)

In self-funded programmes, 50 per cent of the students are admitted through Centralized Admission Process (CAP) of the University except in MCA. In MCA, merit based admission is done on the basis of the Common Entrance Exam conducted by the Govt. In Aided programmes 70% of the students are admitted through CAP.

Curriculum and Fee structure
The same curriculum is followed both in the aided and self-finance streams.
Fee structure of each programme is decided by the management based on the Govt. norms. The institute offers a number of add-on/supplementary courses for both aided and self- finance programmes.

Teacher Qualification & Salary
UGC/AICTE norms are generally followed in teacher appointments. MCA teachers are paid based on AICTE norms. For the other self-financing programme, the salary is paid based on the HR policy of the institution.

1.2.5   **Employability Enhancing Skill Oriented Programmes**

In addition to the certification and diploma programme listed above (Please see 1.2.1), the college offers skill oriented training to the students

Programmes and Systems for Skill Development	Beneficiaries
Growth Time - Regular Skill training programme held on every first and third Saturday (includes sessions on Home Making, Yoga, Etiquette, Personal Growth, Logic and Reasoning etc)	Compulsory programme for all First Year Degree students
MAGIS, Centre for training and development organizes training programme in Communication Skills, Goal Setting, Stress Management, Team Building, Self-Awareness, Study Skills, Confidence Building etc.	All Students in Marian College & Community College; Students from other institutions also participate
Career Guidance Sessions ,Resume preparation, Personal Interview and GD Training	Final year UG &PG students
Additional Skill Acquisition Programme, (ASAP) a joint initiative of General Education and Higher Education Departments, Government of Kerala.	Marian College Students and students from nearby colleges
ASK(Attitude, Skill & Knowledge) programme	MMH students
Social Work Skill Lab	MSW & BSW Students
Functional English Course & Language Lab Training	PG and UG students
Online Aptitude Training for employability enhancement	BCA and MCA students
'Share n Grow" – programme creating opportunities for students to share their unique skills like Vegetable Carving, Photography, Glass Painting etc.	Initiated by MMH students for all the Students of Marian

1.2.6. **Efforts to converge face-to-face and distance Mode of Education**

University does not provide the flexibility of combining conventional and distance mode but the institution is experimenting in a small way by introducing a customized version of the Moodle open source software for course Management viz., METLE - Marian E-Ware For Teaching Learning and Evaluation(http://metle.mariancollege.org/). METLE facilitates online learning by providing individual student registration, handouts and reading materials, submission of assignments, evaluation and publishing of results. At present only certain modules of the existing University curriculum of MMH & MCA are transacted through METLE. This experiment is for providing flexibility in learning methods and encouraging independent learning among students. The Marian School of Social Work is developing courseware for an online programme in research methodology in collaboration with. Ryerson University, Canada which will be offered through METLE.

A few open courses available online (MOOC) are attended by MMH students to supplement some of the courses in the prescribed syllabus.

1.3   Curriculum enrichment

1.3.1 Efforts by Marian to Supplement University's Curriculum integrating Institutional Goals

The College has taken the following efforts to supplement the University's curriculum in order to ensure that the academic programme and institutional goals are integrated:

Curricular Additions

- ❖ Offering Add-on /Certification programmes
- ❖ Conducting Bridge Courses and Remedial programmes
- ❖ Academic Counseling
- ❖ Discipline related Skill Enhancement programme
- ❖ Additional input workshops such as SPSS, Transactional Analysis, Family Therapy, and Participatory Rural Appraisal.
- ❖ Internships in industries

Co-curricular Supplements

- ❖ Industry –Academia Interface, Discourses by industrial experts / Industrial/Agency/NGO / Media visits/ Community Interaction
- ❖ Campus Community Partnership (CCP)programmes
- ❖ Awareness /Campaigning programmes in the community
- ❖ Social surveys, Gender/Social/Energy audits
- ❖ Sessions on various social issues related to gender, environment, health & hygiene etc.
- ❖ Department fests ,conferences and seminars
- ❖ Wall Magazines and Newsletters brought out by students
- ❖ Personality Development programmes, Placement Training, Theatre Workshops
- ❖ Department of Resurgence Education offering Value Clarification classes on all Wednesdays.

Extra - Curricular Accompaniments

- ❖ Activities of 17 Clubs and 7 Associations and other forums like NSS, NCC, CSM, Jesus Youth, Women's Cell etc.
- ❖ MARIAN EXPO: Thematic Annual Exhibition organized by students, Coin and stamp exhibition
- ❖ MARIFIT –initiated by Dept. of Physical education to assess and make the students conscious about physical fitness
- ❖ Social Outreach programmes

1.3.2   Efforts to Enrich Learning Experiences for Enhanced Employability

The institution facilitates the following programmes for enhancing learning experiences to meet the needs of the employment market:

- ❖ Online trading to get a real time experience of the capital market.
- ❖ C-MART,a retail shop managed by students of M Com
- ❖ FAB Mall (Open Market) where homemade food and handicrafts are made available during department fests
- ❖ Field Action Projects (Social Labs) by the School of Social work
- ❖ 'MUG HOUSE' (Coffee vending machine) - an entrepreneurship experimental venture by BBA students.
- ❖ Online tourism portal of MMH students
- ❖ Cafeteria Management by students of the Department of Hospitality and Tourism (2009 to 2013)
- ❖ Food Production Lab & Language Lab
- ❖ All Post Graduate programmes being residential, offer learning time from 8.30 am to 8 pm to match industry standards.
- ❖ Extended library (8am - 10 pm) and lab (24 hours) time

1.3.3   Integration of Crosscutting Issues into the Curriculum

Being a backward hill district, Idukki is facing various social, economic and environmental challenges. The College with its vision of transformational education, takes efforts to integrate such issues into the University prescribed curriculum through discipline related extracurricular transactions.

- ❖ Campaigns, Research studies and field work projects are taken up based on gender, social and environmental issues. Debates, Discussions, Street plays, Rallies, Exhibitions and Competitions on relevant issues are also organized. Activities of various clubs deal with issues relevant to all.
- ❖ Resurgence Department arranges weekly value clarification sessions for all the students- issues like Gender Safety, Abortion, Euthanasia and Age of Marriage are taken up.
- ❖ The Best Class evaluation instituted in the College has contributed significantly in eliciting constructive student initiatives in response to the said cross cutting issues.
- ❖ Outreach programmes and social sensitization activities arranged by the College also serve to create awareness on social, environmental, human rights and developmental issues.
- ❖ Syllabi of some of the programmes include themes of cross cutting relevance. Eg: Pro-Poor and Responsible Tourism concepts are incorporated

into the syllabus of MMH and Human Rights, Gender etc. in the MSW syllabus.

❖ Awareness and response to socio-economic, environmental and demographic issues are integrated into the Graduate Attributes of the College. From the next academic year onwards students and classes will be graded based on the Graduate Attributes. This will further enable the students to reflect and respond to issues of current relevance.

A few relevant events/programs on the campus are enumerated:

Climate and Environment Issues

❖ The College celebrates World Environment day and Ozone day creating environmental awareness in the student community. Activities of the Nature club, NSS, Eco friendly initiatives like Rain Water Harvesting, Green Audit, Restricted use of plastics, Waste Management, Maintaining Herbal Garden on the campus etc. adds to this.

❖ Tourism Day was celebrated and exhibitions were arranged on the themes Alternate Energy Sources and Tourism and Water

❖ Environment protection and preservation activities such as cleaning tourist destinations near the College, planting of trees on the campus by students and faculty are taken up.

❖ A seminar on Bio-diversity in Western Ghats was conducted in the context of the controversy related to ecological fragility of the area. Dr.Ommen V Ommen, Chairman, Bio - diversity Board, Govt of Kerala was the resource person.

❖ BCA department organized national conference on Green Computing (20,21 January 2011)

❖ Class wise initiatives like Shine Green Campaign (conducted by II BCA-2011-12) and Album released by BCA Students 'Bhoomikkai', (2010-2011) also bring environment related issues to the fore facilitating discussions and creating awareness.

Human Rights & Social Awareness Programme

❖ Human Rights Day was celebrated and a seminar on Human Rights was arranged on the campus.

❖ Legal Awareness Camps were conducted in the college and Para legal Volunteers were trained by the Kerala Legal Services Authority.

❖ 'Malala Yousafzai' Elocution Completion was conducted in 2013 to create awareness on human rights.

❖ '*Surakshadalam'*, A pledge taken by the entire student community of Marian to protect women, and to express solidarity to the Delhi rape victims.

❖ A procession was conducted in connection with the Mullaperiyar Dam

issue on 2 Dec 2011.

❖ Protests expressing solidarity to people affected by the Kudamkulam Nuclear project were conducted and Students of Social Work went to Kudamkulam to join the anti- nuclear campaign.

ICT- application for curriculum enrichment

Deployment and application of ICT for curriculum enrichment is a forte of the College. ICT infrastructure updation, purchase of software and their use, training to staff and students in new softwares, application of ICT in teaching and learning are attended to by the institution. Moodle customization, Automation initiatives in result and student profile analysis etc. are recent efforts in the direction of ICT application.

Gender Issues

❖ The College has a Gender Policy and discussions on gender mainstreaming was conducted on the campus for staff and students.

❖ As part of gender mainstreaming of girl students the College has taken many affirmative steps:

  o The sports and games facilities of the College are made available for exclusively for girl students on all Thursdays.(Eve's Day initiative)

  o Women's Cell is active on the campus organizing programmes on gender.

  o A well trained fulltime Women's Wellness Officer is appointed, who engages all the girl students of the campus with yoga, aerobics and gym classes.

  o A ladies waiting room in the college was set up with sanitary napkin vending machine and locker facility.

  o A special Endowment for meritorious girl students is also instituted in the College.

❖ A session on gender issues was conducted for students and they were trained in methods and tools for conducting Gender audits.

❖ A Gender Safety audit was conducted in Kumily in 2012 to assess the level of gender sensitivity in local governance and to evaluate gender disparity in the facilities provided.

1.3.4 Value-Added Courses/Enrichment Programmes for Holistic Development

Marian College has taken several steps to facilitate the 'full-flowering' of every Marianites.

Inculcation of Values - Moral and Ethical

❖ Weekly Value clarification Classes

❖ Retreats and Moral Classes for all the students of the college - Three days are set apart every year specifically for this purpose.

❖ Regular Prayer Services in the college and hostels

❖ Involving class representatives in the departmental decision making

❖ Self- respect through- Marifit – a total physical fitness programme of the college for every student

❖ Fostering philanthropy and sensitivity to human problems through Outreach programmes.

Employability and Life Skills Development

❖ Institution offers several add-on/diploma, certification and skill development programmes to enhance employability (For details please see 1.2.1)

❖ An array of activities through institutional mechanisms like Career and Placement Cell, MAGIS- Centre for Training and Development, Clubs and Associations helps to enhance employability and life skills

❖ Growth Time and Personality Development Classes directly address life skill development of students

Career and Training.

The academic programmes in Marian are job oriented with a range of career options available in each. The college gives guidance for appropriate choice of electives within a discipline and also offers training for placement.

❖ External experts are invited to address the students on different career avenues

❖ Regular interaction with alumni is arranged

❖ Industry interface, internship, practicum etc. give them exposure to different career possibilities

❖ Students participate in career development seminars

❖ Job fairs and recruitment drives are organized by the institution.

Training for careers is provided through Entrepreneurship Experiment lab, online placement training, PSC/bank test coaching, Participation of students in

inter collegiate management competitions, Finishing School etc.

Inculcating Community Orientation

❖ Campus Community Partnership activities with neighbouring Panchayaths, involving the students.

❖ Activities of NSS and Maricare Club

Social Outreaches and Charitable Activities Like

o 'House For The Needy'
o Financial assistance to needy people in the neighborhood
o Food provided to poor patients in Government Taluk hospital on all first Fridays
o Setting up reading room and endowment for the poor children of Pallikkunnu L P school
o Money for the Onam Day floral arrangement was donated to a needy student of the college (Nanmayude pookkalam)
o Blood Donation and other medical camps

1.3.5 Feedback and Curriculum Enrichment

Based on the feedback received from stakeholders the College has developed add-on programmes and has included relevant modules in the existing courses:

❖ Field Work Curriculum in School of Social Work was developed on the basis of agency/NGO feedback. Hand Book /Field Work Manual of the School of Social Work is revised periodically based on student and agency feedback

❖ Taking feedback from parents during PTA meetings Resurgence Education was initiated

❖ Introduced the Protection of Children from Sexual Offences Act 2012 in the MSW syllabus.

❖ Additional Courses on Geography, Hotel and Restaurant Management were added in MMH syllabus

❖ Introduced an Add-on course in Corporate Social Responsibility in MSW in 2013

❖ Local community feedback was considered for starting relevant and job-enhancing courses under Community College e.g. Hardware Training.

1.3.6 Enrichment Programmes and Monitoring of Quality

The monitoring and evaluation of the quality of enrichment programmes are done at the Department level. A faculty is assigned to coordinate the enrichment programme. The coordinator monitors the implementation of the programme, its scheme of evaluation, conduct of examinations, announcing of results, collecting feedback, and issuing certificates to students. The Principal and the Vice-Principal also conduct periodic review of the same.

1.4 Feedback System

1.4.1 Institutional Contribution to the Design and Development of Curriculum prepared by the University

The institutional contributions to the university curriculum can be traced through the involvement of Marian Faculty as members of various Board of Studies (BoS). Faculty from Social Work, MMH, BBA, BCA & B Com courses have participated in curriculum revision workshops organized by the University.

Faculty from the dept. of Hospitality and Tourism were instrumental in adding elective courses into the revised MMH curriculum. The PG dept. of Computer Application and School of Social Work have organized University level Curriculum Revision Workshops in the College campus and submitted the suggestions to the Board of Studies. School of Social Work has developed the syllabus for MPhil in Social Work for M G University. A new Open Course on Brand Management has been developed by the Dept. of Business Administration and is submitted to the University for approval.

1.4.2 Stakeholder Feedback System in Marian

All the teaching departments in the College collect feedback from the various stakeholders- Students, Alumni, Industry, NGOs/Agencies, Academicians and Parents. The feedback is discussed at the Departmental Reviews and are used for bringing about changes in curriculum and its transaction.

Feedback from students are received from the automated feedback on Courses and teachers ,Exit Survey, Department meetings in which students participate, Departmental Student Association meetings and during semi-formal and informal occasions -Open House and Walk and Talk

Alumni feedback is collected through online surveys, e- group interactions, Facebook groups, Alumni website interactions and during Alumni meets.

Industry feedback is gathered during Industry Visits, Industry internship of students, Industry-Academia Interface arranged in different cities(Bangalore, Kochi etc.), industry experts visiting the campus, Interaction with Experts from Industry who are members of the Board of Studies(MMH),faculty visits to industries as part internship supervision.

Feedback from NGOs, Agencies etc. give feedback in connection with student practicum and field work.

Academicians who are invited to the campus either as guest faculty or for lectures, provide valuable feedback on curriculum components and delivery. The academic tie-ups of the College, Exchange faculty from foreign universities, Interactions with faculty in related disciplines in MG University also serve as sources of feedback on Curriculum, Research and related aspects.

Regular feedback is collected from the Parents during PTA meetings which are held Class wise and commonly during course commencement and ending. Interaction during informal visits by the parents to the departments also give valuable insights.

The college is evolving an integrated feedback system by adding three more components viz. student satisfaction survey, staff satisfaction survey and community perception survey.

Multifaceted Stakeholder Feedback System

Tools

Student Feedback

Exit Survey

Alumni Feedback

Parents' Feedback

Industry /Agency Feedback

Student Satisfaction Survey (*in process*)

Community Perception (*in process*)

Staff Satisfaction Survey (*in process*)

Students

Community

Alumni

Feedback System

Industry

Parents

Staff

Areas Covered

Curriculum

Teaching Learning and Evaluation

Infrastructure

Student Support

Governance and Leadership

1.4.3 New Programmes and Courses at Marian and their Rationale

In addition to the MBA programme which is currently under a separate affiliation, the Management commenced the following during the reaccreditation period:

Programmes/Courses	Rationale
PhD Social Work started in 2010)	Since only two Colleges offered Social work Doctoral programme in Kerala, the School of Social Work set up a research Centre to offer more research opportunities.
BSW (Un- aided)2012	To make use of the full potential of the School of Social Work in tune with the vision of the College to serve the society, it had applied for BSW.
BA Communicative English (2012)	The rationale for this programme stems from the fact that there is increasing demand for English language due to tourism, global status of English language, more opportunity in journalism and media.
M Com (Aided) 2013 B Com (Un- aided) 2012	- Idukki being an educationally and economically backward district, the absence of sufficient number of higher educational institutions in Idukki district - Insufficient number of seats for plus two passed students for admission to undergraduate programme. - Recent surge in demand for commerce education in the state. - Over the years the institution has been receiving overwhelming amount of enquiry for admissions in the commerce and management stream, requiring the institution to add more batches.
MPhil Social Work 2013 (Sanctioned)	None of the affiliated Colleges have MPhil in Social Work and Marian has grabbed the opportunity
MMH (Three Courses added during MMH Syllabus Revision 2012)	*III Semester:* Communication Competencies for Professional Advancement *IV Semester (Electives):* Geography of Travel and Tourism Hotel and Restaurant Management –II

Curricular Aspects: Other Relevant Information

❖ Marian College jointly with Ryerson University, Toronto, Canada, designed a PhD course work in Research Methodology and delivered the course to a group of research scholars on an experimental basis. Dr Purnima George of Ryerson was the resource person. Plans are underway to offer this course online with periodic contact classes for the Indian research scholars.

❖ The Government of Kerala has authorized Marian College as a partner institution in conducting their programme ASAP (Additional Skill Acquisition programme). The objective of ASAP initiative is to bridge the gap in skills of

the student population of Kerala by providing sector specific skill training programme along with regular academic studies. The General and Higher Education Departments of Kerala together implement the programme.

- ❖ Six faculty members are involved in content writing for the subject social work education- (social work in the field of disability) One faculty member is the paper coordinator for 'e-PG Pathshala' under UGC, funded by the Ministry of HRD.
- ❖ The M Com PGDM Department has a practice of conducting a Two –Day stay-in Academic Retreat towards the end of every academic year, before the Annual Academic Retreat of the College. This programme, facilitated by an external resource person, is attended by all the students and staff of the department. The Retreat serves as a detailed review of the curriculum and collects feedback on all the activities of the previous academic year. Feedback is collected from every student and faculty. The process also helps in addressing student grievances and to improve teacher student relationship. The department prepares a plan for the next year taking on board the inputs from the Review and this is presented in the College level Retreat to be incorporated in MAAP.

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1   Student Enrollment and Profile

2.1.1 Admission Process

The college ensures publicity in admission process through the following measures:-
- ❖ Advertisements through

    - o Regional Newspaper
    - o College Website
    - o University Website
    - o Social Media
       Bulletins and magazines published by the college
    - o Local Cable Network
    - o College blog

- ❖ Campaigns in schools and colleges offering feeder courses
- ❖ Distribution of brochures & fliers
- ❖ Participation in educational fairs
- ❖ Word of mouth by Alumni, Parents and Benefactors.
- ❖ Announcements in Local Parishes

The college ensures transparency in admission process through the following measures:-

- ❖ 70% seats are filled by the University through CAP (Centralized Admission Process) and the rank list is published in the University website.

- ❖ 30 % seats consist of Community Merit and Management Quota which is filled on the basis of the admission policy of the College.

2.1.2   Criteria for Admission

All admissions to the institution are done following the University / State Government norms.

Government Aided – Undergraduate & Post Graduate programme

- ❖ 70% seats (50% General Merit and 20% SC/ST) are filled as per the University / State Government norms through CAP (Centralized Admission Process) and the rank list is published in the University website.
- ❖ 30 % seats consist of Community and Management Quota which is filled as per the College policy of inclusion and merit based admission.

- ❖ For MMH, the admission is based on marks of Qualifying Examinations, MAT score, Personal Interview and Group Discussion.

Un- Aided
- ❖ 50% seats (General Merit and SC/ST) are filled as per the University / State Government norms through CAP (Centralized Admission process) and the rank list is published in the University website.

❖ 50 % seats consist of Community and Management Quota which is filled as per the College policy of inclusion and merit based admission.

❖ For MCA, the admissions are based on the Common Entrance Exam conducted by the State Government.

2.1.3 Entry Level Marks–A Comparison of Colleges in Idukki

The minimum and maximum percentage of marks for admission at entry level for each of the programme offered by the college is as follows.

Courses	2009-10		2010-11		2011-12		2012-13		2013-14	
	min	max	min	max	min	max	min	max	min	Max
BBA	69	94	68	90	55	96	45	93	58	92
BCA	73	93	45	99	48	95	54	98	54	97
BCom	74	99	70	96	62	97	60	99	70	99
BCom (SF)	NA	NA	NA	NA	NA	NA	60	99	70	99
MCA	56	82	57	84	59	89	53	87	50	88
MCom PGDM	50	84	55	88	56	87	56	86	55	87
MMH	72	94	72	92	81	95	75	94	76	96
MSW	54	72	58	78	56	77	54	83	52	75
MCom	NA	NA	NA	NA	NA	NA	NA	NA	56	79
BA (Com. Eng)	NA	NA	NA	NA	NA	NA	NA	NA	51	92
BSW(SF)	NA	NA	NA	NA	NA	NA	NA	NA	53	98

A comparison of the minimum and percentage of marks at the entry for admission in the nearby Colleges is provided.

B COM

M COM
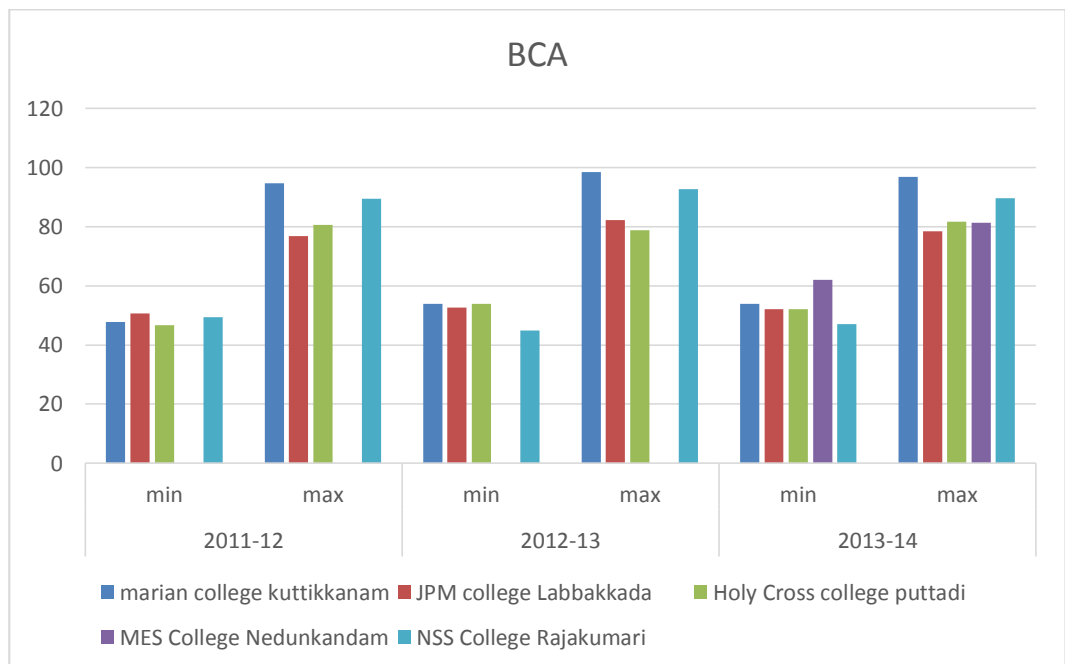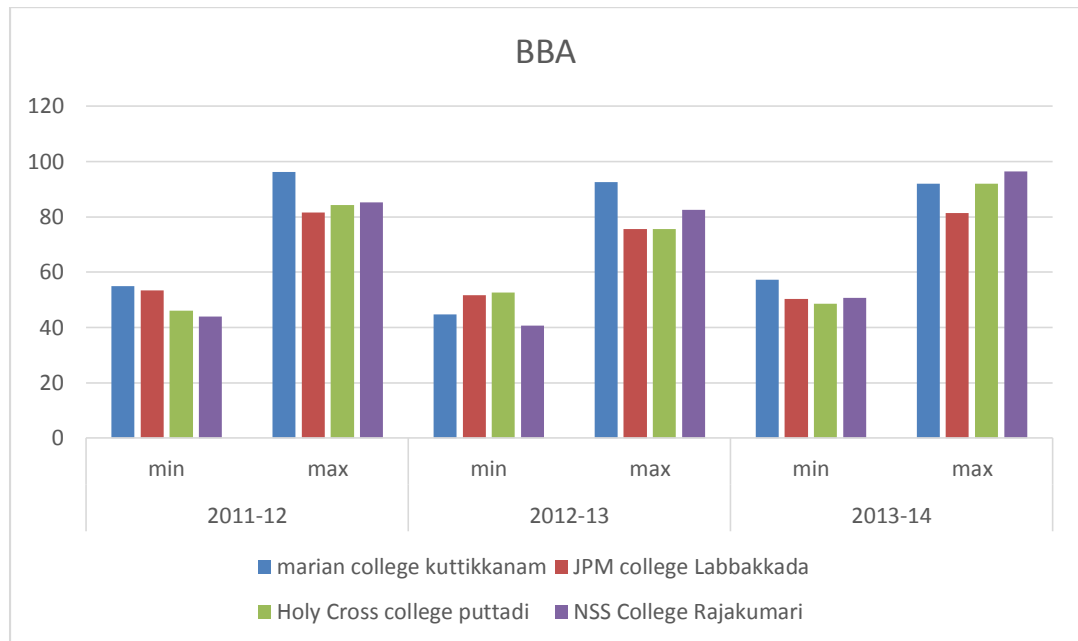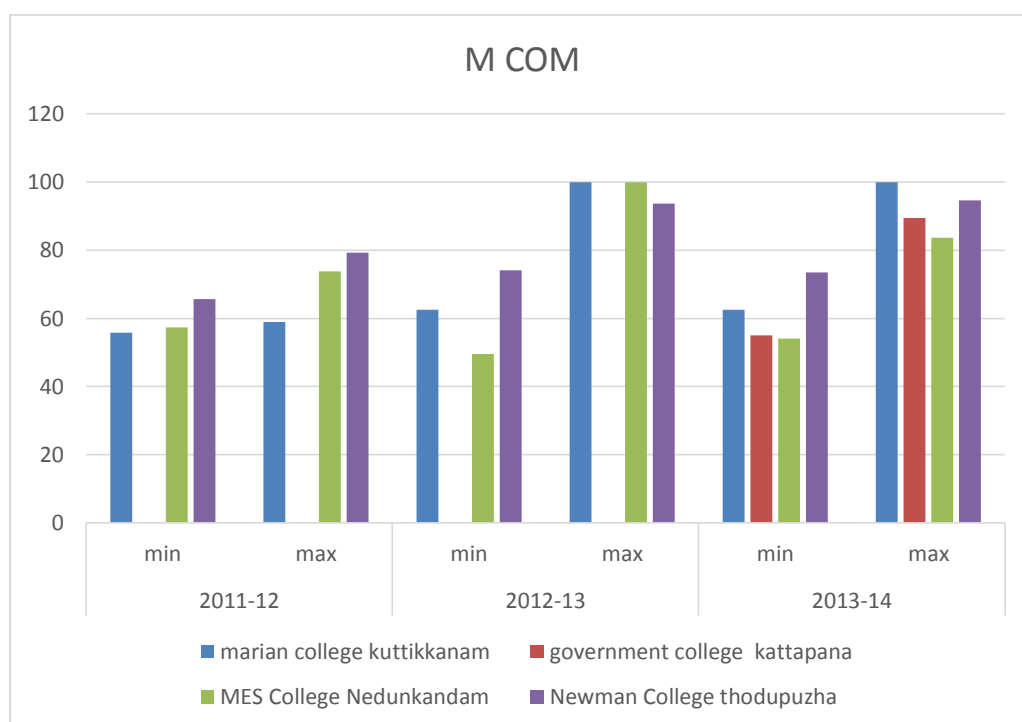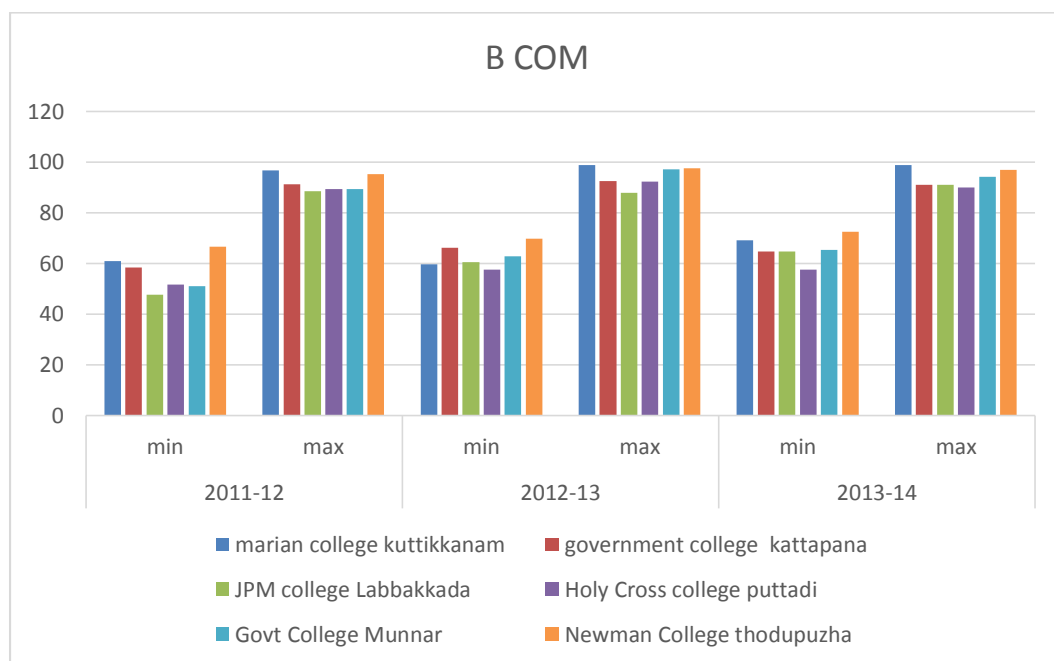
2.1.4 Review of Student Profiles and Admission Process

The details of the students admitted are regularly entered in the office system and analyzed annually. Data shows that the male- female ratio in the admission gives an inclusive representation of the population. It was found that there is a fair intake of students from SC/ST communities in the UG departments. However, the SC/ST admissions to the PG was comparatively low in the last four years. A higher percentage of students' from Christian communities is admitted to the institution. For the last four years, there is an upward trend in the percentage of local students joining the college for Under Graduate programme. However, compared to the students from other districts, the percentage of students from Idukki is less in Post Graduate programmes.

The analysis has helped the college to understand the profile of the students seeking admission to the institution. The institution has taken the following steps to enhance the inclusion of SC/ST/OBC and local students:

- ❖ College has taken conscious efforts to bring the community closer through the Extension activities such as Campus Community Partnership, Childline, Marian Rural Health programme, and DARE de addiction programme etc. increases access to local and underprivileged students.
- ❖ As part of the admission campaign of post graduate programme a faculty member visited the Colleges in the district of Idukki and others and conducted career seminars. The information brochures of the College and the programme offered were also distributed. The campaign continued for three years.
- ❖ Scroll news advertisements in local channels, distributing brochures and leaflets in local schools and colleges, students organizing programme and seminars in schools on career prospects, faculty and Principal's visits to institutions in Idukki etc. are other initiatives taken.
- ❖ Individual Departments and MAGIS too have organized programme for students in local schools
- ❖ The College administration facilitates the prompt distribution of scholarships and free-ships to SC/ST/OBC and other deserving students. In addition to this the Management has instituted endowments and financial support funds which are distributed on merit cum needs basis.
- ❖ 'Jagaran' – The Youth Festival organized by the Phoenix Club for SC/ST/OBC youth of the district helps to enhance access and acceptability.

2.1.5 Strategies to Ensure Inclusion and Diversity in Admission

The Admission Policy of the institution states its commitment to equity, inclusion and diversity both in aided and self-financing programmes.
Access for SC/ST/ OBC students:
- ❖ As per the Government norms 20 % of the total seats is reserved for students belonging to SC/ST community. Unfilled vacancies if any, are repeatedly

published in newspapers.

❖ The Phoenix club which serves as a support system for the SC/ST students of the institution, organizes different orientation and awareness programme in nearby schools and colleges. The club also conducts intra district youth festival- titled 'Jagaran' exclusively for students belonging to SC/ST community. Through these programmes the external students come to know the encouragement and support given to them by the college, which in turn influences their preference for Marian.

❖ Fee concession as per Kumara Pilla Commission Report (KPCR) is provided to OBC students.

Access for Women

❖ Hostel facility for 431 female student inmates is provided in the three hostels of the college.

❖ The College has instituted a Principal's endowment to recognize meritorious girl students on the campus.

❖ A Women's Cell is functioning in the college which has instituted Mother Theresa Award for the most graceful woman on the campus

❖ The College provides adequate facilities such as Rest Rooms, dressing room, waiting room, make-up room and a Gymnasium for girls under the supervision of a Women Wellness officer specially appointed by the management.

❖ Eve's day – the sports facilities are exclusively reserved for girls on Thursday.

❖ NCC Girls battalion of the college is another attraction for armed services aspirants

Differently Abled
❖ Special equipment and furniture are provided on need basis.
❖ Ramp/Connecting passage between academic and administrative blocks.
❖ Special care and counseling is offered.
❖ The college instituted an endowment for a B.Com student in the year 2012.
❖ Library books issued upon request are send to their seats.
❖ Extended time for examination and provision of scribe and peer escort

Access for economically weaker sections

❖ College level endowments and scholarships
❖ Hostel and mess fee concession/freeships
❖ Tuition Fee waiver
❖ Book Lending Facility
❖ Free books and study materials
❖ Earn While you Learn programme

Admission for Minority community
❖ 10% of the seats is reserved for students from minority community
❖ They are provided with scholarships and endowments

Other Initiatives
❖ Free food and accommodation to students admitted in sports quota.
❖ Financial assistance to deserving students for higher studies

2.1.6 Programme-wise Trends in Demand Ratio

The demand ratio of various programme offered by the institution is given below.

Course Name	2009-10			2010-11			2011-12			2012-13		
	Applied	Admitted	Demand Ratio	Applied	Admitted	Demand Ratio	Applied	Admitted	Demand Ratio	Applied	Admitted	Demand Ratio
BCA	265	64	1:5	302	54	1:6	726	60	1:13	1278	69	1:19
BBA	305	64	1:5	316	59	1:6	1042	64	1:17	1175	66	1:18
B Com	420	65	1:7	425	61	1:7	1349	64	1:22	1619	72	1:23
M Com	72	30	1:3	65	31	1:3	68	31	1:3	74	31	1:3
MSW	63	36	1:2	35	30	1:2	40	30	1:2	34	29	1:2
MCA	162	60	1:3	155	60	1:3	162	60	1:3	158	60	1:3
MMH	51	22	1:3	54	22	1:3	64	31	1:3	65	31	1:3
PhD (MSW)	NA	NA	NA	NA	NA	NA	8	4	1:2	4	2	1:2

The data shows that the demand for all the UG programmes has increased from 2009 to 2013 and for all PG programmes the demand remains the same. Further, there is a very high demand (1: 23) for BCom. To meet this demand, the College has applied for new batches in the UG and PG programmes in order to increase the intake of Commerce students and to expand the Department.

The reasons for showing a plateau trend in the demand ratio of PG programmes could be due to the delay in the University admission process (CAPS) and the subsequent delay in the course completion.

The College has taken measures such as offering additional training, certification and enrichment programmes, conducting orientation programmes for school students, extension activities, and different off-campus programmes to further augment the demand for the programmes in Marian.

2.2 Catering to student diversity

2.2.1 Catering to the Needs of Differently- Abled Students

- ❖ The college has set apart 3% of seats for differently abled students as per Government norms.
- ❖ Differently abled students are given forty-five minutes additional time in examinations as per norms.
- ❖ Visually impaired students are provided with scribes for examination.

Other efforts include:

- ❖ Students collected the amount usually spent for Onam floral carpet competition and used it for constituting an endowment and to buy a wheel chair for a differently abled student. The initiative was named '*Nanmayude pookalam*'
- ❖ Special mentoring and remedial coaching for differently abled students.
- ❖ Social and emotional Support provided through the peers.
- ❖ Library books made available at their seats on request.
- ❖ Visually impaired students have facility to record classes for later reference.

2.2.2 Student Need assessment in terms of knowledge and skills

The institution has developed tools for measuring the English language skills **ELPAQ** (English Language Proficiency Assessment Questionnaire) of the students at the entry level. The test is conducted during the induction programme – *Setsail* - or immediately after the induction. Two more instruments **ITPAQ** (Information technology Proficiency Assessment Questionnaire) and **SAQ**- Soft-skill Assessment Questionnaire have been developed for implementation.

2.2.3 Strategies to Enable Students to Cope with the Programme of their Choice (Bridge/Remedial/ Add-on/Enrichment Courses, etc.)

The following strategies are taken up by the institution for enabling the students to cope with the programme of their choice by overcoming the knowledge gap

Bridges Courses are offered in Basic English Language Skills, IT Fundamentals, Mathematics, Accountancy, Programme Language Concepts, Networking, Computer fundamentals etc. during the initial days of the commencement of the programme.

Twenty two enrichment programmes are offered by the various departments in the College.

Remedial programme and informal tutorial sessions are offered by the Course faculty for those students who require additional academic support. Zero hour /sixth hour/off days are utilized for offering the remedial programme.

Course specific special assignments, field visits and industrial visits also help students to gain confidence in their discipline of choice.

Peer teaching and collaborative learning are encouraged to tide over subject related difficulties experienced by the students.

2.2.4 Strategies to sensitize staff and students on issues such as gender, inclusion, environment, etc.

The institution is increasingly aware of the need for developing sensitiveness on cross cutting issues such as Child rights, RTI, Climate Change, Biodiversity, Gender, Inclusive Practices, Food Safety, and Environment. The college invites experts for discourses in such areas under the banner of 'Scholar on Campus' and Mar Varkey Vithayathil chair.

The following table shows the list of expert resource persons who visited the campus during the assessment period:

Name of the expert	Area
Dr.Ommen V Ommen, Chairman, Biodiversity Board, Govt of Kerala.	Biodiversity and Gadgil report
Dr.Prammeela Devi, member, Women's commission ,Govt of Kerala	Women Empowerment
Prof. K V Thomas, Hon Minister of Consumer Affairs, Food & Public Distribution	Food Security Bill
Dr.Thomas Issac Hon.Minister of Finance, Govt of Kerala	Financial inclusion
Dr.T P Sreenivasan, Vice Chairman, Higher Education council, Govt of Kerala	Trends and issues in Higher Education
K T Chacko IAS, Former Vice Chancellor,IIFT ,Delhi	Quality in Higher Education
Dr.Abraham Kurien IPS	Civil service orientation
Dr.Mini Sukumaran ,Associate Professor, Dept of women studies	Gender safety.
Dr.Nalini Naik	Gender Issues
Medha Padkar, Social Activist .	Environment Protection
Annie Raja ,Secretary, All India Women's council	Issues related to women and children
Sr.Salini Mulackal, Catholic Feminist Theologian, Vidyajyoti Theological Seminary, New Delhi	Systematic Theology
Ms Rajita ,Sakhi ,Trivandrum	Gender Safety Audit
Ms.Meena Kuruvilla, Coordinator, Adoption Coordinating Agency	Child Rights

Women Cell of the College took lead and a Gender Policy for the campus was prepared and published. Observation of 'UN Days' were used as occasions to spread awareness on pertinent social issues. Activities such as Gender Safety audit and special campaigns on gender issues were also conducted.

2.2.5 Identification of Advanced Learners and Catering to their Needs

The **c**lass teacher and the individual course faculty assess the academic performance of students based on assignments, seminars, proficiency in the usage of ICT, classroom discussions and internal assessment tests. Their performance in co-curricular and extracurricular activities is also considered in order to identify advanced learners. College adopts the following measures to give higher challenges to the learning needs of such students:

- ❖ Advanced learners are given opportunity to do 'live software projects [eg: in house software developed for result analysis, graduate attributes etc.]
- ❖ Advanced learners are selected for regular coaching/orientation for:
  - ▪ CA – CPT/IPCC
  - ▪ Civil service
  - ▪ UGC NET/JRF
- ❖ Special assignments [eg: Sending them as resource persons in nearby institutions, Opportunity for developing Linux OS] , Depute to attend seminars and workshops on and off the campus, Exposure to entrepreneurship development initiatives, Opportunities to interview VIPs and Industry experts and celebrities like Dr. Thomas Issac Hon. Minister for Finance, P. K. Jayalakshmi Hon. Minister for Welfare of Backward Communities
- ❖ Facilitates participation in State/National level programme like Indian Student Parliament, Altius programme organized by World Malayali Council, University and Interuniversity youth festivals etc.
- ❖ Appointed as Academic Associates/Teacher Assistants to assist the faculty in developing research proposals and teaching learning materials. They are paid for the services.
- ❖ Selected as Group leaders and Resource persons in Peer Group learning
- ❖ Opportunity to be office bearers of different Clubs and Associations
- ❖ Included in Language/ IT resource pool of the college.
- ❖ Advanced learners from PG classes are given opportunities to take classes in UG level
- ❖ Special initiatives like Club A, Thursday Club, Brain Trust exclusively for advance learners
- ❖ Meritorious students on the campus are recognized by proficiency awards
- ❖ Involvement in IQAC activities as student team members.

2.2.6 Institutional Strategies to Prevent Dropout of Students with Special Needs

Data about students at risk of drop out are collected through the following ways:

- ❖ Monthly attendance monitoring system
- ❖ Performance in Class test, internal and model exam.
- ❖ Observing their class room participation.
- ❖ Feedback from hostel wardens.
- ❖ Student profile and entry level score analysis.
- ❖ Involvement in extracurricular and co-curricular activities.

❖ Mark lists of all exams conducted in the college which are sent to parents.
❖ Formal and informal teacher student interaction, especially of class teachers.
❖ Feedback from external trainers too give information about student performance

The collected data are discussed in department level staff meetings and the following measures are initiated to prevent drop out:

❖ **Academic support**
  o Remedial Classes
  o Peer teaching
  o Tutorial sessions

❖ **Financial support**
  o Facilitates the availability of various scholarships offered by Govt. through a coordinator at the college level.
  o College has constituted various scholarships through Alumni, parents and well wishers

❖ **Psycho –Social support**
  o Active Individual and Group Mentoring is provided
  o Constant Parent Teacher interaction and House visits
  o Emotional support through Phoenix club activities

2.3   Teaching-learning process

2.3.1 Scheduling of Teaching –Learning and Evaluation Process   in Marian

The key component of academic planning and organizing in Marian is the Annual Academic Retreat and its outcome the Marian Annual Academic Plan (MAAP). The major inputs into MAAP comes from the departmental review of the implementation of previous year's curricular and co-curricular activities.
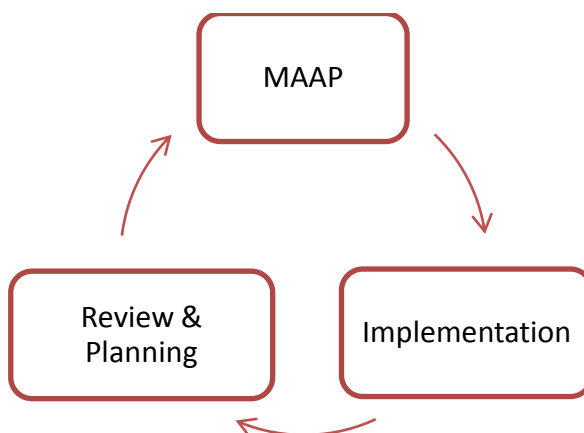
Review and Planning in the Departments:
At the end of each academic year the department staff meeting is convened to review and take stock of the years' activities. The compliance to previous year's plan , the quality of implementation, programme conducted, Results and

placements achieved, standard maintained, feedback received from stakeholders etc. are critically reviewed and gaps identified.

Based on the review findings and suggestions from the faculty and students, the NAAC criteria framework and University Schedule, a department level plan for the next year is prepared. The plan incorporates Portfolio allocation, Course allocation, teaching learning schedule, preparation of course plan by individual faculty, Schedule of Add-on , Bridge, Remedial and enrichment courses, proposed dates for seminars, Fests and training activities, and Review schedules.

The department plan is presented at Annual Academic retreat for the general observations and suggestions from the teaching community.

Annual Academic Retreat/MAAP

Annual academic retreat and preparation of the Annual plan is one of the best practices Marian has followed for the last six years. It is a two day stay-in programme for all the teachers, a mechanism for reflection and continuous improvement. (For details please see 7.3.1 Best Practices)

Implementation of the Academic Plan

The common academic calendar and the MAAP document (Corporate Plan) is prepared and published by the IQAC.

Course plan is prepared and submitted by the course faculty to the HOD/Director before the commencement of the session. The Course Plan contains information on the outcomes and number of sessions allotted to each modules, methods of transaction of each topic, details of the materials to be referred and assessment/evaluation methods. The course related assignments and submission deadlines are also detailed in the Course Plan. Compliance to the course plan is monitored during the department level meetings.

Feedback on faculty and curriculum delivery is collected through an automated process. The consolidated feedback is communicated to the individual faculty by the Principal. When required, performance counselling is also given.

The Vice principal serves also in the capacity of internal exam coordinator, who schedules the internal exams and sets standards for valuation and submission of results.

Interim Audit of the academic plan is conducted by the Principal/External experts.

2.3.2   IQAC Contribution to Improve the Teaching –Learning Process

IQAC has contributed in the following ways to improve the Teaching learning process of the college:
   ❖ Conducts Marian Annual Academic Retreat and prepares the annual academic plan (MAAP)
   ❖ Systems have been developed for result analysis and Graduate Attributes analysis.
   ❖ Sets standards for various processes and monitors the academic

planning and implementation process
- ❖ Supports the management in task clarifications, timeline and quality measures.
- ❖ Coordinates Internal Audit and Retrospect.
- ❖ Plans and executes staff quality improvement programme (Trainings, workshops, mentoring etc.)
- ❖ Facilitates automation of various teaching learning evaluation systems.
- ❖ Advises various committees such as Library committee, IT committee, Research committee etc. of the college.
- ❖ Internal examination Bench marking
- ❖ Periodic review of the documentation system.

2.3.3. Measures to Make Learning More Student-Centric

Teaching-Learning process in Marian is made student-centric by encouraging self-directed styles of learning, fostering group learning practices and integrating ICT and providing support systems. The following table explains the various measures taken:

Measures for Interactive Learning	Measures for Collaborative learning
Debates Seminars Quiz Role play Film reviews Article review News analysis Book review Experience Sharing Case studies Demonstrations Group Discussions	Group Project work Joint paper presentation Camps on and off the Campus Annual Sport Day Cultural shows & Festivals Competitions
	Measures for Independent Learning
	Assignments Seminars Article preparation Internships and projects in industry Monograph Report writing
Support structure and systems available to teachers	
Internal & External Training To understand the learning styles of students (Auditory , Visual, Kinesthetic) On online resources available to enhance teaching learning process	**Infrastructure** 24/7 internet access//Wi-Fi connectivity Smart class room with audio visual aids METLE software Language lab Computer Lab

	Learning resources:
Facilitates learning of concepts like TA,TCI and NLP to incorporate in Teaching learning Financial support to teachers to attend training programme outside	Books Journals Online Data Base Digital Video Discs Licensed softwares

2.3.4 Efforts to Nurture Critical Thinking, Creativity and Scientific Temper

In line with Marian's vision of being a transformational leader in education, conscious efforts are taken in the academic and allied activities of the college to nurture critical thinking, creativity and scientific temper among the students. Strategies adopted in this regard, though not mutually exclusive are enumerated.

❖ **Critical thinking**
   o Debates
   o Case studies
   o Analysis/evaluation after every academic activity like rural camp, field visit, community programme, observation visits, study tours, fests
   o By initiating GD on topics of contemporary Socio – Economic issues
   o Mar Varkey Vithayathil Chair and Scholar on Campus programme
   o Activities of various clubs and associations

❖ **Creativity and innovation**
   o Participation in inter/intra collegiate events
   o Celebration of various fests
   o Newsletter and magazines designed by students
   o Entrepreneurial initiatives like tourism ecommerce sites, MUG House, and C Mart
   o Interaction with business leaders

❖ **Scientific temper**
   o Marian Expo - Annual exhibition conducted by students
   o Micro level field interactions, policy analysis.
   o Research projects and research awards
   o Research funding for students
   o Publication of student research articles in ACUMEN-the research journal of the college

The Graduate Attributes developed and being implemented by the college is an attempt to measure the outcome of the above said activities on each student.

2.3.5 Technology Support for Effective Teaching- Learning

The College offers the following facilities and technology support for enhancing the quality of Teaching- Learning:
- ❖ E-learning resources in the Library such as N-List and Online Sage Journal
- ❖ Networked Computer labs
- ❖ Audio Visual room , Discussion room in the Library
- ❖ Language lab and METLE (Moodle)
- ❖ Wi –Fi enabled class rooms & LCD Projectors in all class room
- ❖ Licensed Softwares such as –SPSS, EndNote, TallyERP 9
- ❖ The students are provided with videos suitable for their course of study (eg: Open course wares in MIT website, TED talks etc.)and are encouraged to watch them
- ❖ Mini PAS-Public Addressing System in Undergraduate class rooms
- ❖ Seminars and workshops arranged for faculty (NME–ICT,RUSA)

2.3.6 Exposure to Advanced Pedagogies and Skill Development

The College offers state of the art technology and facilities to students and faculty to facilitate advanced learning. The staff rooms are equipped with computers, scanners and printers, teachers have laptops, and the entire campus is Wi-Fi enabled. In departments like MMH all the students have laptops, giving maximum possibility for blending face to face and computer assisted learning. The wide repertoire of open courseware available in the internet is accessed and creatively used in the teaching learning processes. The course plans prepared by the faculty give links to internet and free library resources to supplement student learning. YouTube videos on different subjects (eg: Statistics and SPSS) prove to be highly useful in this regard.

College provides training to both faculty and students in the use of technology and internet resources. Inputs on internet searching strategies, training in MS office software, using referencing software etc. are provided to students as bridge programme and special training.

METLE (Marian e-ware for teaching learning and evaluation) is a significant step in augmenting blended learning. Facilities like Video conferencing, CDs and softwares for Interactive learning are also made available.

The college has also partnered with Ryerson University, Toronto to design and deploy online course on research methodology for scholars in India.

During the last four years the faculty of the college have attended a total of one hundred and sixty nine (169) programme aimed at developing their knowledge and skills. An aggregate of 106 programmes were conducted for the students on the campus with the same objective.
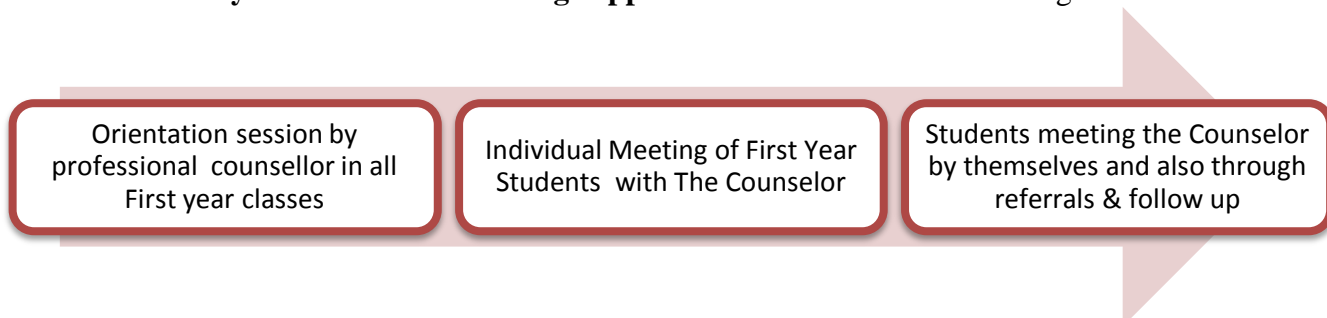
2.3.7: Support and Guidance for Learners in Marian

The Teaching Learning process in Marian is bolstered by insightful interventions by the staff to help the students identify and overcome the difficulties experienced during the learning process. These interventions take the form of mentoring support by the faculty mentors, psycho –social counselling by the resident counsellor, academic advice and support by course faculty and empathic support by teaching staff.

The mentoring services are coordinated by the Counsellor residing on the campus. All the teachers serve as mentors. A Mentoring Manual has been prepared for the reference and use of the mentors. New teachers are given orientation on mentoring and Mentor/Mentee allocation is done at the department level. Group mentoring is the usual practice and individual mentoring is also done.

Academic counselling is facilitated through individual course faculty, Class teachers, HOD and Directors. Special seminars and orientation seminars during the induction time also helps in giving clarity in academic issues. Tutorial by Individual Teachers, Industry-Academia Interface, Field Work Guidance, Research Guidance and Alumni interaction are avenues of academic support and direction.

Psycho – Social Counseling support at Marian occurs in three stages.

| Orientation session by professional counsellor in all First year classes | Individual Meeting of First Year Students with The Counselor | Students meeting the Counselor by themselves and also through referrals & follow up |

The nature of difficulties identified during the counseling process include interpersonal problems, academic difficulties, personality problems, family problems, adjustment problems and physiological issues The number of students who have availed professional counseling during the last four years is enumerated below:

Academic years	Number of students visited	Students identified with difficulties	Total number of counseling sessions	Number of follow-ups
2009-10	366	171	537	87
2010-11	568	110	848	124
2011-12	257	106	475	189
2012-13	213	104	419	226

2.3.8 Innovative Teaching- Learning Approaches at Marian

The College provides all possible support and encouragement to teachers to bring innovation and creativity in the area of teaching learning. The following are some of the efforts initiated to improve student learning.

Teaching Approaches /Methods	Impact Observed	Institutional Support Provided
Use of ICT enabled teaching learning and evaluation	▪ Matching learning strategies ▪ students are proficient in using various AV aids to present things clearly ▪ increased class room participation ▪ more self-directed learning initiatives ▪ Students become Techno savvy ▪ Improvement in presentation skills	▪ AV Room ▪ Language lab ▪ LCD in class rooms ▪ Wi-Fi connectivity ▪ PAS System ▪ Licensed softwares
Course management through METLE (Marian E-ware for Teaching Learning and Evaluation)	▪ Independent learning ▪ Self-directed learning ▪ Students become Techno savvy	▪ Training to use software ▪ Software MOODLE customized to teaching learning requirements of the institution
Peer Evaluation of assignments	▪ Collaborative/self-directed learning	ICT infrastructure of the college
Buddy system for learning accountancy in MMH	▪ Collaborative learning ▪ Team work ▪ Decision working	Infrastructure and IT support
Application of Theme Centred Interaction(TCI)	▪ Collaborative learning ▪ Enhances Learner Autonomy	Training for Faculty
Event Management and escorting tour groups	▪ Good for Kinesthetic learners ▪ Hands on experience ▪ Placement support ▪ Industry interactions ▪ Event management skill	▪ Financial support ▪ Logistics support
Article /Book/Film reviews	▪ Research and Analytical skill ▪ Humane values	▪ Library resources ▪ AV room

Entrepreneurial Experimental lab (C-Mart)	▪ Entrepreneurial aptitude ▪ Sense of responsibility ▪ Team work	▪ Infrastructural ▪ Faculty advice
Activity based assignments such as Quiz, Seminars, Monographs	▪ Team work ▪ Class room participation increased. ▪ Increased knowledge level	▪ Infrastructure support ▪ ICT support

Online Open Courses (Eg: Principles of Micro Economics, Introduction to Marketing in MMH) give the students opportunity to get familiar with international quality course wares.

2.3.9   Use of Library Resources to Augment Teaching- Learning Process

- ❖ Network resource Centre to facilitate access of e –resources
- ❖ Institutional membership in N-LIST, DELNET Subscription of QUESTIA Online Database.
- ❖ DIGITAL LIBRARY-Project Reports of Students, Previous Year Question Papers, CD mirroring, Multi Media Files of various subjects and E-articles digitalized for reference.
- ❖ CD/DVD collections : Total- 1060 (including 170 movies)
- ❖ Extended library hours- (8 am-10 pm) and Discussion Room in library to facilitate group learning
- ❖ Library hours scheduled as part of regular timetable for PG students for Current Affairs Analysis, Article review, Business Quiz, Seminars, Case Study Analysis, etc.
- ❖ Library referencing made requirement for class room projects, assignments, monograph preparations etc.
- ❖ ASK (Attitude, Skill & Knowledge programme) of MMH facilitates enhanced library use by students.
- ❖ 'Read for Gold' competition to encourage reading habits

2.3.10   Curriculum Completion- Challenges and Measures Taken

- ❖ There is often inordinate delay in admission of PG programme due to the centralized University process. This creates lag in the course completion and conduct of exams.
- ❖ The College has sent several representations requesting to speed up the admission process or to return to the old pattern of the College admitting students under University supervision.
- ❖ There no advanced annual scheduling of examinations which create practical difficulties in planning the curricular activities like industry internships, organization visits, field practicum, study tours, seminars and conferences etc. Several requests to correct this also have been sent to the University.
- ❖ Geographic remoteness of the institution creates difficulty in bringing Industry experts and Academicians to the campus. The College arranges stay-in industry interfaces in cities to overcome this. The College bus was purchased

primarily for this purpose.

❖ The Guest House facility also helps in addressing this challenge by offering family accommodation and food to the experts invited to the college. Kuttikkanam being tourism hotspot, local sightseeing is also arranged.

❖ Number of working days missed due to frequent *harthals*, and adverse weather conditions. Evening classes, classes on holidays and tutorials sessions are arranged to tide over this.

❖ In order to help students from medium of instruction other than English, special training and peer teaching is arranged.

2.3.11. Quality of Teaching – Learning: Monitoring and Evaluation

The Teaching Learning and Evaluation process in Marian follows the sequence listed below:

Course plan prepared by individual faculty	Discussion of course plan in the Department	Presenting the course plan and assessment scheme to students	Impleme ntation	Dept level review meetings Interim and final Audit	Feed Back
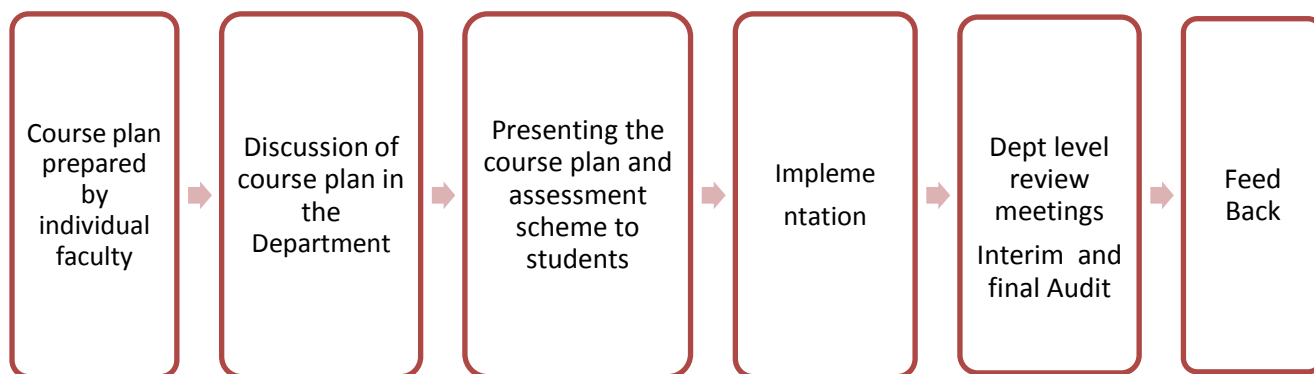
For the facilitation and monitoring of this process the following activities have been carried out over the years:

❖ Compliance with Academic and Exam calendar and Course plan is ensured by the Course teacher, Class teacher, HOD/ Director.

❖ The IQAC organizes interim Academic Audit by the team led by the Principal. The conveners of the Criterion committees are members of the team which visits each department and assesses and gives feedback on performance. The Academic Retreat organized by IQAC also serves as the annual review mechanism.

❖ The learning outcomes achievement is assessed through internal evaluation, results analysis in staff meetings, monitoring of class participation by Course Teachers and Class Teachers, and the supervision by the internal Controller of Examinations.

❖ Training/familiarization sessions on CBCS, Course Plan preparation, Developing and implementing Graduate Attributes are conducted.

❖ Feedback is taken from students and is communicated to the teachers by the Principal, who also offers performance counseling sessions named *'Over a cup of Tea'*

Linking the Graduate Attributes developed by the College with the individual course plans is underway. This can help to effectively assess the overall performance of the students. A software for the analysis of the Graduate Attributes attainment has been developed by the students of the institution. Refinements in the Graduate Attributes assessment process and in the software for GA analysis are also being done. This is based on the specific Feedback which was collected during MAAP 2013 regarding Graduate Attributes implementation.

2.4 Teacher quality

2.4.1 Strategies for Recruitment and Retention of Qualified and Competent Teachers

The table given below shows the qualification of the permanent teachers in Marian

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Ph.D.	2	0	4	2	4	0	12
M.Phil.	0	0	1	0	5	4	10
PG	0	0	2	0	19	17	38

The institution has an HR and Faculty Development policy based on which all recruitment, retention and development activities take place to meet the changing requirements of the curriculum.

Recruitment:

❖ Vacancies are published in leading national dailies, University newsletter and website
❖ Recruitment as per government norms and regulatory authorities like AICTE
❖ Appointments purely on the basis of merit.
❖ Preference given to faculty with PhD
❖ Attracting people with eminence as Directors for various post-graduate Departments
❖ Adjunct faculty with industry experience
❖ Additional faculty appointed with internal funds.

Retention:

❖ Salary scale based on Grade as per HR policy for faculty members in self-

financing departments and UGC scheme followed for aided staff.

❖ Promotes career growth through
- o Financial Incentive to do research and Incentives for each publication

- o Financial and other support to organize and attend national/ international conferences/ workshops (169 external / internal seminars, conferences, workshops were attended by faculty members during 2009-13)

- o Boarding and Lodging facility for residential faculty.

2.4.2 Institutional Strategies to Meet the Demand for Faculty in New Areas

Steps taken up by the institution to offset the scarcity of qualified senior faculty are the following:

❖ The College has appointed industry experts and experienced/retired persons as Directors of different Departments. Experienced faculty are invited as Adjunct and Guest faculty in the College. (E.g. Dr. Mendus Jacob, CEO,IPSR IT Solutions, Dr. Jose James (former DCDC MG University) and Sri. Abraham Kurian (IPS, former DGP, Govt. of U.P)) Dr. V.T. Samuel, Associate Professor, Rust College, Mississippi is appointed as the Director of International affairs for Marian School of Social Work

❖ Several academic linkages were initiated by the College, a few of them formalized through MoUs. Faculty Exchange programme with such foreign Universities like Utah and Ryerson is facilitated by the Institute.

❖ Faculty members were deputed to International Universities/ Organizations for upgrading Knowledge in emerging areas (Fr. Dr. Roy Abraham, Dr.Anish K R, Fr. Alex Vellapally, Mr. Joby Cyriac (Diploma in TCI)).

❖ Forums such as 'Scholar on Campus' and 'Mar Varkey Vithayathil Chair' invite external experts for academic discourses on the campus. (E.g. Dr. T P Srinivasan, former Ambassador and Indian Representative to UNO, Rev.V.M. Thomas, Executive Director, Don Bosco Institute of Management, Guwahati., Dr.K T Chacko IAS, former Vice Chancellor IIFT ,New Delhi.etc.)

2.4.3 &2.4.4   Strategies for Faculty Development and Recharge

The College has a Faculty Development policy to streamline the faculty development activities of the college. The policy aims at faculty empowerment for continuous improvement in teaching learning, research, consultancy and extension, thereby transforming faculty members into Thought Leaders and Marian into a Knowledge Centre.

During the last four years, the institution has taken up several initiatives to enhance teacher quality:

Nomination to staff development programme:

Academic Staff Development programme	No. of faculty Nominated
Refresher courses	11
HRD programme	133
Orientation programme	3
Staff training conducted by the University	2
Staff training conducted by other institutions	14
Summer / winter schools, workshops, etc.	8

Faculty Training programme organized by the institution:

- ❖ 'Student Centric Teaching Learning Methods and Approaches' - Wipro Mission10X Training team
- ❖ 'Managerial Skills for Teachers'- Ebba Karina, Management Consultant, Germany
- ❖ 'Methods of Teaching Social Work' Emma Gross & Janet Wolf., Professors, University of Utah.
- ❖ 'E-Resources in Teaching' by Dr. Senthil Kumar, Bharatidasan University, Trichy.
- ❖ 'Orientation Workshop for Young Teachers' Dr. C Thomas Abraham, formerly Head, Dept. of Adult and Continuing Education , MG University.
- ❖ 'Application of Moodle Software for Course Management'- Sr. Italia Joseph Maria, Robbins A Kattoor , Asst. Professors, Marian College, Kuttikanam
- ❖ MS Office PowerPoint, Outlook and Online Research Tools - Jacob Bose, Asst.Professor, Marian College, Kuttikanam
- ❖ Workshop on Linux– Mr. Amel Mathai, Technical Consultant, Redhat Inc. Banglore.
- ❖ PHP Workshop 2010 – Training Team, IPSR IT Solutions
- ❖ 'Research Methodology in Social Sciences' - Dr. Gemma Beckley, Rust College, Mississippi
- ❖ 'Qualitative Research' - Dr. Purnima George, Associate Professor, Ryerson University, Toronto
- ❖ 'Qualitative Research' Dr. Christina Gingre, University of Utah
- ❖ 'Quantitative Research' - Prof K Kalyanaraman, Professor (Rtd) of Statistics, University of Kerala.
- ❖ 'Use of Endnote in Research' – Dr.Shajimon Peter, Asst Professor, Marian College, Kuttikanam.
- ❖ 'LATEC Software for Research Writing' – Sr. Italia Joseph Maria, Asst.Professor, Marian College, Kuttikanam.
- ❖ 'Mentoring' - Ms. Asha Thomas Fenn, D C School of Management, Vagamon
- ❖ 'Student Mentoring-Practical Issues' – Dr.Cherian P Kurien, Director, School of Social Work, Marian College, Kuttikanam.
- ❖ 'Spirituality of Teaching' - Fr Bobby Jose, OFM
- ❖ 'Gender - Sensitivity' - Dr. Mini Sukumaran, Associate Professor, University of Calicut

Faculty Participation and Contribution

a)	Percentage of Faculty as Resource Persons (External)	**42%**
b)	Faculty Participation in Workshops (National/International)	**98%**
c)	Papers Presented (National/International)	**27%**

Institutional support for faculty refresher programmes

The HR, Faculty Development and Research policies of the College mention strategies to enhance teacher quality. The strategies include Provision of research grants, Support for research presentations and publications, Faculty research incentives, Leave for pursuing research and to attend FDPs, Encouragement to take part in seminars & workshops, Support for faculty exchange programme with foreign Universities, and Leave for taking up teaching assignments in international institutions.

2.4.5 Awards and Recognitions Received by Faculty

Dr. Ruble Raj received Dr Sam Higginbottom Award for the Best Principal of All India Association for Christian Higher Education (AIACHE) Institutions and . John Paul II Award for Best Educationist instituted by the Catholic Federation of India. The World Malayalee Council's Best Educationist and Youth Trainer Award -2012 was also accorded to him. Rev Dr Geevarghese Panicker Award for the Best Principal was also awarded to Dr.Ruble Raj by Rev Fr Geevarghese Panicker Foundation, Mavelikara.

This can very well be perceived as an appreciation of the academic and organizational culture of Marian and the commitment of the teaching and non-teaching staff to the transformational vision of the institution.

Other Recognitions:

- ❖ Dr Mendus Jacob, Director, MCA won the IT Educational Excellence Award in 2013 , instituted by Rastra Deepika Ltd. and Best Entrepreneur Award 2013, Kerala Small Industries Association
- ❖ Mr Ajimon George got selected for three years' deputation to Royal Government of Bhutan under the Colombo Plan by the Govt. of India.
- ❖ Dr Shajimon Peter, School of Social Work, received a scholarship from the journal of Moral Education to attend a seminar on Value Education in China
- ❖ ICSSR accepted the doctoral thesis by Dr Chackochen J Njavallil for publication. A grant of ₹ 50,000/ was given for this.

2.4.6. Teacher Evaluation for Quality Enhancement

As part of the multistakeholder feedback system, the institution has developed an automated evaluation of teacher performance and curriculum transaction. Feedback taken from students is communicated to the teachers by the Principal.

The feedback data, along with Professional Excellence Plan (PEP) self-appraisal, is used for the performance management review of the faculty by the Principal/Directors. Areas which are reviewed in PEP include Academic Advancement, Publications, Research Projects, Seminars & workshops, Administrative Involvement, Contribution to Student Progression and Community Involvement. Based on the review the teacher decides on his/her focus of improvement in the next academic year and takes steps for the same. The Directors and senior staff of the College are available to provide peer mentoring to teachers.

2.5   Evaluation Process and Reforms

2.5.1 Dissemination of Evaluation Procedures

Information about the evaluation processes reach the stakeholders through various modes of dissemination.

- ❖ The Principal and HOD provides information regarding the processes of evaluation to the students during the Induction programme.
- ❖ Class teacher's opening address to the class.
- ❖ The Course Plan presented to the students precisely communicates the detailed schemes of course evaluation.
- ❖ Student Handbook
- ❖ METLE (Marian E-Ware for Teaching Learning and Evaluation)
- ❖ CBCSS Coordinator's Presentations and Interaction in staff meetings
- ❖ Parent Teachers Association Meetings

2.5.2 Reforms in Evaluation: Choice Based Credit and Semester System

The University has introduced Choice Based Credit and Semester system (CBCSS) in UG programme in 2009-10 and in PG programme during the year 2012-13. This has brought a major shift from marks scheme to grading scheme. Similarly, changes were also brought in assigning internal marks by prescribing weightages for each component.

In order to facilitate the smooth functioning of CBCSS, the College has taken the following steps:

- ❖ Appointed a faculty as the CBCSS Coordinator
- ❖ Conducted training session for teachers by experts from University to equip them with the new grading system and question paper setting.
- ❖ Oriented parents about the new system during PTA meetings
- ❖ Class teachers have acquainted the students with the new system of evaluation

2.5.3 Implementation of Evaluation Reforms

For the effective implementation of the evaluation reforms the institution has adopted the following mechanisms:

- ❖ CBCSS co-coordinator and controller of examinations are appointed both for internal and external exam.

- ❖ Exam calendar is prepared in advance and finalized during MAAP. The schedule is intimated to the students during induction programme/Principal's address at the beginning of the academic year.

- ❖ Timely publication of internal marks and its communication to the parents and uploading of marks in the University website.

- ❖ Software developed for analyzing results at the College level and a central coordinator is appointed to monitor the same.
- ❖ Hard copy of internal marks and supporting documents are filed in the department.

- ❖ Benchmarking is done by IQAC in scheduling the conduct and timely evaluation of the examinations. Vice –Principal as the internal Controller of Examination monitors the conduct of examination, valuation of papers in time and dissemination of the assessment outcomes to students and parents.

- ❖ Centralized Valuation camps are organized by certain departments for internal examinations to facilitate the timely publication of results. This is done after the regular working hours

- ❖ The College has developed the Graduate Attributes through a participatory process. Linking these to the course plans and analyzing the attainment are IQAC quality initiatives on the anvil. Development of an in-house software for the analysis of Graduate Attributes attainment by each student is also in process.

2.5.4 Formative and Summative Assessment Approaches at Marian

The College ensures quality and rigor in the Formative Assessment process by adhering to the University and institutional norms and assigning the responsibility of coordinating and monitoring it to the Internal Controller of Examinations. The Course Grade is assessed from assignments and class tests given to each student. The summative assessment is done by the University.

The Course Plan is a major instrument which outlines the scheme and schedule of internal assessment in each course.

The process of formative assessment is delineated in the figure.
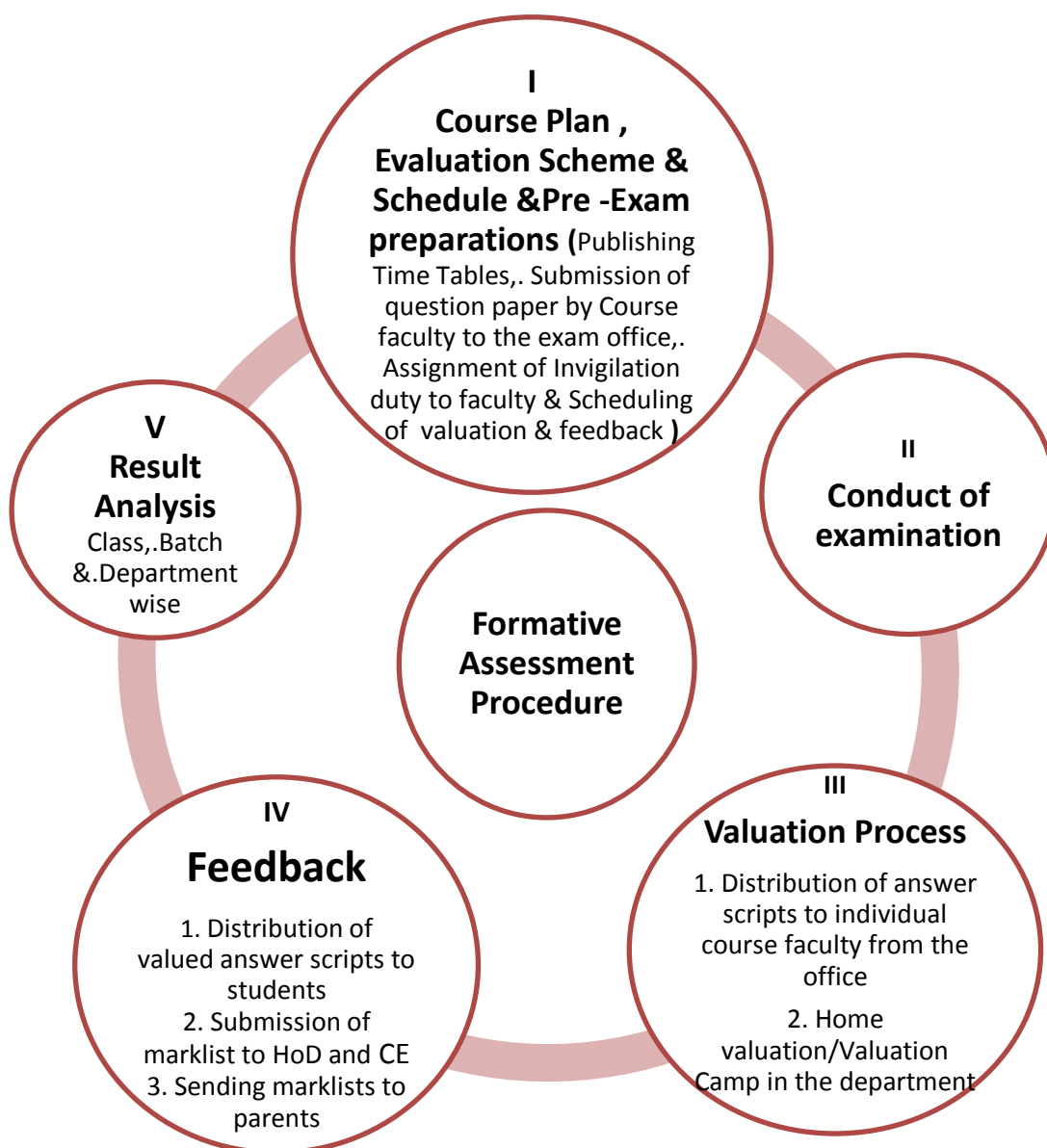
Some positive outcomes of this system:

- ❖ Streamlining of internal evaluation and result analysis of different departments
- ❖ Parents appreciative of the practice of student results' intimation
- ❖ Student initiated remedial coaching and peer teaching

2.5.5 Internal Assessment Standards

For the internal assessment in all courses the institution strictly follows the norms set by the University like weightage for attendance, test papers, assignments, seminars, viva voce etc. Creative assignments which facilitate self-directed learning are given. In evaluating seminars, skill in communication is a criterion.

In order to ensure transparency in internal assessment the following measures have been adopted:

- ❖ Publishing internal marks /Grades in the dept. notice boards prior to uploading mark list in the University website. Students can verify their marks under each criterion.
- ❖ The criteria of evaluation of various methods are given along with the course plan
- ❖ If a student has assessment related grievance, she/he can approach the three-tier academic grievance redressal cell of the college (Course Faculty ⇨Class Teacher ⇨HOD).

2.5.6 Marian Graduates Attributes

The Graduate Attributes for the institution were developed in 2012 and were revised in 2013 through a participatory process by involving all the stake holders. The process was as follows:

- ❖ The class teacher initiated a discussion with students in each class and developed a set of attributes;
- ❖ The class attributes were compiled at the department meeting with members of faculty;
- ❖ Department report was submitted to a college level committee constituted under IQAC;
- ❖ Discussion with other stakeholders like Management, parents, alumni were conducted by the committee;
- ❖ The committee presented their report in the college staff council;
- ❖ Staff Council approved the 9 Graduate Attributes of the college

The Graduate Attributes of the institution are:

- ❖ Reflective Response to Ethical and Social Issues
- ❖ Ability to Work in Teams
- ❖ Effective Communication (oral & written)
- ❖ Academic Expertise
- ❖ Proficiency to Apply Modern Technologies
- ❖ Entrepreneurial Traits & Achievement Orientation
- ❖ Concern for Physical Wellness
- ❖ Sustainability Focus

The Graduate Attributes are attained through the various activities designed and implemented in the College such as:

- ❖ Co-curricular and extracurricular activities to students
- ❖ Workshops, seminars, skill development programme
- ❖ Industry-academia Interface
- ❖ Activities of clubs and associations
- ❖ Sports and games
- ❖ Finishing school and PD programme
- ❖ Activities of Departmental students' association and college union
- ❖ Resurgence education and value clarification sessions
- ❖ Campus Community activities and outreach programme

The College is in the process of linking the Graduate Attributes with the course plans. A software is also being developed by the students of the college for evaluating the results.

2.5.7 Academic Grievance Redressal

For the disposal of grievances related with evaluation, a three tier system is in place in the college.
Level 1- Individual Course Faculty
Level-2- Class teacher and HoD – (Department level Grievance redressal)
Level-3- College Level Redressal Cell

2.6.   Student Performance and Learning Outcomes

2.6.1 Institutional Learning Outcomes and their Dissemination

During the first and second accreditation cycles, individual teachers used to prepare Course Plan for curriculum implementation. In 2012 the IQAC has taken initiative to refine the existing practice by developing institutional learning outcomes in the form of Graduate Attributes.

The attributes developed were assessed using the software developed by the college for the 2012 outgoing batch. During MAAP 2013 the graduate attributes were reviewed and certain changes based on the experience in implementation and assessment were suggested.
The institution has published its Graduate Attributes through the following medium to reach to its stakeholders:

- ❖ Official website of the college
- ❖ College calendar
- ❖ Public display boards on the campus
- ❖ METLE – Uploading the Graduate Attributes and Course Plan in METLE
- ❖ Marian channel
- ❖ Interaction by Principal/IQAC coordinator/HoD/Class teacher/individual course faculty with students and parents.
- ❖ Communicated to teachers during department meetings and the Annual Academic Planning

2.6.2. Student Performance and Progression Monitoring

The monitoring of student performance and progression begins by documenting the entry-level marks/grade of all new admissions in the office. Head of the department along with class teacher and course faculty monitors student progression through semester-wise formative and summative evaluations, monitors diary, best class evaluation (UG) and annual class reports. The overall performance of the students is communicated to the parents during class wise PTA meetings. The results of internal examinations are sent to parents periodically.

Program-wise Pass Percentage

NAME OF THE DEPARTMENT	2009-10	2010-11	2011-12	2012-13
BCA	95.45	95.31	100	94.33
BBA	69.35	70.17	93.54	92.85
BCOM	96.55	89.47	95.16	91.37
MCA	86.44	87.2	88.33	Results Awaited
MCOM	72	100	100	94
MSW	80.7	80.55	92	Results Awaited
MMH	70.85	84.21	90.47	Results Awaited

The above table gives the pass percentages of various programme of the institution. For the last four years, 21 students bagged University ranks. From the academic year 2011-12 onwards, CBCSS is followed for all the UG courses. With this, the 'Grading system' has come into force and ranks are no more awarded.

Aggregate Pass Percentage of the College (2009-2012)
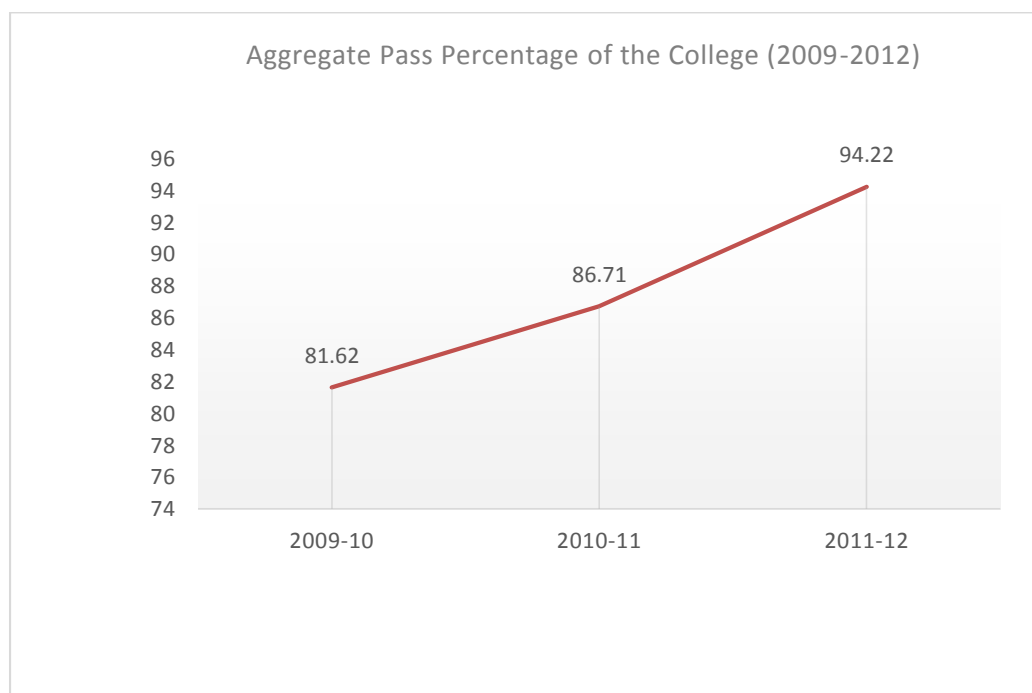
A noticeable increase is observed in the results of the College from 2009-12. (The graph for 2012-13 is not included since the results of three PG programmes are not yet declared.)

University Ranks 2009-12

BCA · B Com · BBA · MSW · MMH · MCA · M Com
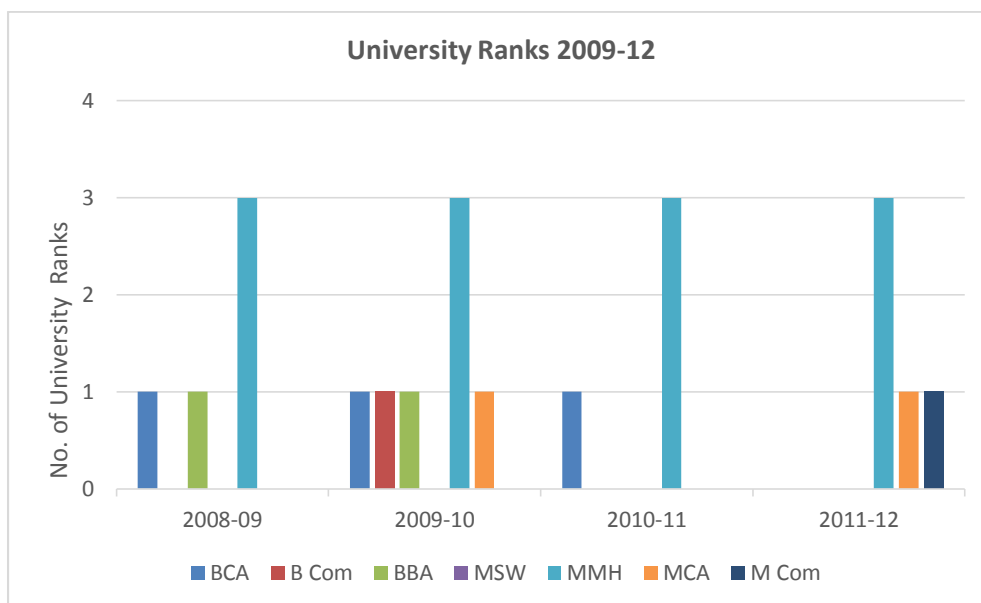
2.6.3 Assessment Strategies and Learning Outcomes

The teaching, learning and assessment strategies of the institution are part of Curriculum Implementation Process (Please see 1.1.2) and are structured into four stages to facilitate the achievement of the intended learning outcomes:

Stage I.   Planning at the Department level: This includes Course Allocation of courses to faculty, Preparation of Graduate Attribute linked Course Plan by the individual faculty, Submission of the Course Plan to the HOD/Director of the Department and Uploading to METLE (Marian e-ware for Teaching, Learning and Evaluation). Student-centric teaching-learning pedagogies such as collaborative learning, ICT integrated teaching, assignments, case studies, field visits, experiential learning etc. are incorporated in the Course Plan.

Stage II.   Course Delivery: Teaching hours for individual faculty are scheduled based on the course credits.

Stage III. Evaluation and Feedback: Course evaluation is done according to the evaluation procedure developed and included in the Course Plan. This is in alignment to the course outcomes. Formative and Summative evaluations are done during the semester. The results are analyzed and communicated to the students and parents. Remedial teaching is provided as and when needed.

Stage IV. Departmental Review: The department reviews the courses, transactions and achievement of course objectives. The Interim Academic Audit by the Principal/External expert also serves as a review mechanism.

2.6.4   Socio-Economic Relevance of Academic Programmes at Marian

Specific steps are taken by the College to make the programme offered socially and economically relevant. They include:

Student placement initiatives taken:
   ❖ The College has a Career & placement cell which organizes Career orientation programme, Online placement training and aptitude tests for the students
   ❖ College has organized a job fair on the campus inviting a number of prestigious companies such as UST Global, ICICI Bank, UAE Exchange etc.
   ❖ Employability enhancement training like ASK programme, 'Starters and Movers' programme of MMH, and Industry Interface for facilitating job placement are also organized   by the institution.
   ❖ Corporate linkages for real time job exposure (tour escort by the students and event management support) also supports placement of students.
   ❖ Placement brochures are prepared and sent to reputed organizations by individual departments for facilitating placement.
   ❖ Marian is a member institution of C-Tips which is a consortium for placement activities. The coordinator of this consortium is a faculty of the College.
        Tata Consultancy Services has selected Marian as an institutional partner for campus placement programmes.
   ❖ The College has appointed a Corporate Relations Officer for coordinating placements in the Department of Tourism and Hospitality

Research Aptitude is developed among students through
   ❖ Orientation and training on Research Methodology
   ❖ Conducting Research projects during student internships
   ❖ Instituting Student Research Awards for the best research projects identified.
   ❖ Selecting Student Research papers for publication in ACUMEN, the College academic Journal with ISBN

The College fosters Innovation & Entrepreneurship among students through the following ways:

   ❖ The College promotes Entrepreneurship experimental ventures like
        o C-Mart (the retail shop run by M Com students)
        o Mug House (the coffee Machine managed by BBA students
        o Cafeteria run by MMH students
        o Fab Mall(stall of homemade items by B Com students during fests)
        o Tourism Portal(MMH students)

   ❖ Entrepreneurship Development Club Activities and training programme. Marian College is one among the 36 colleges selected by the state Govt. for the Entrepreneurship Day programme on 12 September 2013
   ❖ IBL-interaction with Business Leaders at their premises (an initiative by

dept. of Business administration)
- ❖ Department Student Association activities like Department. Fests, setting up Exhibition and sales stalls during celebrations, etc.
- ❖ Support to students to attend seminars and workshops on Entrepreneurship

Social Initiatives are encouraged by the college through activities such as
- ❖ Campus- community partnership programme
- ❖ Outreach programme

2.6.5 Student Performance Analysis and Follow-up Action

The College gathers data on student performance and learning outcomes through Semester wise formative and summative result analysis, Feedback on students received from professional trainers hired from outside, Analyzing the progression of Students to higher education and/or job placements, Assessing the performance of students in placement drives, Studying the class wise annual reports (UG), and Analysis of Graduate Attribute Attainment by students.

Based on the data collected on student performance the following actions are taken to overcome the barriers of learning.
- ❖ Remedial programme are initiated to support students weak in specific subjects.
- ❖ Peer teaching is encouraged among students.
- ❖ Focused mentoring and counseling services are offered to students who require special help
- ❖ Special Scholarships are provided by the College for financially backward students
- ❖ Add-on programme and Skill enhancement programme are offered by the College for capacity building in students
- ❖ Career and placement orientation programme and Finishing school programme give direction, clarity and training to students to face job interviews with confidence.
- ❖ Special opportunities like Club A, Tech Resource Pool and Language Resource Pool are arranged for developing gifted students.

2.6.6 Monitoring and Ensuring Achievement of Learning Outcomes

Integrated into the Marian Quality Model, the internal Quality Assurance system of the College, the following strategies are deployed for monitoring and ensuring the achievement of learning outcomes

- ❖ Preparation and publishing of Course Plan which has learning outcomes, student centric pedagogy and evaluation procedures embedded in it.
- ❖ Semester wise formative and summative result analysis as inputs for focused academic Counseling and Mentoring support
- ❖ Course feedback (integrated with the computer aided student feedback on teachers) to assesses the quality of curriculum delivery
- ❖ Analyzing the progression of Students to higher education and/or job placements, assessing the performance of students in placement drives and

the academic results analysis as yardsticks of the achievement of learning outcomes.

The achievement of learning outcomes are monitored by the Course faculty, class teacher, Heads of Departments and the Principal with systematic support from the IQAC. The hierarchy of responsibility is illustrated in the figure below:
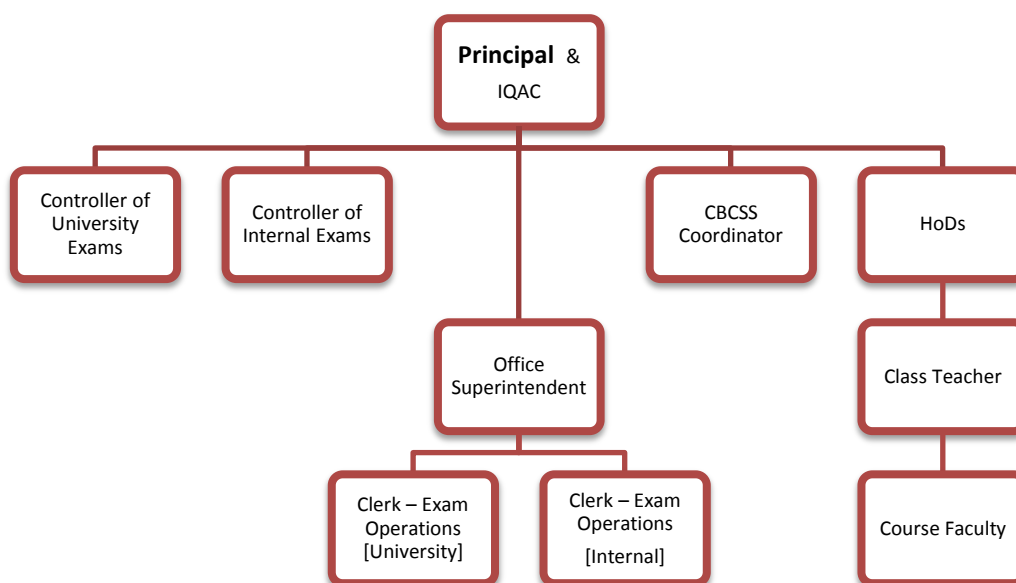
2.6.7 Evaluation Outcomes, Performance Indicators and Follow up

Semester wise formative and summative assessment outcomes are measured using internal assessment tests, assignments, seminars, quizzes, discussions, field study and projects assessments and attendance monitoring. The institution and the individual teachers use these assessment and evaluation outcomes as an indicator for evaluation of student's performance, achievement of learning objectives and planning

Analyzing these evaluation outcomes, students with special needs are identified and steps are taken to cater to their needs.
- ❖ Challenging assignments Club - A activity, Peer teaching, leadership in clubs and association etc, are given to students with higher potential.
- ❖ For students who need additional support remedial classes, tutorials, special mentoring meetings and interactions are arranged.
- ❖ In order to recognize students' performance, awards like Best Outgoing Student, Best Researcher, Best Field Worker, Best Class, Academic Proficiency, and 'Mariglow' have also been instituted.

Assessment and evaluation outcomes are discussed in the departmental meetings which are held prior to Marian Annual Academic Planning. The inputs and insights obtained at the departmental level are taken up for discussion in the MAAP and are incorporated in the annual planning for the next academic year.

Teaching Learning and Evaluation: Other Relevant Information

Indigenous Software Development to Strengthen the Teaching–Learning and Evaluation Process: The staff and the students of the College have developed softwares to aid a few of the teaching learning and evaluation practices. The METLE online course management system is a customized version of the open source Moodle software. The customization and webhosting of METLE was done by the faculty and students of Marian. The result analysis software and Student profile analysis software were developed by the students of the institution. The graduate attribute analysis software initially developed is being modified incorporating the suggestions from the faculty. The refined version is envisaged as one which enables the analysis of GA attainment at Student, Class, and Departmental and College levels.

Club-A is an initiative Orienting the gifted students to reach to their maximum academic excellence by achieving A+ academic grade.
An equal development of the resource students by creating an ambience of peer education where the gifted students share their learning skills in such a way that the resource students achieve the best possible academic grades.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

The college has developed and deployed the required policies and practices for the smooth conduct of research, consultancy, extension and collaboration stating the institutional commitment to continuous improvement in the respective areas. Living up to the spirit of the quality policy of the college, these policy documents aim at progressively growing at par with international standards by strategically positioning the institute in the emerging areas of research and exploring new dimensions in consultancy and extension.

3.1. Promotion of Research

3.1.1 Doctoral Research

❖ The School of Social Work at Marian College is an approved Research Centre of Mahatma Gandhi University, Kottayam. Nine scholars are pursuing research at the Centre.

3.1.2. Marian Research Committee for Social and Economic Development

❖ The institution has a research committee named 'Marian Research Committee for Social and Economic Development' (MRCSED), to monitor and address the issues of research in tune with the research policy framework deployed by the college. The efforts of the committee over the years are bearing fruit with the raised quality of student research, enhancement of research facilities, more international publications (Impact Factor up to 3.25) and increase in the number of PhD holders.

❖ Composition of Research Committee: The Research Committee has been established with faculty representation from all departments, students, local community and external experts. The Librarian, Convener of the Research Criterion Committee, Faculty in charge of Collaboration, Extension and Consultancy of the College too are members of the Committee.

Recommendations made by the Committee and their impact

Sl. No.	Recommendations	Outcome/Impact
1	Best Student research Award: Selecting best student research project from each course and offering cash awards of ₹ 2,000 each to the students and ₹ 1,000 each to the faculty Guides	● 30 applications were received ● 6 students and 6 faculty were given awards ● An increased awareness and interest among students in Research Activities

2	Financing students minor research project ₹ 5,000 each	• 11 Applications were received and funding is given to 6 Projects • Encouragement for taking research seriously and to reflect on issues of relevance.
3	Financing faculty minor research project ₹ 15,000 each	Ten faculty research Proposals are accepted for funding.

4	Marian Stars- A research promotion campaign; an informal interaction where the senior faculty with research experience addressed the concerns raised and motivated the young faculty to undertake research work (13th June 2013).	• Increased commitment among faculty members to
		   o Complete PhD
		   o Register for PhD
		   o Publish Papers
		   o Undergo MPhil.

5	Publishing the best student research studies in the college research journal ACUMEN	Five students research work were published in ACUMEN
6	Research Incentives/Awards	Three Faculty members have availed this assistances
7	Establishment of Research Lab	4 PhD research scholars make use of this facility in addition to faculty and students of the institution.
8	Purchase of Softwares for Research – SPSS/Endnote/ CLEMENTINE	Students and faculty make use of these softwares for Research Projects. Quality enhancement in Research work
9	Developed a comprehensive Research Policy	Institutionalized research activities in the college and more faculty and students have availed incentives and other benefits.
10	Recommended for the publication of Research Handbook for students by all disciplines.	To ensure quality standards for students' research work

3.1.3 Implementation of Research Schemes and projects

For the smooth progress and effective implementation of research projects, the institution has taken several steps such as:

Autonomy to Investigator

- FIP leave is granted as per UGC norms.
- Researcher has full freedom to buy books in his field of research
- Full freedom to administer research fund as per the regulations of UGC/funding agencies.
- Duty leave /flexibility and concession in work load to attend seminars /workshops /symposium.
- Institutional incentive of Rs.10000/- at the disposal of the Principal Investigators for buying books.

Timely availability or release of resources

- The seed money given to the faculty and students for undertaking research projects are released immediately upon the fulfillment of required conditions.
- Financial support for attending research related workshops and conferences
- The funding received by the college from the UGC/other funding agencies are released to the concerned faculty immediately upon getting specific request for the same.

Adequate infrastructure and human resources

- Discussion Room in the Library and AV Room/video conferencing facility are made available for research purposes.
- Network Resource Centre in the Library
- Research Lab for research scholars
- Wi-Fi connectivity (Internet & Intranet)
- Computer Labs with networked systems
- Separate work stations for Research Scholars in the Library
- Appointed a Research Associate for organizing research related activities in Social Work

Time-off, reduced teaching load, special leave etc. to teachers

- Duty leave/flexibility /concession in workload to do course work/research work
- Special leave for doing PhD
- Those who are selected for FIP of the UGC are given 2 to 3 years leave from service with salary and substitute teacher. Two faculty members availed this facility during this period.

Support in terms of technology and information needs

- 20375 books and 205 journals/periodicals in the Library
- e-journals ,e-books, N-list and Licensed software for research like SPSS, CLEMENTINE and END NOTE
- E-creations software for publishing research articles http://mari-e-creations.com/marianebook
- Round the clock Wi-Fi internet support,Video conferencing, and Reprographic facility
- Facilitating digital library use and other research resources collection from IIM Kozhikode.

3.1.4 Research Promotion among Students

The institution has taken focused efforts in line with the research policy to enhance the research culture in the campus. Steps taken at the College level are enumerated:

❖ Constitution of Research Committee to advise and recommend the management on developing scientific temper and research culture and aptitude among students.

❖ Research project for all students as a part of curriculum and opportunity to attend expert lectures.

❖ Seed money for selected student research projects

❖ Encouraging Research paper presentations in National and International Seminars

❖ Personal mentoring and guidance by the research supervisor throughout the research process.

❖ Scope for publishing eligible research works of students in the Marian research journal, ACUMEN.

❖ Faculty guidance, collaboration and support to students at all stages research work.

Department Level efforts to enhance research aptitude:

❖ Continuous Field Interactions through field work in School of Social Work and Department of Hospitality and Tourism

❖ Involving students as co-investigators in Research Projects undertaken by the Department eg. in M Com-PGDM and Extension Departments.

❖ Conducting Research Methodology workshops/Short term Courses to enrich the research culture

❖ Training on the use of research specific softwares for data analysis, accurate referencing, in-text citations etc.

❖ Interaction with eminent researchers of national and international acclaim

❖ Compulsory IEEE projects for students at final year in PG Department of Computer Application.

❖ Student Research projects in every semester made mandatory in the Department of Hospitality and Tourism

❖ Students are required to do data analysis using statistical softwares like SPSS by Social Science, Commerce and Hospitality departments.

❖ Adherence to department prescribed research paper format while drafting reports.

❖ Instituting awards for the best student research projects in each department.

❖ Orientation Programme for management project to fifth semester BBA students every year

3.1.5. Faculty Involvement in Research Activities

Guiding Student Research: The faculty is actively involved in guiding student research projects at different levels, viz, PhD, M Phil, PG and UG During the last four years, the faculty have guided 1202 student projects. Details are given in the following tables.

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Sl. No.	Guiding Student Research	No. of Research Projects			
		2009-10	2010-11	2011-12	2012-13
1	Guiding Student Researches (Ph D)	Nil	Nil	5	7
3	Guiding Student Researches (PG)	175	175	175	175
4	Guiding Student Researches (UG)	120	120	180	182

Leading Research Projects:

Sl. No	Nature of Projects (2009-13)	Funded/ Sponsored by	No. of Research Projects
1	Major Research Projects	UGC	1
	Major Research Projects	Industry/NGO /LSGs	1
2	Minor Research Projects	UGC	11
3	Minor Research Projects	Industry/NGO /LSGs	4
4	Research Projects	College	1

Collaborative research: Two faculty members have undertaken collaborative research work by establishing collaboration with two outside bodies, Vandiperiyar Grama Panchayath and Childline.

Individual Research of the faculty: Fifty four research projects were undertaken by faculty including Major and Minor researches of UGC and other sponsored research projects during the last 4 years.

3.1.6. Capacity Building for Research

A host of workshops/ training programs were conducted at the college and department level with a focus on capacity building and imbibing research culture on the campus.

Eighty three such workshops/training programs were conducted in the college during the last four years.

Sl No	Programs Conducted	Nos
1	Seminars	22
2	Workshops	29
3	Training Programs	5
4	Invited Talks	27
	Total	83

Seminars 26%, Workshops 35%, Training Programs 6%, Invited Talks 33%, N=83
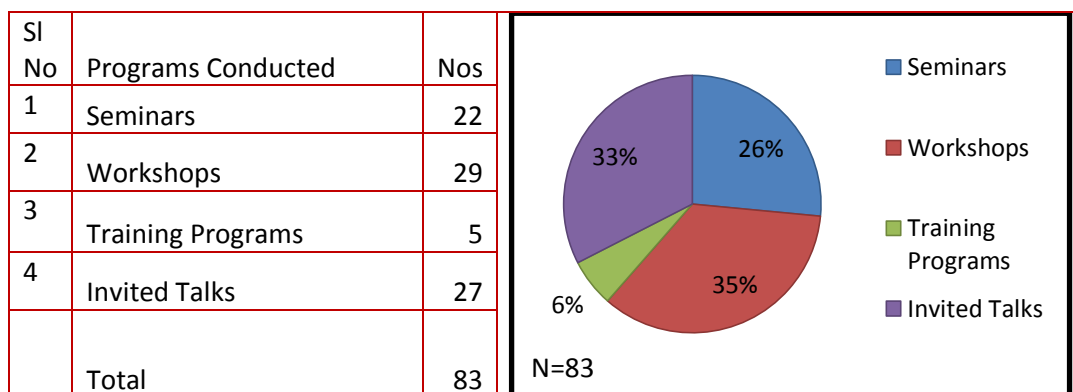
3.1.7. Research Areas and Expertise Available

The college has prepared a list of prioritized research areas considering domain expertise available and the overall vision and mission of the college. The expertise (subject expertise, research methodology, resource person, Training and development) available with the institution is published in the college website and is made available to students, research scholars and the local community. The departments and their respective areas of research are given below:

- o **Social Work :** Tribal development, Family Social Work, Mental Health, Substance Abuse**,** Land alienation and livelihood issues, Value education
- o **Hospitality and Tourism:** Destination development ,Service sector research, Indigenous tourism, Responsible Tourism
- o **Commerce and Management :**Training and Development ;Internet Banking; Turn Around Management; Organized Retailing
- o **Computer Science:** Fuzzy Association Rule Mining; Soft Computing; Image Processing: K- means Clustering; Fuzzy Clustering; Web Mining; Cloud Computing; Mobile Adhoc Networking.

3.1.8. Scholars on Campus

The various departments of the College have put in concerted effort to bring researchers and experts of eminence to the campus. A total of 62 researchers and experts visited the College from 2009- 13.

❖ **Organizational efforts to attract researchers**
- Coordinated efforts from Research Committee, Collaboration Committee, placement cell and the departments to bring researchers and scholars to campus
- Tie-ups and collaborations with other institutions/ NGOs/ industry etc.

❖ **Initiatives/Activities/Programs to bring researchers to the campus**
- Organizing National and international seminars/conferences by all departments
- Organizing Workshops on Research Methodology
- Faculty development Programs
- 'Scholar on Campus' and 'Mar Varkey Vithayathil Chair'
- Department Fests during which speakers of eminence are invited

❖ **Facilities and Funding to facilitate the visit of researchers.**
- Well-equipped Guest house to provide accommodation
- Video Conferencing Facility in the state- of -the -art audio visual room
- Financial assistance to departments to bring researchers of eminence to the campus
- Honorarium and travel expenses to visiting faculty

3.1.9 Leave Provision for Research Activities

- 6 percent (3/54 *100) of permanent faculty has utilized the leave for research during the period under review.
- The research activities have resulted in more national and international publications/paper presentations
- The faculty availed the FIP scheme are spearheading the activities of Research Committee (MRCSED) which promote, monitor and supervise the various research activities of the college
- The FIP completed faculty gives leadership in organizing the Department wise research methodology workshops

3.1.10. Dissemination of Knowledge Generated through Research

The initiatives taken by the institution to share researched knowledge is categorized under three heads, viz, Print and Online Media, Institutional systems and Procedures, and faculty as resource persons.

❖ **Print and Online Media**
- Establishment of Publication wing to look after all publications in the college. The wing has brought out five volumes of the College research journal Acumen during the review period.
- Development of E- Creations software for Online Publication of research work including the college journal, Acumen. Another, software for automating the entire process of publishing Acumen is underway in the Department of Computer Applications under the leadership of students.
- The research work done by students and faculty are collected in PDF format/hard copy and selected ones are made available to students and faculty in the campus and also to outsiders who visit the library.
- A link in the college website was created to provide wider access to research outputs of the college. For instance, it is possible to access all the back volumes of Acumen.
- The College has published the areas of research having domain expertise in the College website. This facility enables the students and community to contact the right person for consultations and to get the right information.

❖ **Institutional systems and procedures**

- Library facilities are open to outsiders including research scholars, students and general public and the research outputs of the college available in the library/network resource centre are made available to such visitors.
- The establishment of Magis, the HRD wing of the college, organizes many programs for the students and outsiders. The centre makes use of the expertise available at the college which eventually results in transferring the benefits of research to the students and community
- The college has established an   Extension department with a full time director and coordinator to take care of the extension activities. The department organizes various extension activities which lead to more interactions and deliberations by faculty with the cross section of people in the community.
- Provision of Cash awards and incentives to faculty and students for Research publications and paper presentations for knowledge transfer.
- Constituted Consultancy wing to undertake consultancy work which is an appropriate channel for the dissemination of research findings to the user groups.
- Every department organizes national and international seminars with participation of students and members of the community. Through the discourses by eminent researchers and paper presentations of participants, the research outputs are communicated to students and community

❖ **Faculty as Resource Persons**
- The faculty members are encouraged to act as resource persons of programs organized outside and is given duty leave without affecting the regular academic work. Faculty members gave 83 such sessions during the given period.

3.2   Resource Mobilization for Research

3.2.1 Financial Allocation for Research

Seven percent (approx.) of the College budget is set apart for research activities. The amount is spent for books, journals, online resources, softwares, computers, Wi-Fi facilities, research promotion measures, organizing workshops etc. The details are given below:

Sl. No.	Items	2009-10		2010-11		2011-12		2012-13		Total	
		Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
1	Equipments and Computers	8,75,000	8,60,080	6,75,000	6,37,067	4,05,000	4,26,118	7,30,000	7,18,737	26,85,000	26,42,002
2	Books, Journals and Publications	1,10,000	1,08,046	5,20,000	3,87,511	8,00,000	5,56,925	2,10,000	2,06,043	16,40,000	12,58,525
3	Internet Charges	5,50,000	5,28,970	3,55,000	3,53,892	5,50,000	5,42,238	5,15,000	5,14,081	19,70,000	19,39,181
4	Research Lab and Software's	Nil	Nil	8,00,000	7,77,349	5,00,000	5,00,000	4,00,000	3,82,985	17,00,000	16,60,334
5	Research Incentives & Workshops	75,000	73,500	2,75,000	2,66,127	5,000	4,000	1,25,000	1,24,860	4,80,000	4,68,487
	Total	16,10,000	15,70,596	26,25,000	24,21,946	22,60,000	20,29,281	19,80,000	19,46,706	84,75,000	79,68,529

3.2.2 Seed Money for Faculty Research

The research policy document of Marian contains the provision of research funding including seed money to promote research among faculty. The policy provides for

- ❖ Financial provision (seed money) of ₹ 15,000 is given to a maximum of ten faculty members every year for undertaking innovative and socially useful research projects.
- ❖ Seed money of ₹ 10,000 to each faculty who undertake research work for buying books or journal articles (hard copies) relating to their areas of research.
- ❖ Seed money for researchers to participate in research methodology workshops outside the college upon specific request.

The total amount sanctioned during the last four years under review is ₹ 1,50,000. Nineteen percent (10/54*100) of the faculty availed this funding during this period.

3.2.3 Financial Support for Student Research

- ❖ Financial Provision of ₹ 5,000 each to a maximum of 5 students every year to undertake innovative research works. During the year 2012-13 six students are given funding involving a total outlay of ₹ 25,000/-
- ❖ Cash awards of ₹ 3,000 each to seven best student research projects from different departments. During the year 2012-13 six awards were given involving a total outlay of ₹ 18,000/-

3.2.4 Initiatives in Inter-Disciplinary Research

- ❖ The Research Committee consists of members from various disciplines. During research committee meeting, possibilities of interdisciplinary research projects are explored. Faculty members also participate in various national and international seminars organized by different departments of the college which give ideas for undertaking inter disciplinary research.

Successful endeavors

- ❖ Data generated by M Com PGDM Department as part of its research Project titled, 'A Survey on Empowering Villages by Financial Inclusion', was used for verifying the efficacy of the algorithm developed by Mr. Binu Thomas, Faculty of Computer Applications, as part of his PhD programme ,
- ❖ Faculty members, (Mr. Bharathi Rajan, Mr. Joshy john, Mr. Jobin Jose, Mr. Biju P Mani Dr. Soosy Joseph, Dr. Jojo K Joseph and Dr. Thomas K.V.) who have completed PhD and/or taken up major/minor research projects, selected topics of interdisciplinary nature for their research work.
- ❖ Mr. Biju P. Mani (Law) and Dr. Cherian P.Kurien (social work) jointly completed a UGC minor project titled " Functioning of Child Welfare Committees in Kerala"
- ❖ A proposal submitted to UGC recently on the broad title 'Children in Conflict with Law' called for informal discussions between personnel

belonging to Social Work, Law, Members of Juvenile Justice Board, Sociology and Psychology.

The present University regulations are not favorable for interdisciplinary research. As the College is in the process of getting autonomous status, soon the institution will be in a position to strengthen interdisciplinary research by creating an enabling environment for interdisciplinary research.

3.2.5   Use of Research Facilities

The institution follows a liberal policy in providing research facilities to all including students, faculty and people outside. The optimal usage of facilities is ensured by providing availability, accessibility, flexible timings, motivation and tracking for feedback, among other things. Specific measures taken by the College in this direction are:

- ❖ The student research work in UG and PG courses require the maximum use of research facilities. It is made mandatory for students to use online resources and research software's such as SPSS for Data analysis for their project work.
- ❖ Extended lab hours (24x7) and Extended library hours (8.00 am to 10.00 pm) on all working days.
- ❖ Wi-Fi internet and online resources are made available free of cost.
- ❖ Reprographic facilities are offered to students and staff at concessional rates
- ❖ Acumen, the research journal of the College, gives opportunities for staff and student for publication of research papers.
- ❖ Research Orientation sessions and Methodology workshops are offered to students and teachers.
- ❖ Library hours are scheduled into the timetable of Postgraduate programmes to augment library use by students
- ❖ An exclusive space for researchers is set apart in the library. The research related facilities in the library are displayed to inform and encourage optimal usage.
- ❖ The library offers a multimedia - equipped discussion room for researchers for discussions and deliberations.
- ❖ Registers are maintained for keeping track of the use of Library, Lab. Network centre and other research facilities.

3.2.7   Institutional Support for Faculty in Securing External Funds

- ❖ Research committee informs and guides the faculty about the availability of various funding opportunities from UGC, government organizations, industries and NGOs.
- ❖ Management encourages the staff to go for funded projects and allow the staff to use facilities of the college for free of cost/concessional rate.
- ❖ A cash award of ₹ 1,000 each for minor research and ₹ 2,000 each for major research proposals are offered to faculty to encourage the faculty research.
- ❖ Travel expenses to the tune of ₹ 12,000 for attending Major project interface meeting held in Delhi, was met by the management.
- ❖ The college offers provision to publish the expertise of Faculty in the College website.

❖ Flexible timings and workload sharing (Eg. exemption from exam duties/administrative duties) without compromising on regular academic work.
❖ The college demonstrated a liberal approach in granting leaves to faculty for undertaking research.

Details of ongoing and completed projects and grants received during the last four years.

Number of projects (ongoing)   : 5
Number of projects (completed) : 10 (including major projects)
Total Grants Received   : ₹ 28, 68,500

Duration Year	Title of the Project	Funding Agency	Total Grant Received in ₹		Total Grant received in ₹ to date
			Sanctioned	Received	
Major Project					
2010-13	An Evaluation of the Training in the Co-operative Sector in Kerala	UGC	1,75,000	1,75,000	1,75,000
Minor Projects					
2013-15	Data Mining Classification Approach to Study the Self Concept of Adolescent Girl	UGC	1,55,000	1,32,500	1,32,500
2013-15	A Data Mining Analysis on the Effect of Social Networking Website in Increasing the Employability	UGC	1,00,000	80,000	80,000
2013-15	Dalit Nari Mukthi Chetna – Hindi Dalit Upanayasom Mein	UGC	1,40,000		
2013-15	Marketing of Tourism MSME (Micro, Small and Medium Enterprises)	UGC	90,000		
2013-15	Work-Life Balance in Hospitality Industry with Reference to Kerala	UGC	85,000		
2010-12	A Study on the Alternatives to the Crisis in Abandoned & Re- opened Tea Estates in Kerala	UGC	60,000	60,000	60,000

2010-12	A Study on Entrepreneurship Development and Motivation in Small Scale Industries of Kerala	UGC	1,00,000	1,00,000	1,00,000
2010-12	An Introduction to Recognizing Plant Species by Leaf Features	UGC	1,45,000	1,45,000	1,45,000
2010-11	Feasibility Study on IT Enabled Community Based Health Care System	Indo-Global Social Service Society, IGSSS	1,50,000	1,50,000	1,50,000
2010-11	Study on the living Conditions of Women in Plantations in Idukki District	Social Welfare Department, Govt. of Kerala	1,40,000	1,40,000	1,40,000
2010-12	Idukki district destination development and circuit formation study	District Panchayath Idukki	12,23,500	12,23,500	12,23,500
2010-12	Study on functioning of social welfare committees in Kerala	UGC	90,000	90,000	90,000
2009-10	'Samajik parivarthan mein dalit sahitya ki bhoomika'	UGC	65,000	65,000	65,000
2010-11	Feasibility Study on IT Enabled Community Based Health Care System	Indo-Global Social Service Society, IGSSS	1,50,000	1,50,000	1,50,000

3.3 Research Facilities

3.3.1. Research facilities available to the students and research scholars

The table below shows the institutional facilities available for research scholars:

Infrastructure Facility	Library & Software Resources	Human Resources	Training Provided

Well Equipped Library
Publication Division
Discussion Room
Unlimited Internet Connectivity
Computer Lab
Reprographic Centre
Well equiped Research Lab
Guest House
UGC Network Lab
	Facility For Borrowing Books
	Wider Collection Of Journals
	E-Books And E-Journals
	Cubicle in the Library
	Network Resource Centre & S/W
	   SPSS
	   Clemetine
	   EndNote
	   NVivo
	   ENLIST
	   E-Creations
		Research Guidance (Two PhD Research Guides)
		Research Associate (Social Work)
		3 Have applied for Guideship at MG University
		13 PhD & 9 MPhil holders to guide students
			Training On Research Methodology
			Qualitative Research
			SPSS Training
			End Note Training
			Nvivo

3.3.2 Institutional Strategies for Planning, Upgrading and Creating Research Infrastructure

The College recognizes the importance of furthering research in the new and emerging areas where timely interventions are possible. Research and Infrastructure Committees of the College have developed policies to take care of planning, upgrading and creating infrastructure facilities for research.

Individual departments identify emerging areas of research and develop a direction for their research activities in line with current trends. The research work undertaken by M Com PGDM Department on 'Empowering Villages through Financial Inclusion' is a case in point.

The College takes initiative for Networking with Institutions /NGOs and Universities in India and abroad for research activities.

❖ The School of Social Work has networked with Universities abroad who spearhead in qualitative studies (Ryerson, Utah), inviting eminent scholars from such Universities to the Marian campus for conducting workshops and seminars for scholars and teachers .Such Interactions have brought new insights on emerging areas of research and necessary infrastructure required for the same. For instance, the College is developing a digital resources base in qualitative research joining hands with Ryerson, Canada.

3.3.3   Finances Received for Developing Research Facilities

Department of Hospitality & Tourism Management undertook a tourism destination development study for the Idukki District Panchayat. A colour Printer costing Rs 45,000/- was purchased using the fund received.

3.3.4   Research facilities made available outside the campus.

University/ Organization	Students/Research scholars benefited	Facility provided (Supervisors/Journals/ Accommodation)
University of Utah	Ms Elizabeth Kurien, Mr Joseph C G Ms Jeethu Susan Philip	International practicum placement arrangements and supervision. Local expenses, food and accommodation
RedHat, Banglore	Mr Sijo Joseph	Access to Linux OS Lab with network connectivity and guidance
University Utah	Mr Henry Poduthas	Facility for doing research
IIM Kozhikodu	3 Faculty members	Access to library and online resources. Accommodation facility
MIIM, Kuttikanam	Commerce students doing student research	Access to Library and Online resources
NGOs, Peermade Development Society	Students in the School of Social Work	Library resources and support for conducting survey
Childline India Foundation	Students in the School of Social Work	Data Collection
Mahatma Gandhi University	PG students	Library Resources
Other Universities (Kerala, Calicut)	Faculty and Research Scholars	Library Resources

3.3.5 Library and Lab Facilities Available For Researchers

FACILITIES	
LAB & SOFTWARE	**LIBRARY**
Computer Lab Doctoral Research Network Lab • SPSS • EndNote • N-Vivo • CLEMENTINE	• E-journals, Research publications and Dissertations • Separate work space for gents and ladies for using laptops • Discussion room in library • Network Resource Centre • Separate work station for researchers in the library • Access to University library

3.3.6   Collaborative-Research Facilities

- Marian jointly with Ryerson University is developing an online course in Research methodology for research scholars. As a step towards materializing this goal, a ten day workshop was organized from 1 - 13 September, 2013. A digital database for class management is also set up.

- A designing and experimenting platform (SEZ. Lab) was established at the College, jointly with the IT firm IPSR Solutions, Kottayam for developing innovative software projects.

3.4   Research Publications and Awards

3.4.1   Research Achievements of Staff and Students

- ❖ Mr Ajimon George's Research on Internet Banking contributed to the improvement of the policy and decision making of the South Indian Bank.

- ❖ Idukki district tourism destination development project undertaken by the department of Hospitality and tourism has contributed to the planning and development of unknown tourist destinations in Idukki district.

- ❖ A faculty of the College developed a Social Development Project titled 'Sexual and Reproductive Health of Women in Kanyakumari District. The project was managed by the Young Men's Christian Association, Marthandam and was funded by Y-Care International, Germany.

3.4.2   ACUMEN – Peer Reviewed Research Journal of Marian

The College publishes ACUMEN a Research Journal, (ISSN 0975-6981) in three disciplines, Social work, Commerce & Management and Computer Applications. A total of five volumes have been published so far.

The editorial board consists of the Principal, Head of the Department concerned, Faculty representatives (one faculty member serves as the Chief Editor), External subject experts and researchers. The journal is peer reviewed and follows APA standards in referencing. Automation of the publishing process using a software designed by the students is underway.

3.4.3.   Publications and Paper Presentations

The College has published 22 Books, 3 Monographs, 4 Conference Proceedings and 58 Articles in Peer Reviewed Journals.

Articles Published in Peer reviewed journals (national and international) and those listed in international databases are given in the table below:

Sl. No.	Faculty/Students Name	No. of Papers Published/ Presented in the national/International level			No. of Papers listed in International databases
		Peer reviewed	Others	Total	
1.	Dr. Jojo K Joseph	4	1	5	
2	Dr. Chackochen J Njavallil	4		4	
3	Mr. Ajimon George	12	4	16	
	Dr. Mendus Jacob				
4	Dr. Soosy Joseph	1		1	
5	Mrs.Lumy Joseph		1	1	
5	Mrs. Juby George		3	3	
6	Mr. Binu Thomas	5	1	6	6
7	Mrs. Rajimol A	4	1	5	4
8	Dr. Gladston Raj		7	7	
9	Dr. Thomas K V	3	1	4	

Books with details of publishers and ISBN/ISSN numbers:

Faculty name	Book name	Publisher	ISBN/ISSN
Dr. Chackochen J Njavallil	Training of Bank Employees : A Comparison between New generation Banks and Public Sector banks	Himalaya Publishing House, New Delhi	ISBN 978-93-5097-669-2
Dr.Jojo K Joseph	Indian Financial System	Soba Publications Changanacherry	[ISBN 978-81-920969-01]
	Capital Market and Investment Management	Soba Publications Changancherry.	[ISBN 978-81-920969-08-; First Ed. May 2012]
	Indian Financial System	Soba Publications Changancherry.	[ISBN .978-81-920969-07- First Ed. 2011]
	Capital Market	Soba Publications Changancherry.	[ISBN .978-81-920969-0-5; First Ed. 2010, revised in 2011 and 12]
Mr. Ajimon George	Banking Theory and Practice	Prakash Publications	ISBN - 978-81-921835-6-5
	Modern Banking for B.Com	Prakash Publications	ISBN - 978-81-921835-5-8
	Modern Banking for B.A (Economics)	Prakash Publications	NIL

	Managerial Economics for BBA	Prakash Publications	NIL
	Principles of Business Decisions for B.Com	Prakash Publications	NIL
Mr. Biju P Mani	Busines Regulating Framework	Prakash Publications	ISBN 921835-7-2
	Business Laws	Prakash Publications	NIL
	Corporate regulations and Governance	Prakash Publications	NIL
Mr. Jacob Bose	e-Commerce and general informatics	Prakash Publication	978-81-921835-2-7
Mr. Siju PT	Business Communication and management Information System	Kalyani Publishers	978-93-272-1624-0
Mr.J.T.Jay asingh	IELTS Speaking a Handbook	VPublishers, Kottayam, 2008	ISBN- 978-81-8295-167-4
	IELTS Complete Solution	V Publishers, Kottayam, 2009	ISBN- 978-81-8295-168-2
	New Voices	Roots & Wings, Thiruvananthapuram, 2009	ISBN- 978-81-909900-0-4
	Waves won't Die	Roots & Wings, Thiruvananthapuram, 2010	ISBN- 978-81-909900-0-4
Ms. Diana Joseph	Graffite-World literature Anthology-e Book	Christ university	978-93-82305-04-0
Dr. Ruble Raj, Siju P T and Shyama John	A Glimpse into Functional English	Marian College Kuttikkanam	Nil
Dr. Ruble Raj and Dr Cherian P Kurian	A Manual for Mentoring	Marian College Kuttikkanm	Nil

3.4.4   Research Awards and Recognitions

❖ **Research Awards Received by the Faculty**
   ▪ Dr Chackochen J Njavallil received ₹ 50,000 from Indian Council of Social Sciences Research (ICSSR), for publishing Ph. D. thesis under the prestigious 'Book Publication Scheme' of ICSSR, by Himalaya Publishing House, New Delhi.
   ▪ Dr Shajimon Peter received a research award from the University of Newcastle in Australia for undertaking his Doctoral Study for four years.

❖ Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally

- Internationally reputed Journal of Moral Education recognized Dr. Shajimon Peter's work and was given a fellowship to attend and present a paper in the International Conference on Moral Education held in Nanjing in China.

- Ms. Sruthi Herbert, was invited to present a paper at University of Oxford, titled "The changing nature of Participation in Kerala" in the conference organized by the Department of Sociology, and the Oxford Poverty and Human Development Initiative (OPHI), held at Manor Road Building, Oxford on the 25th and 26th of November 2011.

❖ Incentives given to faculty for receiving state, national and international recognitions for research contributions.

- Financial Incentives (Rs.2000 per paper) are offered to faculty and students for paper publication in reputed journals and paper presentations in national and international seminars
- The College recognizes the research achievements like receiving Ph D Degree / publishing papers by felicitating staff during official meetings.

3.5 Consultancy

3.5.1 Systems and strategies for establishing institute-industry interface

The policy frame work of Research, Consultancy and Extension envisions the development of the college into a knowledge centre which shares its knowledge and expertise to various stakeholders like related industries/ organizations/ institutions and communities.

Systems and Strategies

The research committee, Collaboration committee, Placement Cell and Magis (HRD Wing) plays an important role in establishing institute industry interface. Apart from this, some of the departments have constituted consultancy wings of their own. For the general coordination of consultancy a faculty coordinator has been appointed. The progress and performance of these bodies are presented and reviewed in the MAAP.

As part its overall strategy, the college explores fruitful linkages with industry/organization through arranging interface meetings, organizing industrial visits, inviting industrialists as resource persons and appointing them in the advisory bodies, organizing placement drives, live student research projects, internships etc. Besides, the faculty is also encouraged to act as resource persons for programs organized by them. The linkages found beneficial to the institution are formalized through MOUs.

3.5.2 & 3.5.3 Consultancy Policies and Strategies

The Consultancy Policy of the College is to focus on developing the institution as a 'Thought Leader' in the stated areas and shares its knowledge and expertise to various stakeholders. The policy sets out the goals scope, procedures and institutional support given to consultancy in detail. The areas of expertise of each faculty is identified and announced in the College website. Interaction with the industry also helps in publicizing the expertise available.

In order to encourage the faculty to develop expertise in consultancy, the Consultancy Policy (also in HR Policy) of the Institution allows the faculty to retain 70% of the revenues generated from consultancy services. Institutionalizing a system for Consultancy by developing faculty expertise is part of the institutional strategy. This is done through steps such as:

- Workload flexibility (duty leave up to 10 days, workload reduction etc.) is provided to the faculty without affecting the regular academic work
- Recognition of consultancy work during general staff meetings, giving weightage for faculty promotions, etc.
- Autonomy to use college resources and facilities for consultancy work.
- Encouragement to faculty to identify and publicize their own areas of expertise.

3.5.4   Consultancy Services Provided

The broad areas of consultancy services offered by the college are listed in the table below.(Since it is the initial stage of establishing consultancy services, for encouraging the faculty and building institutional credibility, at present the faculty are granted freedom to retain the revenue generated.)

Discipline	Specific Area	Consultation Offered To	Amount in ₹
Social work	Child rights, Care and Protection, NGO Policy and NGO Accreditation Tools for NGO (Organizational Assessment) Child Abuse Treatment and Support	Social Justice Dept., Govt of Kerala Kerala Social Service Forum, Kottayam NavJeevan Village Development Project	20,000
	Community Development	Vijayapuram Social Service Society, Kottayam	10,000
	Women Empowerment, Counseling and Parenting; Public Health	Various NGOs in Idukki	30,000
HRD	Human Resource Development	Peermade Development Society, ASAP,Govt. of Kerala	40,000

Career	Career Guidance	Placement Officers Consortium, Kottayam	NA
Commerce	Accounting and Income Tax Income Tax Planning E- Commerce & Net Banking	Faculty of the College Individuals South Indian Bank	4700
Management	Branding, Marketing and Sales	Rubber Industries, Manimala	5000
Tourism Hospitality	Tourism and Destination Development ; Hospitality and Hotel Operations management	District Panchayat, Idukki Azhutha Block Panchayat	1,00,000
Institution Building	Educational Quality Management	Trinity College Jalandhar, Punjab; DC College of Management; Don Bosco College, Angadikadavu	15,000
ICT	Software Development Website Designing Blog Designing	Offered on demand	15000

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 Institution- Community Engagements

Marian College visualizes itself as a transformational leader in higher education-facilitating and celebrating the full flowering of life in abundance. The awareness that the institution exists within the community and that for its existence and growth a reciprocal relationship is essential, is the rationale for the establishment of **Department of Extension**. Experience of past interventions has helped in evolving a policy for the extension activities of the college which is periodically revised. The Department has a full time Director and Coordinator who plan, organize, coordinate and monitor the various extension activities of the college in association with other departments.

The Department has devised several strategic initiatives to realize the vision and policy namely Campus Community Partnership (CCP), Open College, Community College, House for the needy, and Outreach programs, Maricare, etc. The college has also signed MOUs and established tie ups with Panchayaths, NGOs. etc, for Extension and ISR measures.

❖ **Campus Community Partnership** is the participatory initiative of entering into tie-ups with Local Self Government bodies and intervening critically to empower them at various levels, involving the students and faculty of the college. At present the college has linkages with three Panchayaths. (Please see Best practice entry in 7.3.1)

- ❖ **Community College** – Initiative of the college to identify the employment needs of the area and to train unemployed youth /dropouts and help them find jobs.

- ❖ **Open College** – The practice of acquainting the students of the nearby schools with the facilities, programs and possibilities of Marian, with a view to raising their aspirations and expanding their mental horizons.

- ❖ **Maricare** – A club functioning in the college encouraging student initiatives to put social commitment into action. There are a total of 17 Clubs in the campus which contribute to Extension, in their own specific areas of involvement.

- ❖ **House for the Needy**- The College takes steps to identify the homeless in the vicinity, raises funds and contributes manual labour by students for constructing houses. The College has constructed 3 houses during 2009 -13 .('A Home for Nimisha' in Kanjirappally was the latest Campaign)

- ❖ **Outreach programs** – Each department plans and executes their own outreach programs (at least one in every semester) such as visiting orphanages, destitute homes, providing free foodpackets in hospitals (*Miss a Meal* campaign), voluntary service in rehabilitation centres, manual labour in plantations to raise funds for a cause , and Cleaning /Anti-plastic/Save Food/Save Energy campaigns.

- ❖ **Department/Discipline related initiatives** - Each department takes up discipline specific projects/ISR initiatives through their student associations (MAHAT, SAMARITANS, MATRIX, Commerce Forum etc). In the last four years, they have intervened in issues like Mullaperiyar Dam issue, Koodenkulam Nuclear Plant issue, Counselling the Abuse victims in Munnar, Issues of children of migrant labourers from Orissa & Bengal, and Issues of unwed mothers and deserted women in Vandiperiyar Panchayath.

- ❖ **NSS & NCC** :The college has established two NSS Units and One NCC Unit which focus on service orientation and discipline. They have taken up many socially useful projects like construction/maintenance of village roads, cleaning initiatives, Blood donation, Eye Testing Camp, Dental Camp donation/health/medical camps, SHG interactions for Health & Hygiene, and Palliative care awareness

- ❖ **Childline:** Collaborating /partnering with Central and State Government departments for the implementation of government funded projects of national importance. At present college is the nodal agency of 'Childline', Idukki, a Government of India initiative to protect children against atrocities, abuse and exploitation.

- ❖ **Special Initiatives** :
  - The College organized an awareness event – *Surakshadalam*- in which every marianite took a vow to protect women, and declared solidarity with the family of the victims in the recent Delhi rape case.

- *Aksharadasamsham*, was another initiative, where contribution by faculty was pooled to set up a library in a nearby underprivileged School.

3.6.2   Strategies for Ensuring Student Involvement in ISR Activities

❖ The Extension Department identifies a theme each year based on which the activities of the academic year are charted out and communicated to the class teachers. Each class organizes Outreach programmes every year. Every activity is planned, organized, implemented and monitored by the class teacher along with the student program coordinators.

❖ The extension department records the details of activities undertaken by them and also publishes a newsletter, 'Marian Voice' every year.

❖ Class Teacher ship: The class teacher plays a key role in facilitating, planning, executing and monitoring the various social initiatives of the class/students.

❖ Student Reports: Student coordinators submit an evaluation report with account details to the class teacher within five days of completion of outreach programme. The report contains the details of activities undertaken, the participants and the beneficiaries.

❖ Monitors Diary: The details of the programme also figures in the Monitors diary maintained by each class representative.

❖ The student involvement in social and outreach programmes are also counted for the 'Best Class Trophy' instituted by the Patron of the College.

❖ The college NSS unit maintains the records (attendance register, Program register, Accounts and annual reports) of students' participation in its social outreach programmes. The certificates are issued only to those volunteers who complete the stipulated hours of workload.

❖ NCC unit of the college records the activities of cadets in the social outreach programmes conducted by them.

❖ The participation of students in various social and outreach programme is integrated in the Graduate Attribute (GA) analysis system.

❖ Clubs & Associations of the college conduct programs, maintain documents and review the activities.

3.6.3   Stakeholder Perception on Institutional Performance

The College solicits feedback from stakeholders through different means and use it for quality enhancement.

❖ The institution collects feedback of its stakeholders through an integrated system which includes students' feedback, exit survey, industry feedback, alumni feedback etc. This year we are initiating a Community Perception Survey and establish a baseline for further benchmarking and improvement.

❖ Informal Feedback is also collected through the face to face interaction with the following:
- Local Self Government bodies
- Panchayath President
- PTA meeting
- Social and Political leaders

- Local Community
- Potential employers when they come for campus recruitment

❖ **Foundation Day:** On the Foundation Day (August 11) the Patron of the College, Governing Board members, former principals and faculty members, parents and other well-wishers of the college meet and share their insights and feedback about the college.

3.6.4 Extension and Outreach: Planning, Implementation and Review

The planning, implementation and review process of the Extension Department is delineated below

❖ **Planning:** Extension Department prepares the extension and outreach plan annually. The component plans and/or ideas of each department, student associations, classes and other stakeholders are collected and compiled by the extension department to make the draft extension plan of the college. The draft plan so developed are finalized and approved by the Advisory board/general council of the extension department convened at the beginning of the year. The approved plan is finally presented in the MAAP and is communicated to all concerned.

❖ **Implementation**: The implementation of college level activities is done by Extension Department and the department specific activities are done by the respective student associations or class teachers with the assistance of student coordinators. Every programme is executed through student organizing committees under the supervision of faculty members.

❖ **Monitoring and Review**: Monitoring of the activities is done by the head of the Institution, Director of Extension Department and concerned department heads/director/class teacher. Review of the activities are done at different levels like interim academic audit, midterm review meetings of Extension Department, Retrospect, MAAP, etc. The inputs from these reviews are considered while preparing the next year's plan.

❖ **Major Extension Activities and Expenditure for the Last Four Years**

1	Major Extension Activiteis	2009-10	2010-11	2011-12	2012-13	Total
2	Campus Community Partnership	Nil	4,25,524	Nil	3,47,270	7,72,794
3	Community College	Nil	2,90,985	3,10,682	1,74,043	7,75,710
4	Open College	Nil	37,821	Nil	11,240	49,061
5	House for the Needy	46,150	32,156	1,07,771	2,52,306	4,38,383
6	Outreach programs	53,400	35,400	18,200	46,200	1,53,200
7	NSS	54,719	74,649	64,374	89,049	2,82,791
8	NCC	36,249	24,237	53,398	72,492	1,86,376
9	Childline	Nil	Nil	240000	240000	480000
10	Others	51,350	1,68,950	Nil	Nil	Nil
11	Total	1,90,518	9,20,772	7,94,425	12,32,600	31,38,315

❖ **Influence of Extension Activities on Student Development.**

The various activities of the Extension Department and the outreach programs have helped to influence and sensitize the marinates to respond to social realities, develop concern for the poor and less privileged, develop ability for reflecting and responding to social issues and be committed to the society and to the nation at large.

At present the impact of the extension activities are analyzed using the written unstructured feedback on various programmes collected from students, informal interactions, observations of the coordinators etc. The assessment done by the NSS, NCC coordinators also supplement this.

The college is in the process of developing a formal system to capture the outcome of extension initiatives. This includes the Graduate Attributes evaluation, Student satisfaction survey and inputs from the multistakeholder feedback system.

3.6.5 Student and Faculty Participation in Extension Activities

Facilitation of Student Participation

❖ The college encourages students to opt for joining NCC, NSS, clubs and associations of the college. During the induction program staff coordinators/student coordinators introduce clubs and associations which motivates students to join either of these.

❖ Students are involved in planning and organizing the extension activities. Student committees manage the responsibilities of extension activities like fund management, time management, documentation etc.

❖ The students participating in NCC and NSS are given grace marks in the university examinations

❖ Students who fulfill the minimum requirements of NCC and NSS are given Certificates which are considered for admissions to higher education institutions/ employment.

❖ Special leave is granted to students participating in state and national level camps.

❖ Outstanding performers are recognized by the College by felicitating them in public meetings, by displaying achievements in Marian Channel, College Blog and publications and in print and visual media.

❖ Awards and incentives (Best Social Worker, Best Field Worker, Best Outgoing Student, Mother Theresa Award for the Most Graceful Woman in the campus, Best Camper, Best NCC Cadet) are given to students to encourage their participation in extension activities.

❖ Financial support is provided to students to participate in national and international camps.

Facilitation of Faculty Participation

❖ The IQAC assigns Corporate Responsibilities related to extension activities to the faculty members during MAAP. The faculty take up these responsibilities based on their interest and ability. This ensures participation and input of faculty in the extension initiatives.
❖ Allowances for NCC Officer and NSS Programme Officers.
❖ Special leave are granted to faculty to compensate the lost days of eligible leave.
❖ Participation in extension activities are given due recognition and weightage in career advancements/promotions.

3.6.6 Ensuring Social Justice through Multilevel Social Engagements

❖ The college is actively involved in promoting Child Rights, Care and Protection in the District of Idukki. Dr Cherian Kurien of the School of social Work, is a member of the Child Welfare Committee having the powers of a First Class Judicial Magistrate on sitting. The Committee has attended about 350 cases from all over the district and appropriate measures have been taken for the care and protection of the children. A series of training programs also were conducted by the committee for the Bureaucrats, Teachers, Police officers to sensitize them on Juvenile Justice Act.

❖ Marian College formed a group of eighty socially committed students from the college belonging to 16 Panchayaths of Idukki District in response to the incident of brutal abuse of a five year old child by his own father and step mother. The group named 'ShudhiSena' aimed at orienting the families to protect the children and nurture them positively so that they could grow into healthy and socially committed citizens. The group has organized classes on 'Effective Parenting', 'Safe Childhood', and 'Protection of Child Rights' in the district.

❖ DARE (De addiction centre) Peermade is a field action project of the school of social work through which de addiction services are offered to the public. (Addiction is a serious problem in Kerala, particularly in Idukki). Fr.Alex Vellapally,a faculty member of the college, is the Director of the centre which has the capacity of 30 inmates.

❖ The college is closely associated with the following institutions - Pratheekshabhavan Kattappana, St. John's Hospital Kattappana, Navajeevan Trust Kottayam, Medical College Kottayam, Government Hospital, Peermade, Bethlehem Ashram Kanjirappally and Bethlehem Ashram Vadampathal. The students of the college visit them and spend time with the inmates which has proved to be of high educational value. Peermede jail inmates are also visited by the students as part of learning.

❖ A socio-economic survey and gender status study was conducted at Vandiperiyar Grama Panchayath in 2012 and on the basis of survey report, the Panchayath developed a project namely People Education against Social Evils (PEASE)

❖ A gender safety audit at the international tourist destinations Kumali and Thekkady, was conducted in 2012. The audit was conducted by the Department of Tourism and hospitality and School of Social Work in association with 'Jagori' Delhi and 'Sakhi' Womens' Center Trivandrum. The audit report was submitted to the Kumily Gramapanchayath for further action.

❖ A Survey was conducted on the topic financial inclusion among rural people with special reference to Idukki district.

3.6.7   Extension as a Value Inculcation Process

The students involving in various extension activities come to witness the hard realities of life. This gives them opportunity for experiential learning. The Marian students are not just spectators but are actively involved in the interventions for social change applying their domain knowledge appropriately and making their Marian experience an education for life.

The extension activities complement and supplement the academic learning experience of students by strengthening the knowledge level, practical exposure, soft skills, aptitude and attitude, social commitment and inculcation of social and moral values that promote good citizenship. They develop empathy, life skills and imbibe social values during the process.

The core values promoted by the institution such as Faith in God, Faith in oneself, Integrity, Innovation, Secularism, Commitment to Environment, Gender Equity, National Integration and Inclusion are acquired by students through the various extension activities.

However, integrating extension activities into curriculum delivery is a challenge due to constraints of time and schedule of examination. Ensuring the participation of students of all disciplines brings up practical difficulties which the college is progressively addressing.

3.6.8   Marian Partnership Model of Community Involvement

❖ The Extension Department is the formal mechanism to link the institution with the community. The needs and requirements of the community are identified in advance through discussions with all stakeholders and suitable measures are devised to address the needs of the community. The extension department through its various activities brings the resources of the institution for the benefit of the community.

❖ The college and the community involvement is a partnership model where the terms of references of both the parties are clearly stated in the MoU. In the present partnership with the Vandiperiar Panchayath, the representatives actively seek the institutional cooperation in dealing with issues they have

identified through a survey jointly conducted by the College and the Panchayath.

❖ Further,when any community activity is planned by the college, in response to the locally felt needs, the involvement of the community is ensured.

❖ The representatives of the community are involved in advisory board of NSS, NCC, and General Council of Extension Department. The ideas and suggestions of the representatives of the community are given due weightage in the planning process.

❖ Establishment of Community College provides the marginalized and underprivileged sections of the society access to quality education and skill development which makes them readily employable.

❖ The institution provides the infrastructure facilities and human resources to the community for organizing meetings, workshops, seminars, training, etc.

3.6.9   Tie ups with local Institutions

❖ The college has established tie-ups/MoUs with LSGs, NGOs, educational institutions, government departments in the locality for conducting outreach and extension activities. The prominent among them are listed below

Tie -Ups With Panchayaths and Communities

- Ayappankovil
- Vandiperiyar
- Peermade
- Peruvanthanam
- Panakkachira
- Plakkathadum

Tie-Ups With Education Institutions

- Govt School, Ladrum
- Govt School, Pallikunnu
- Govt School Vandiperiyar
- Govt UP School Peruvanthanam
- Model Residential School, Peermade

Tie-Ups With NGO and other organizations

- DTPC (District Tourism Promotion Council)
- PDS (Peermade Development Society)
- ChildLine India- Foundation (CIF)
- DARE (De-Addiction Centre)

3.6.10 Awards Received by the Institution for Extension Activities

❖ The College received *Rev Dr T C George Puraskar* [Runners-up] in 2013 for educational institutions in rural area rendering commendable services for social development through education. The Award is instituted by Bishop Abraham Memorial College Thuruthicad, Kerala.

❖ The Department of Extension Services of Marian College was appreciated by

- Vandiperiyar Panchayath , for the extension support provided
- Thaluk Hospital, Thodupuzha for developing a web based Hospital Administration system
- Peruvanthanam Panchayath , for the extension support provided
- St Mary's UPS Merikulam, for developing a Website for the school

3.7 Collaboration

3.7.1. Collaboration for Research Activities

The college has signed a memorandum of understanding with the University of Utah, USA, Rust College, Mississippi, USA, University of Arlington at Texas, USA, Ryerson University, Toronto, Canada for initiating collaborative research, conferences, seminars, workshops and training, faculty and student exchanges. Under this, the following programs were organized:

❖ Workshop on 'Qualitative Research Methodology' by Prof: Poornima George, Associate Professor, School of Social Work, Ryerson on1-12th July 2013 at Marian College Kuttikanam
❖ Workshop on 'Integrating Theory into Research' by Dr. Francis Abraham on May 2012 at Marian College
❖ Workshop on 'Quantitative Research' by Prof Gemma Beckley , Chair, Dept. of Social Work, Rust College, Mississippi, on 11th and 12th May 2012 at Marian College Kuttikanam

Prof. Gemma Beckley has instituted an endowment jointly with her husband for recognizing research activities of students.

Besides these, the college has tie-ups with IPSR Solutions Pvt. Ltd, LSGs and many NGOs/companies for facilitating field practicum/ research experience.

3.7.2. & 3.7.3. Linkages and Collaborations

The College has linkages with several industries, institutions and agencies for enhancing the student learning experiences, skill development, curriculum enrichment, understanding professional standards, and for job placements.

Collaboration for Field Practicum

The college has collaboration with the following agencies in Kerala and outside for field practicum.
Bhodhana,Thiruvalla; Navadharshana Gram De-addiction Centre, Idukki; VOSARD, Kumily; Vijayapuram Social Service Society, Kottayam; Mother and Child Foundation, Thodupuzha; DARE, Peermade; Chaitanya : Centre for Psycho Social Rehabilitation , Cochin; Don Bosco Nivas, Thambanoor, Thiruvananthapuram; Don Bosco Snehabhavan, Kochi ; Kuttanadu Development Society (KDS)

National Institute of Mental Health and Neuro Science (NIMHANS), Bangalore; Pushpagiri Medical College, Thiruvalla; Sacred Heart Hospital, Pynkulam, Thodupuzha; Sanjivani Rehabilitation Centre, Nedumkunnam, Changanassery; St. John's Medical College, Bangalore; TTK Foundation, Chennai; Kidwai Memorial Institute of Oncology, Bangalore; Kusumagiri Mental Health Centre, Ernakulum; MOSC Medical Mission, Kolenchery; LTMG Medical College, Mumbai; KEM Medical College, Mumbai.

Collaboration for Industry Exposure

Confederation of Indian Industries(CII); Peermade Development Society (PDS): State Bank of Travancore (SBT); Glen Rock Rubbers Pvt Ltd; Kitex Pvt Ltd; Vikram Sarabhai Space Centre Thumba,; KELTRON; VKC& Peykee Steels; Hindustan Life Care;Western India Plywood & Cannanore Spinning -Weaving Mills; Naval Academy, Ezhimala; Logic School of Management, Cochin; Telecom Regulation Authority of India; TCS (Online Assessment Hub- IBPS Exam); Wipro (Tie-Up for Mission 10x FDP Hosting); Start-up Village, Kochi.

Collaboration for Organizing Conferences

UNESCO; Department of Social Welfare; International Council of Social Welfare (ICSW) South East Asia Region; UNICEF; Indo Global Social Service Society (IGSSS); NIMHANS ;National Rural Health Mission; CHAI; KSACS; Kerala Social Service Forum (KSSF);Kerala Institute of Local Administration(KILA).

Collaboration for Training Programmes & Joint Seminars

Career Launcher Thodupuzha; Wings to Win; TIME Kottayam; Tally Academy Kanjirapally; Industrial Estate, Manimala; Saintgits Institute of Management Kottayam; St. Joseph's College of Engineering & Technology Pala; Govt. of Kerala(ASAP).

3.7.4. National and International Conferences Organized by the College (2009-13)

Year	National / International Conferences/Seminars	Key Resources Persons
2009-2010	**National Seminar on Emerging Kerala: A paradigm shift from job seekers to job creators.**	
		• Shri Abraham Kurien IPS (Rtd.) • Shri Pramod Nair - CII • Dr K N Jnanendra - GM, NABARD • Shri V G Rajeev - AGM, State Bank Travancore
	National Seminar on Pattern Recognition Analysis and Applications	
		• Dr Unnikrishnan, Scientist(G), Associated Director, NPOL, Cochin • Dr P Nagabhushan, Head, Department of Studies in Computer Science, University of Mysore • Dr Nagendra Swamy, Department of Studies in Computer Science, University of Mysore • Dr G Raju, Professor, SCMS Ernakulam • Dr Wilsy Philipose, Head, Dept. of Computer Science, University of Kerala. • Dr Rajesh R, School of Computer Science and Engineering, Barathiar University
	National Seminar on IFRS In Indian Scenario : Issues And Challenges	
		• Dr Thomas Isaac (Former Finance Minister, Kerala)
	National Seminar on Critical Appraisal of Tax Reforms in the Context of GST	
		• Shri K C Joseph (Hon. Minister for Rural Development, Planning & Culture, Government of Kerala.)
	National Seminar on Empowering the Villages by Financial Inclusion	
		• Shri T P Sreenivasan – Vice chairman, Kerala Higher Education Council
2010-2011	**National Seminar on Soft Computing**	
		• Dr M A Jayaram, Professor and HOD,SIT, Karnataka • Dr Shivanandham, professor and Head PSG Tech • Dr N Krishnan, professor and head Dept. of IT, MS University
2011-2012	**National Seminar on Green Computing**	
		• Dr Sreekrishnakumar, Director, AICTE • Mr SatheeshBabu, President, INAPP Information Technologies, Technopark • Mrs Mini Ullanat, Lecturer, Cochin University of Science and Technology.
2012-2013	**International Conference on Social Protection: Perspective and Policies**	

	• Dr Walter Fernandez, Founder Director of North eastern Social research Centre • Dr Sergei Zelenev, Executive Director, International Council on Social Welfare • Prof Gemma Beckley, Rust College, Mississippi, USA
National Seminar on Mobile Computing	
	• Mr Sreenivasan R, Co-founder and Director Cellapp technologies, Techno Park • Dr G Raju, Head Department of Computer Science and Information technology, Kannur University • Dr Gladston Raj S, Head, Dept. Of Computer Science, Govt. College, Thiuvananthapuram. • Mr Noble Cherian, Institute of Professional Studies and Research.
National Seminar on Small and medium Entrepreneurship	
	• Mr Jose Dominic , MD CGH Earth Hotels Ernakulam • Dr VN Joyaraj – HOD Commerce, Loyola College Madras • Mr VA Joseph MD South Indian Bank Thrissur

3.7.5. Formal MoUs and Agreements

Universities	• The University of Utah, USA • The University of Texas at Arlington, USA • Rust College, Mississippi, USA • Ryerson University, Toronto, Canada • Indira Gandhi National Open University (IGNOU)
NGOs	• Navajeevan, (Terre des Homes- Netherlands) Wagamon,Idukki • ChildLine India Foundation, NewDelhi • Wyanad Social Service Society (WSS), Manathawadi, • Shreyas (NGO), Sultan's Battery • Office of the State Police Chief, Govt. of Kerala • Avila Counselling Centre, Pala • Department of Social Justice, Govt. of Kerala
LSGs	• Ayappenkoil Gram Panchayat, Idukki. • Vandiperiyar Gram Panchayat, Idukki.
Industries/HR Organizations	• IPSR Software Solutions Private Limited • Placement Officers Kerala Group, a consortium of 250 colleges • Sahyadri, Peermade Development Society • Y's Men's Club, Kanjirapally • Wings to Wing, HR Consultancy, Kochi

3.7.6. Institutional Efforts in Planning, Establishing and Implementing the Initiatives of the Linkages/ Collaborations.

Collaboration is an integral part of the systemic efforts of Marian College for reaching its full potential and for the realization of the vision and mission as outlined in the Marian Corporate and Institutional Collaboration Policy (MCICP). The policy encourages both college level and departmental level linkages and tie-ups with corporate bodies, academic institutions, and other organizations at both national and international levels.

Identification of corporate bodies and institutions stem from the identified needs and requirements of each department. This is made based on student, staff, alumni, and industry feedback on quality, performance, credibility, reputation, and national and international standing.

Each department is entrusted with the responsibility of assigning responsible faculty members for the implementation and promotion of MCICP at the departmental level.

A three member Apex Committee for Collaboration comprising persons responsible for Research, Corporate and Institutional Collaboration review the implementation of the policy prior to the Marian Annual Academic Planning (MAAP) and present the review report during MAAP.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical Facilities

4.1.1 Institutional Policy for Infrastructure Development

The management policy of Marian College is to provide quality infrastructure, adequate for the academic and administrative requirements of the college.
The master plan of the college gives direction to the spatial/infrastructural planning and development in sync with the academic growth.

The implementation of the policy is primarily through the Infrastructure Committee which is constituted of the Manager, Principal, IQAC coordinator, Faculty Coordinator as Convener, and Administrative staff Representative. HoDs of various Departments including Physical education, are consulted as and when required.

4.1.2   Infrastructural Facilities available at Marian

a) **Facilities for Curricular and Co-curricular Activities**

❖ **Class rooms**
- All the UG classrooms have a capacity to accommodate 70 students. The class rooms have Notice Boards, Lecture Stand, Cupboard, LCD ceiling mount projector and 10x6 ft screen for projection, Uninterrupted Power Supply from the centralized UPS, wooden tables, Talent Display Board, Resource stand (BSW), Centralized Public Announcement System, black board, whiteboard, PAS system and PVC/wooden chairs.
- The PG classrooms are laid with floor tiles with comfortable cushioned chairs and ergonomic wooden/portable metallic glass (individual) tables, Wi-Fi connectivity, along with all the above mentioned facilities available in UG classes.

❖ **Technology enabled learning spaces**
- *Wi-Fi campus*
  The College campus and hostels have 24x7 Wi-Fi connectivity. This along with the salubrious climatic conditions of Kuttikkanam facilitates learning in all spaces available on the campus.
- *Audio Visual Room*
  Thousand two hundred sq feet of carpeted, air conditioned area using big screen LCD projectors and modern amenities like wireless key board, wireless mouse, wireless presenter DTS 5.1, dolby digital 6000w sound systems and cordless & chord mikes for special purpose training and training using multimedia content. This room is also used for meetings, movie reviews, quizzes, debates, discussions etc.
- *Software Engineering Zone -SEZ (Laptop Lab)*
  The Laptop Lab is a space provided to the students of MCA to work on certification programme, add-on programme and students' software projects. The space provides access to internet with a Wi-

Fi access point. Ergonomic chairs and tables are provided with sufficient plug points to charge the laptops while working. The space is sufficient to accommodate 60 students.

- *Network Resource Centre*
  This is a space with 11 nodes of networked computers and one printer and a scanner accommodated within the library itself. Students make use of this space for accessing learning resources and also to print required data.
  An ***OMR (Optical Magnetic Reader)*** reader also is installed in this centre.
- *Laptop Plug-in Space in library*
- *Wi-Fi facility in the hostels*
- *High tech labs*

❖ **Seminar Halls**

- *Conference Hall*
  A conference hall with 240 seating capacity is used for common programme of departments and also for arranging seminars, guest lectures and personality development programme. The hall is fitted with LCD projectors, and audio video equipment.
- *Discussion room*
  This is a space provided in the library to conduct academic discussions in small groups for both faculty and students. The room is equipped with LCD projector, computer, LCD television, display screen and uninterrupted power supply. The seating capacity is 16.

❖ **Tutorial Spaces**
  The staffrooms are also used as tutorial spaces. In most departments there are cubicles or workstation mode of facilities available which is made use of for tutorial spaces. Discussion Room attached to the library is also used for this purpose.

❖ **Laboratories**
- *Research Lab*
  The college is maintaining a lab with 10 networked computer systems specifically for research purposes. The lab has space to accommodate 16 participants. It is provided with internet connectivity and power backup. SPSS, EndNote and other softwares are installed in the computers of the lab.
- *UG Computer Lab*
  The computer lab has76 networked systems and a colour scanner. After regular class hours,this space is made available for the use of students to prepare presentation slides, access internet resources etc. The lab functions from 9 am to 10 pm. No charges are levied for the services provided by the lab.
- *PG Lab*
  The PG Lab is made available to the PG students round the clock. There are 62 systems in this lab with access to internet connectivity.

- *MICAS*
  A special purpose lab meant for various certifications offered by Marian International Centre For Advanced Studies (MICAS). Most of the machines in the MICAS Lab are on Redhat Linux operating system.
- *Language Lab*
  Language Lab has 34 multimedia computers connected to a main server. The software for the lab was developed internally. It has a total database of 542 audio and 105 video titles. The lab can be used to test and train listening and speaking skills in English, French and German languages. The trainer is able to supervise and test learning of the student from his/her terminal.
- *Hardware Lab*
  A hardware lab is set up with 17 computer systems with the intension of giving students a hands-on experience on assembling and dealing with computer troubleshooting. This enables the students to gain more confidence in learning about the computer.
- *Food Production Lab*
  Food Production Lab for MMH programme is provided with 16 workstation and kitchen tables that can train 32 students at a time. The Department has restaurant, front office, house keeping training and bar counter training. Students use special chef uniforms during lab hours.
- *Social Lab*
  Social lab (Childline, DARE - de addiction centre, College Community Partnership, Marian Rural Health programme) is developed for enhancing learning experience of students and facilitates social researches and innovative interventions
- *Entrepreneurship Experimental Lab* (C-Mart, Cafeteria (2009-13) Food Production Lab, Mug House)

❖ Herbal garden & Pisciculture
- A herbal garden is set up in the college campus as part of the activities of 'Samaritans' (The association of MSW students). They maintain various medicinal plants in this garden.
- Pisciculture on the campus

❖ Specialized facilities and equipment for teaching learning and research
- *Uninterrupted power supply(UPS)*
  The College has a carefully planned system to ensure uninterrupted power supply to the computer systems and other accessories in the college. There are seven 10 KV UPS systems and six 5 KV UPS systems provided in the college that provide 100KVA support of power
- *Generator system for power back up*
  The College has a 120 KVA diesel power generator newly installed on the campus. The old generator is also functional and is available on the campus.
- *Interactive Display Board*
  An interactive board is available as a teaching aid.

- ***Staff rooms***
  All the staff rooms have facilities like desk top computers with internet connection, printers, scanners, etc. Some of the departments (MMH, BCA and BBA) are having reprographic facilities as well. Individual cabins for all faculty members are available for mentoring, field work conference, etc. In the School of Social Work , PG Dept. of Computer Application an in the Dept. of Hospitality and Tourism separate work stations are provided for faculty members.

- ***Book Bank***
  Book Bank is a facility run by the PG Dept. of Computer Applications and UG Dept. of Business Administration. Books donated by students and faculty are kept in the designated almarahs and they are distributed to students on need basis. Most of these books kept in the book bank are academic resources prescribed as texts or materials for supplementary reading. An in- house software is used to maintain the records

- ***Clementine Software***
  The most popular data mining tool, 'IBM SPSS Modeler 14.1' was purchased by the College spending a sum of ₹ 5 lakhs. The tool was used by four faculty members for their data analysis to acquire Ph.D. and MPhil degrees. The software has built in tools for implementing data mining algorithms in clustering, association rules and classification.

- ***METLE(Marian E-ware for Teaching Learning and Evaluation)***
  Moodle software is customized by the faculty of the PG Department of Computer Application and is used for course management and curricular transactions by various departments of the College.

- ***Online Journal Portal***
  Marian journal 'Acumen' is uploaded into the internet and is made freely accessible through the Marian online journal portal. The portal also provides archive services with respect to the back issues of Acumen journal. http://www.mari-e-creations.com

- ***Public Addressing systems in each class room***
  Nine class rooms in the UG departments are provided with microphone systems and amplifiers to ease the strain on faculty due to the 60 + strength of UG class rooms.

- ***Phonetics board***
  A display board is kept at the entrance of the Academic Block on which a word with unusual pronunciation is displayed in phonetic script every week.

- ***A word a day display board***
  A display board is mounted at the entrance of the Academic Block on which every week a new a word with its meaning and usage is displayed.

- ***Jargon Board in the UG Department of Business Administration***
  A display board is fixed at the department to familiarize the students with the jargons used in business and management.

b) Facilities for Extra–Curricular Activities

❖ **Facilities for Sports**
- Athletics [200 meters Track with six lanes]
- High jump foam pit
- Equipment for athletics field events like shot put, javelin throw, discuss throw and long jump pit
- Hurdles for hurdle race

❖ **Facilities for outdoor games**
- Cricket Net practicing facility and cricket kit.
- Mini Football court
- Concretized Basketball court with gallery
- Netball court
- Volleyball court
- Facility to play Handball

❖ **Facilities for indoor games**
- Indoor Badminton court and three Table Tennis Board available for boys and girls
- Chess board and chessmen
- Judo mats

❖ **Gymnasium**
- Weight lifting set
- Power lifting set
- Separate Physical fitness center for boys and girls [gymnasium] with 14 fitness systems.
- Weight training facility with 200 kg weight plates and seven bars.

❖ **Yoga**
- Aerobic and yoga center with aerobic steppers and yoga mats

❖ **Auditorium**
The College has an auditorium which can accommodate 500 persons. Sufficient numbers of movable plastic chairs are provided. It is equipped with Dolby woofer sound system, stage curtains, accessories etc.

❖ **NSS**
The National Service Scheme Unit of the College has an office room with sufficient facilities to keep the official documents and tools used during the camps.

❖ **NCC**
The NCC unit of the college has a room with spaces for keeping the dress and other items of the cadets. There is furniture and space for keeping the files and official documents.

Cultural activities, Public speaking
For organizing cultural activities/public speaking, the college auditorium is equipped with sound systems including powerful speaker system, sound mixers, microphones lecterns, tables, chairs etc. These facilities are available both in the conference hall and also in the AV Room.

❖ **Communication skillsdevelopment - *Language lab*** *(Details given above)*

❖ **Health and hygiene**
  ❖ *First Aid center*
    The college has a first aid centre with two cots and other necessary furniture. There are medical equipments including BP apparatus, stethoscope, nebulizer, inhalation kettle, hot water bottle and dressing trays. The centre provides the service of a full time trained nurse on all days and the services of a doctor on all Wednesdays.
  ❖ *Waiting rooms for boys and girls*
    There are separate waiting rooms facilities for boys and girls. Waiting room provided for girls has cubicles for dressing, makeup and infirmity. Locker facilities are also made available.
  ❖ *Automated vending machine*
    An automated vending machine for providing sanitary napkin is installed in the girls' waiting room.
  ❖ *Marifit programme*
    The college has an ambitious programme to monitor the health parameters of all the Marianites. All equipments necessary for this programme (weighing machines, scales for assessing body flexibility etc.) are available in the physical education department.

4.1.3 Master Plan for Growth and Infrastructural Development

The institution has developed the existing infrastructure following the long term plan laid out in the Master Plan of the college. During the last four years the management has constructed a Ladies hostel, expanded the Gents hostel adding two more floors, and constructed a four storied building which at present accommodates the MBA institute. (Establishing this as a separate institute in 2011 was necessitated owing to the then Government policy, restricting aided colleges from starting unaided courses.) Since the Govt policy changed in 2012, three new unaided courses were sanctioned and in 2013 an additional Govt-aided batch of MCom was also added.

The college ensures the optimal utilization of the infrastructural resources through:

❖ Extended class timings from 8.30 am to 8 pm, library hours from 6 am to 10 pm and 24 hrs. accesses to internet are optimally made use of by the students and teachers.
❖ The Community College/ Open college students make use of the facilities of the college such as hardware lab, computer lab and library.
❖ The College auditorium is used by the Government agencies, NGO's, organizations and private persons. The class rooms are frequently used by the State Public Service Commission for conducting examinations.
❖ The college infrastructure is used for conducting Group level combined annual training camp for NCC girls' battalion.
❖ The class rooms and other facilities are also made use of by various cultural and spiritual organizations for conducting camps and short term residential programme during holidays/vacations.

❖ The college was selected as an online test center of TCS [Tata Consultancy Services]. Recruitment drives of various companies are frequently organized on the campus.
❖ Film industry often makes use of the beautiful ambience of the campus.
❖ The College has a well-furnished guest house which is often made available to dignitaries visiting/ passing by on special occasions.

The facilities developed/augmented and the amount spent during the last four years:

2009-10		
Facilities	**Management fund in ₹**	**UGC fund in ₹**
Broad band connectivity	5,86,224	
Furniture	1,06,898	
Physical Education Facilities	52,670	
Software purchase	1,24,478	
Upgrading computer lab with new system	7,39,365	
MBA Block	1,66,02,350	
New Computers	3,97,450	
White boards for class rooms	53,250	
UPS for Lab	1,20,000	
Sound system Additions	25,690	
Kitchen hood (boy's)hostel	5,44,120	
Total	**1,99,38,719**	

2010-11		
Broad band connectivity	2,46,600	
College bus	12,80,700	11,10,000
Furniture	4,41,904	
High end SLR camera and handy cam		13,700
Marian ladies hostel		30,00,000
Furnishing -Department of Hospitality &Tourism		1,00,000
New laptops /printers		1,91,900
New sound system in AV Room	53,650	
OMR Reader		20,700
Physical Education Facilities	31,775	
Portable LCD	1,20,400	
Principals vehicles	7,93,880	2,50,000
Setting up Research Lab		58,034
Software purchase	5,339	59,500
Upgrading computer lab with new system	6,10,460	6,00,000
Upgrading The Facilities Of Ladies Waiting Room		2,00,000

MBA Block	2,04,45,420	
Xerox machine		1,70,000
Water purifier	1,51,546	
Locker facility (ladies waiting room)	48,000	
Total	**2,42,29,674**	**5773834**

2011-12

Broad band connectivity	5,49,421	
Furniture	24,893	74,444
Marian ladies hostel	18,701,907	
New laptops /printers		82,800
Physical Education Facilities	1,100	
Portable LCD		84,900
Software purchase	7,97,365	
Upgrading computer lab with new system	3,17,907	94,150
MBA Block	3,04,05,450	
High mast lamp	4,51,355	
Weeding machine	43,500	
Total	**51292898**	**336294**

2012-13

Broad band connectivity	5,14,081	
Coffee vending machine	30,000	
Discussion room in the library		3,44,439
Furniture	3,15,439	
High end SLR camera and handy cam		34,670
IBM Server in the lab	7,59,292	
Marian Ladies hostel	1,92,75,702	24,00,000
Modification of MMH Department		6,35,000
Additional floor in the boys hostel	3,538,194	
New laptops /printers		35,000
Physical Education Facilities	1,21,830	7,49,836
Roofing the auditorium	5,26,000	
Setting up Research Lab		60,000
SEZ Lab in MCA	1,84,000	
Software purchase	5,86,708	1,26,985
Upgrading computer lab with new system	1,03,737	14,96,940
Vending machine[ladies waiting room]	17,450	
Water treatment plant	5,78,754	
Washing machine(guest house)	50,000	
Heater (ladies hostel)	33,999	
MBA Block	74,45,089	
Total	**15,38,78,694**	**10,08,882**

VISION 2020 – MASTER PLAN

Marian Deemed To-Be University with the following Schools

	Schools	Students
1	**School of Basic Sciences** B Sc (Physics)(40), B Sc (Chemistry) (40), B Sc (Math's) (40), B Sc (Stat/B -Stat) (40), B Sc (Geology) (40), B Sc (Radiology) (40), M Sc (Physics)(30),M Sc (Math's)(30), M Sc (Stat/B-Stat)(30)	900
2	**School of Design** B Sc (Design) (40), B Sc (Fashion Technology)(40)	240
3	**School of Fine Arts** CFA (40, BFA (40), MFA (30)	320
4	**School of Hospitality Management and Tourism** BHM (60), MMH (30), MTA (30), M Phil and Ph D (15)	300+15
5	**School of Information and Communication Technologies** BCA (60), B Sc (Computer Science) (40), MCA (60), MS (Inf. Technology) 40, M Phil and Ph D (15)	500+15
6	**School of Language and Literature** BA (Malayalam) (40), BA (English) (40), BA (Chinese) (40), BA (German) (40), BA (French) (40), BA (Spanish) (40), MA (English) (30), MA (Malayalam) (30), M Phil and Ph D (15)	840+15
7	**School of Media and Communication Studies** BA (Com. Eng) (40), BCJ (40), B Sc (animation) (40), B Sc (Film Production (40), MCJ (30), M Sc (multimedia & animation) (30), M Phil and Ph D (15)	600+15
8	**School of Management and Commerce** B Com (60), BBA (60), B Sc (Health Insurance &Actuarial Science) (40), ACCA (60), M Com (30), MHRM (30), MPA (30), Ph D (15)	840+15
9	**School of Social and Behavioural Sciences** B Sc (Psychology) (40), BA (Eco)(40), B Sc (Home Science)(40), BA (Soc)(40), BA (Philosophy) (40), MA (Eco)(30), MA (Soc)(30), M Sc (Clinical Psychology)(30), M Phil and Ph D (15)	780+15
10	**School of Social Work and Health Sciences** BSW (40), B Sc (Applied Nutrition (40), B Sc (Food & Dietary) (40), B Sc (Home Science) (40), B Sc (Occupational Therapy (40), B Sc (Audiology and Speech Pathology) (40), MSW (30), MPH (30), MHA (30), M Sc (Family Therapy & Counseling) (30), MA (LGD) (30),MA (Rural Development) (30), M Phil (10), PhD (15)	1150+15
	Total Student Enrolment (TSE) per year by 2020	**6470+105**

Development Timeline

M/Yr	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Jan		Doctoral Research Lab	Const. Ladies Hostel	Renew Physical Fitness (Marifit)	Apply for autonomy	Establish Autonomous College	Inter-disciplinary Research Centre	Establish Energy Park	Staff Quarters – Phase-II	Apply for Deemed status		Establish Deemed University
Feb	MBA block Phase I	Purchase of College Bus		Extension of Men's Hostel	CE office & systems for Assessment& Certification	Establish Dean of Student affairs	PhD in Com & Mgt	Academic Block Extension Phase II	Convention Centre	Prepare Constitution modeled after UGC		
Mar		Purchase of Principals Car		Establishment of Physical Edu. dept	Construction of Women's Hostel	Men's Hostel Extension	Consultancy Wing	Staff Quarters Phase-I				
April		MBA block Phase II	Review Master Plan	Renovation of MMH Staff Room	Water Purification System	Establish Registrar's Office & systems	Construction of Swimming Pool	PhD in Computer Science		Academic Block Extension Phase III		
May	Extn dept CCP		MBA block Phase II	Set up Library Discussion Room	Install Diesel Power Gen	Establish Teaching-Learning Institute	Establish Teachers Academy					
June				Auditorium Renovation	Wellness Clinic (Maryfit)	New Academic Block Phase I						
July				Set up Video Conferencing		Dean's Office & Systems						
Aug				Improve Computing facilities	Innovation Zone MCA	M Sc Family Therapy & Counseling	M Sc Family Therapy & Counseling	B Sc Film Productn	B Sc Radiology B Sc Applied Nutrition	B Sc Audio. & Speech Pathology		
Sept				M Phil (SW), BSW, BA(Com. Eng) B Com	Multipurpose Indoor Stadium & Guest Rooms	B Sc (Home Science) BHM	M Sc Multimedia Animation	M Sc Stat	MHA MPH M Sc Clinical Psychology	B Sc Health Insurance. & Actuarial Science	MA Developmental Studies	
Oct				MBA block Phase III	BSW/MSW aided	BFA B Sc Geology	B Sc Multimedia Animation	B Sc Food & Dietary	BA Philosophy		MA Rural Mgt	
Nov				MCJ M Com	MCJ BCJ,	MS (info. Tech) 2yrs -New	MFA ACCA MPA	B Sc Occupational Therapy	M Sc Psychosocial Rehabilitation			
Dec				M Phil (SW), BSW, BA(Com. Eng) B Com	B Sc (Psy) BA(Eco)	MHRM	B Sc b-stat	M Sc Math's				

4.1.4 Institutional Provisions for Differently - Abled Students

❖ The college has provided special chairs and a wheel chair for a student who is unable to walk

❖ Provisions for the differently- abled are provided - hand rails on either sides of the stair case and steps, access to each building directly by concrete foot paths.

❖ A cubicle and audio tapes are available for visually challenged students in the library. Braille books are available in the library.

4.1.5 Residential Facility and Provisions

❖ Hostel Facility – Accommodation available:

Name of Hostel	Number of inmates			
	2009-10	2010-11	2011-12	2012-13
SH (Ladies)	250	270	290	230
Amala (Ladies)	106	106	106	106
Marian (Ladies)				95
Mary Knoll (Men)	155	150	175	300
Paul Iby (Men)	163	198	228	169

❖ Recreational facilities:
- TV, Channel Music, common room with audio-visual equipment, gymnasium, and yoga centre, badminton court, Table-tennis, volley-ball, other indoor games, prayer halls, fitness centre.

❖ Computer facility including access to internet in hostel
- Internet access through Wi-Fi connectivity, Permission to use computer system, Plug points

❖ Facilities for medical emergencies
- First Aid Center, doctor on call, proximity to pharmaceutical stores for Allopathic and Ayurvedic, Allopathic and Ayurvedic hospitals in less than 5 Km radius.

❖ Library facility in the hostels
- College library is accessible during extended hours
- Newspapers and periodicals within the hostel also.
- Separate reading rooms

❖ Internet and Wi-Fi facility on the campus

❖ Available residential facility for the staff and occupancy
- Bachelors' accommodation occupancy - Gents (15) staff and lady (7) staff
- The college has recently purchased a facility to be used as a staff quarters. (Six families and 3 single).
- Accommodation on need base in hostels or in the guest house

❖ Constant supply of safe drinking water

- For ensuring constant water supply (source) the institution has two rainwater harvesting system with two water reservoirs, a centralized water treatment plant and availability of water dispensers

❖ Security
- 24 hrs. security service
- Surveillance camera system

4.1.6 Health Care on the Campus

❖ First aid room and the service of a fulltime experienced nurse made are available on the campus for the service of both students and staff.
❖ The service of a doctor (Sr Dr Mary Kallapurackal MD) is available on every Wednesday. In case of any serious medical requirement beyond the level of expertise of the personnel in the first aid centre, the sick person is taken to the nearby hospital.
❖ Availability of doctor on call
❖ Proximity to pharmaceutical stores for Allopathic and Ayurvedic medicines
❖ Allopathic and Ayurvedic hospitals in less than 5 Km radius.
❖ MARIFIT programme and facilities (c.f. – 4.1.2)
❖ Health Education Classes such as, first aid class, health and hygiene, mental health etc. provided to students
❖ Tread-mill exclusively for staff

4.1.7 Common Facilities Available on the Campus

❖ **IQAC**
IQAC has a separate office furnished with adequate facilities for conducting meetings, documentation etc. It is equipped with a desk top computer with printer, scanner, UPS, a laptop and internet facility

❖ **Food out-lets**
The College has a multi-cuisine **Cafeteria** which caters to both students and staff. The staff of the college staying in the college premises makes use of the boys hostel mess on a regular basis where a separate space is set apart for this purpose. Snacks and coffee/tea are also available in **C-mart**. A coffee vending machine (**Mug House**) managed by students are also available on the campus.

❖ **Grievance Redressal Cell**
The Co-ordinator of the Grievance Redressal Cell is the Vice-Principal of the College. His office in the Academic Block is used as the Office of the Grievance Redressal Cell.

❖ **Women's Cell**
The Women cell Coordinator has a cubicle provided by the department which also serves as the Women cell Office.

❖ **Counselling Centre (*Insight*)**
There is a separate counseling centre with facilities like computer, internet etc. There are sufficient facilities for storing data related to its operations.

❖ **Career Guidance and Placement Unit**
There is a separate Placement Division in the college.
The College has set apart a separate space in the Library for keeping books and other resources related to career guidance. The institution has external and internal placements coordinators.

❖ **Well-furnished Guest House**
One of the important components of the learning resources are the external experts from the industry and organizations. The management has thoughtfully invested in a well-furnished guest house basically catering to the external resource persons.

❖ **First aid / Health center**
Free of cost medical attention is available at the well-equipped first aid centre of the college. Service of a fulltime experienced nurse and a doctor on every Wednesdays is available on the campus for both students and staff. The First Aid room is well equipped with facilities such as beds, BP apparatus and Stethoscope, nebulizer set, infrared lamp, millennium balance, dressing tray with all instruments, hot-water bag, free over-the-counter emergency medicines, glucometer, steam inhaler, thermometer etc.

- **MAGIS,** Centre for Training and Development has a separate office, equipped with a laptop, Wi-Fi facility and filing facility.
- **Childline Nodal Office** – also has a furnished office on the campus equipped with Computer, Facsimile, Photocopier, Wi-Fi and filing facility.

❖ **Recreational spaces for staff /students**
All games and health facilities including the gym, the playground, basketball court, indoor badminton court etc. in the college and hostels are made use by both the students and faculty. The college has set apart a separate space for the staff for watching television, playing caroms, chess and other games. The auditorium, AV room, Conference Hall of the college etc. is used for recreational needs of the students and faculty. The faculty of the physical education department provides necessary supervision and assistance to the students and staff. There are prayer halls on the campus and the hostels. Other common areas include, ladies waiting room with facilities like make-up rooms, dressing room and retiring room. In addition, there is visitors lounge in the staff room for some departments.

❖ **Safe drinking water facility**
Water purifiers are installed in 5 different spots at the college for the use of the students and staff. The water used on the campus is drawn from safe sources located within the campus itself. However, there is a mini water treatment plant newly installed at a cost of five lakhs rupees to treat the water provided on the campus

❖ **Office of the Extension department**
The Extension department has a separate office, with two computer terminals, printer and Wi-Fi connectivity. A laptop is also provided by the College to the coordinator of Extension department.

❖ **Car parking facility**

The roofed space for car parking can accommodate around 20 cars. The vehicle parking facilities are available in hostels also

❖ **Marian Channel**

Regular streaming of announcements and programme are done through the newly installed channel service termed as "marian channel". Three televisions are installed on the campus; one in the academic block, one in principal's office and the other in the administrative block, which display the visuals of programmes conducted on the campus and also the announcements like book of the week, notifications regarding scholarships etc.

❖ **Public Address System**

The College has a sophisticated public address system connecting all the class rooms and public spaces on the campus. The system is regularly used to intimate the students and staff about all the programme and announcements in the College. The system is also used for playing the Morning Prayer and the national anthem in the evening.

❖ **Security room and security system**

The institution assures the security of its inmates through round the clock availability of security personnel and installation of camera in common areas. Security personnel are provided with a room also.

❖ **High end SLR camera and Handy cam**

Various cultural and other programme conducted in the college are visually documented using the high end SLR camera of the College. The camera is operated by both the students and the staff. The college owns a handycam also for documentation purposes.

❖ **Communication Systems**

All the departments, office, hostels, labs, library etc. are connected through an EPBX system.

- An Information Kiosk is set up in the Administrative building facilitating easy access to relevant institutional data.
- Biometric information system
- The college and hostel has biometric reader for (mess billing)

4.2   Library as a Learning Resource

4.2.1 Library Committee and 'Love your Library' Initiative

❖ The library Advisory committee is comprised of a representative from the Management, Principal, and representatives from all departments, two student representatives, and the Librarian. Principal presides over the meeting. The Librarian serves as the secretary to the Committee. The Committee meets at least once in every four months.

❖ The following are some of the initiatives introduced in the library on the basis of recommendations made by the Committee.

- An Academic Discussion Room inside the library
- National workshop on KOHA (integrated library management system) on 17-19 May 2012
- National workshop on D Space(Digital Repository System)
- Career Notice Board was installed in the library to inform the students about the various upcoming career opportunities.
- Special book exhibitions of famous writers
- Special space for differently abled
- Introduced rack number to easily locate the books from the stack room.
- 70 new journals and magazines were subscribed during the last four years
- 'Love your Library' campaign –A team consisting of two faculty member and the library staff was formed to reflect on and introduce user friendly initiatives in the college library. The team initiated
  - 'Read for Gold', an award instituted to encourage reading habits among students introduced in the academic year 2010-11.
  - The library provides plug in facility for the students and faculty to permit extended use of laptops in the library.
  - Reading week ('Vayana Varam') exhibition to commemorate Sri. P.N. Panicker who was the initiator of reading movement in Kerala
  - Drinking water facility inside the library
  - Introduced book mark with information on library facilities.
  - Library webpage updation, library information dissemination Display boards, Library beautification with indoor plants etc.

4.2.2 Library: Space, Facilities and Services

- ❖ **Total area of the library**   (in Sq. Mts.) ; 12500 sq ft
- ❖ **Total seating capacity** :   140
- ❖ **Working hours** (on working days, on holidays, before examination days, during examination days, during vacation)
  - The Library remains open from 08.00 am to 10.00 pm on all days except Sundays and public holidays.
  - Issue and return of books are done from 09.00 am to 05.00 pm.
- ❖ **Layout of the library** (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

M C A BLOCK, MARIAN COLLEGE, KUTTIKKANAM, PEERMADE

SECOND FLOOR PLAN

M C A BLOCK, MARIAN COLLEGE, KUTTIKKANAM, PEERMADE

THIRD FLOOR PLAN
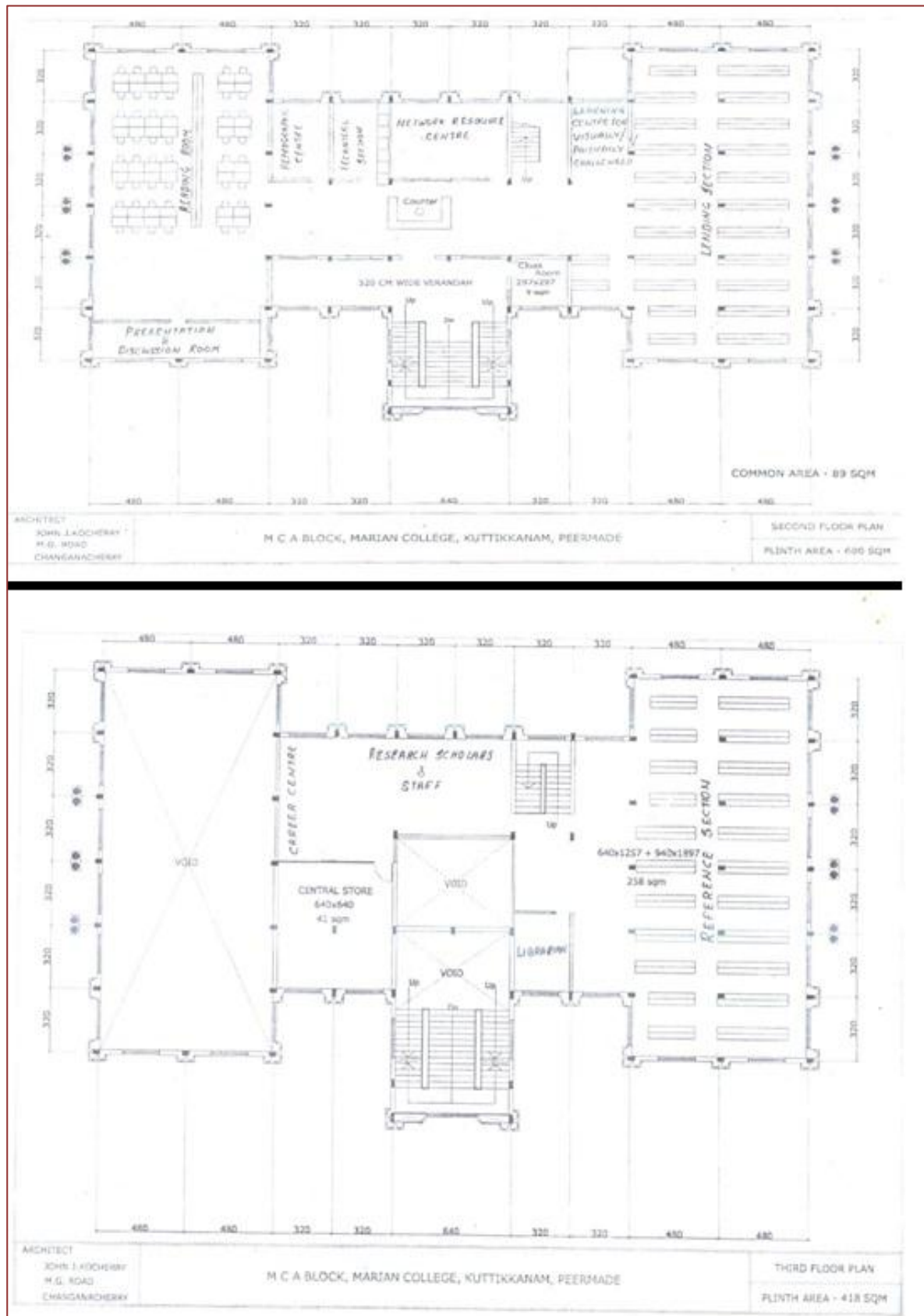
4.2.3   Procedure of Procuring Library Books, Journals and E-Resources

❖ The Collection development process is as follows
- Suggestions from department, staff and students are placed before the advisory committee for decision.
- Besides the above :-
  o Books on request: - A register kept in the library to list down books required by the teachers and students.
  o Procured books from national /international book exhibitions
  o Book of the week:- every week on new book is purchased and displayed in the library
  o Current best seller titles are bought almost every week for display in the library
  o Recommendations from national and international experts who visit the library are used to identify important books which the library lacks. Ms Marie Paive, Associate Librarian from Utah University visited the library and gave suggestions to improve the facilities.

❖ The amount spent

Library holdings	2009-10		2010-11		2011-12		2012-13	
	No:	Total Cost in ₹	No:	Total Cost in ₹	No:	Total Cost in ₹	No:	Total Cost in ₹
Text books	990	3,00,000	641	1,85,000	661	2,10,000	983	2,75,000
Reference Books	90	35,000	40	12,000	30	10,000	90	30,000
Journal / Periodicals	135	1,45,000	165	1,80,000	190	22,000	205	250,000
e-resources			2	30,000	4	3,10,000	3	30,000
Any other (specify) CD's/DVD's			70	20,000	90	25,000	120	20,000

4.2.4 ICT and Other Tools for Improved Access to the Library Collection

❖ **OPAC**
Two systems are at use in the library for search in the OPAC and it can also be accessed through the Library homepage and students portal by making use of internet connectivity.

❖ **Electronic Resource Management package for e-journal**
Digital library software-Campus.net
Marian e-creations: http://www.mari-e- creations.com/marianebook/

❖ **Federated searching tools to search articles in multiple databases**
- Knimbus is a federated searching tool used for accessing data from the databases provided in Nlist repository.

❖ **Library Website**
- The library has a dedicated page in the college website which gives all the information on the library and its services. http://www.mariancollege.org/library

❖ **In-house/remote access to e-publications**
- In-house access to e- resources is provided through Network Resource Centre in the library.
- The library borrows books from other Libraries through DELNET.

❖ **Library automation**
- The library services are automated through proprietary software named .Net (software)

❖ **Total number of computers for public access** -12
❖ **Total numbers of printers for public access** -2
❖ **Internet band width/ speed** ; 10mbps
❖ **Institutional Repository**
- The college has an institutional repository which provides scanned copy of previous years' question papers, project reports, multimedia files etc. It is named as 'Campus.net Digital library'.

❖ Participation in Resource sharing networks/consortia (like Inflibnet)
- *N-list*
The institution has membership in the INFLIBNET N-LIST. N-LIST provides invaluable access to more than 2000 Online Journals and 100000 E- Books.
- 18 Sage journals are subscribed Online
- *Delnet*
The institution has membership in the DELNET. It provides invaluable access to more than 70 lakhs records of books, journal articles etc. The Inter Library Loan and Document Delivery Services are one of the most popular services provided by DELNET.
- ❖ **Questia** online database

4.2.5 Library User Statistics
- ❖ Average number of walk-ins   : 200/day
                                                                                            (Staff 15/day)
- ❖ Average number of books issued/returned   :120/day
- ❖ Ratio of library books to students enrolled   :1:19
- ❖ Average number of books added during last three years :1000
- ❖ Average number of login to opac (OPAC)   :20/day
- ❖ Average number of login to e-resources   :50/day
- ❖ Average number of e-resources downloaded/printed :30/day
- ❖ Number of information literacy trainings organized :2/year
- ❖ Details of "weeding out" of books and other materials :The institution has not weeded out books so far.

4.2.6 Specialized Services Provided by the Library

❖ **Manuscripts**
  - A Few manuscripts of dossier
  - Hand written magazines of students
❖ **Reference**
  - Library has a collection of 3400 books in the reference section on different disciplines of knowledge
❖ **Reprography**
  - Reprographic service is being offered to faculty members and students at nominal rates. There are two machines kept in the library for this purpose.
❖ **ILL (Inter Library Loan Service)**
  - The library borrows books from other Libraries through Delnet. Inter library loan facility is available for the faculty from Marian International Institute of Management library on the basis of a formal agreement
❖ **Information Deployment and Notification**
  - **New Arrivals Alert Service:** New arrivals are displayed on a special rack in the library for a period of two weeks. The members of the faculty are alerted about the new arrivals through emails sent to their e-mail id. A list of newly arrived books is also given in the library homepage of the college website.
  - **Journal content page alert**; Regular alerts are sent to all the faculty members through group email id
  - **Book of the Week:** Every week a new book added to the collection is selected as the Book of the Week and it is publicized in the College blog and Marian channel. The book is prominently displayed in the library.
  - **Article of the week:** Every week a new article which is relevant is published on the special bullet board displayed inside the library
  - **Career Notice Board:** a notice board is arranged in front of the library for announcing new job opportunities.

❖ **Download Facility**
  - More than 2000 Online Journals and 100000 E- Books.
  - 12 computers are available within the library for download.

❖ **Printing**
  - Two printers are commonly available in the library.

❖ **Reading list/ Bibliography compilation**
  - Reading list of books and journals are generated based on individual requirements using the software named Campus .Net (software)

❖ **In-house/remote access to e-resources;**
  - The college library portal provides connecting links to access various e-resources.

❖ **User Orientation and awareness**
- All students are given user orientation as part of the induction programme. Library tour is also arranged.
- Orientation is again given to all the users when a new system is introduced.
- Individual orientation and awareness is also provided based on requirements

❖ **Assistance in searching Databases.**
- Computer assisted system is in place. Library staff offer help to staff and students to search database

❖ **INFLIBNET/IUC facilities**
- INFLIBNET-N LIST is available in the library

4.2.7 Support Provided by the Library Staff

❖ **Conference /seminar alerts** received by the College office is sent to the library by the Principal and scanned copies of the same are sent to the staff.
❖ Information on **new arrivals** is sent to the staff through email.
❖ **Book exhibition** on special themes are held occasionally.
❖ **Quiz competition** for students at the end of reading week celebrations.
❖ **Read for Gold** –is a competition held for the students who make use of the college facilities. The assessment is made based on clearly drawn parameters and details of book/journals read by them. Based on these records an interview is held. A gold coin is presented to the student who used the library most effectively during the academic year. The next best 5 are invited for a dinner along with the Principal.
❖ **Career centre**. The library has a space dedicated to keep books, magazines and other resources related to career. There are around 1200 books and magazines kept in this space.
❖ **Book of the week**; A special book is selected every week and displayed as book of the week in a special space provided for it. It is displayed on the Marian Channel and also in the college blog.
❖ **Article of the week**; is exhibited on the notice board specially provided for this purpose in the college library.
❖ **Discussion and presentation room** is a facility attached to the library for encouraging group activity and interaction.
❖ **Journal content page alert**: is provided to all the members of the faculty through their email.
❖ **Career notice board** with current information on job opportunities.
❖ Purchase of **books on request**.
❖ The library provides **wi-fi internet** connectivity.
❖ The College library has a best practice of providing "**earn while you learn**" facility to students who are hailing from financially difficult circumstances. They are selected on the basis of an interview and they are provided with monetary assistance based on a payment schedule on an hourly basis.

4.2.8   Special Facilities Offered by the Library

❖ A cabin is provided in the library with computer, appropriate software and hearing aids.
❖ The physically challenged students are given priority in issuing books and books are made available to them at their place on demand
❖ Those students writing exam with the help of scribe are provided discussion room of the library.

4.2.9   Feedback for Improving Library Services

❖ Annual feedback is collected from the students and faculty.
❖ The feedback is processed with the help of computer software and the result is discussed in the library advisory committee. Their recommendations are implemented to further improve the service/facilities of the library.
❖ A suggestion box is kept at the entrance of the college library. Any creative suggestion of either faculty or student is thereby brought to the notice of the College principal/ library committee.
❖ A register for writing suggestions is also provided at the counter.

4.3   IT Infrastructure

4.3.1. Computing Facilities at Marian

UG lab Number of computers and configuration

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Core i3	2 GB	500 GB	LCD	30
2	Core i3	2 GB	500 GB	LCD	20
3	Core i3	4 GB	500 GB	LCD	8
4	Core i3	2 GB	500 GB	LCD	6
5	Dual core	2 GB	320 GB	LCD	5
6	Dual core	2 GB	320 GB	CRT	3
7	Dual core	1 GB	320 GB	LCD	1
8	Pentium 4	1 GB	80 GB	CRT	2
9	Celeron	1 GB	40 GB	CRT	1
Total					76

- **PG lab - Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Core i3	2 GB	320 GB	LCD	20
2	Dual core	512 MB	80 GB	CRT	21
3	Dual core	512 MB	80 GB	LCD	1
4	Core 2Duo	2 GB	320 GB	LCD	11
5	Dual core	1 GB	160 GB	CRT	1
6	Core i3	4 GB	500 GB	LCD	1
7	Pentium 4	512 MB	80 GB	CRT	1
8	Dual core	2 GB	80 GB	CRT	1
9	Pentium 4	1 GB	80 GB	CRT	5
Total					62

- **Language lab - Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Celeron	1 GB	40 GB	LCD	27
2	Pentium 4	1 GB	40 GB	LCD	4
3	Pentium 4	1 GB	40 GB	LCD	1
4	Dual core	2 GB	40 GB	LCD	1
5	Pentium 4	1 GB	40 GB	LCD	1
Total					34

- **MICAS lab - Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Pentium 4	1 GB	40 GB	CRT	10
2	Pentium 4	256 MB	40 GB	CRT	1
3	Pentium 4	256 MB	40 GB	CRT	3
4	Pentium 4	512 MB	40 GB	CRT	2
5	Pentium 4	1 GB	40 GB	CRT	3

6	Pentium 4	1 GB	80 GB	CRT	1
7	Pentium 4	256 MB	40 GB	CRT	1
8	Pentium 4	1 GB	40 GB	CRT	5
9	Pentium 4	1 GB	40 GB	CRT	1
10	Pentium 4	1 GB	40 GB	CRT	1
11	Core i3	4 GB	500 GB	LCD	3
12	Pentium 4	512 MB	80 GB	CRT	1
13	Dual core	1 GB	40 GB	CRT	1
14	Dual core	2 GB	320 GB	CRT	1
15	Pentium 3	128 MB	40 GB	CRT	1
16	Pentium 4	512 MB	80 GB	CRT	1
Total					36

- **Library - Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Dual core	512 MB	20 GB	LCD	1
2	Core 2Duo	2 GB	320 GB	LCD	2
3	Dual core	2 GB	80 GB	LCD	1
4	Core i3	2 GB	500 GB	LCD	2
5	Core i3	4 GB	500 GB	LCD	2
6	Pentium 4	512 MB	80 GB	CRT	2
7	Core i3	2 GB	500 GB	LCD	5
8	Core i5	4 GB	1 TB	LCD	1
9	Celeron	128 MB	20 GB	LCD	2
10	Pentium 4	512 MB	40 GB	CRT	1
11	Pentium 4	256 MB	40 GB	LCD	1
Total					20

- **Research Lab - Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Core i3	2 GB	500 GB	LCD	9
2	Pentium 4	1 GB	80 GB	CRT	1
Total					10

- **Office - Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Pentium 4	512 MB	80 GB	LCD	1
2	Pentium 4	1 GB	40 GB	LCD	1
3	Dual core	512 MB	80 GB	LCD	1
4	Dual core	2 GB	320 GB	LCD	2
5	Core 2Duo	2 GB	320 GB	LCD	1
6	Dual core	1 GB	320 GB	LCD	1
7	Dual core	1 GB	160 GB	LCD	1
8	Pentium 4	512 MB	40 GB	CRT	1
9	Core i3	2 GB	500 GB	LCD	1
10	Core i3	4 GB	500 GB	LCD	1
11	Pentium 4	1 GB	40 GB	CRT	1
12	Dual core	2 GB	500 GB	LCD	1
13	Dual core	1 GB	40 GB	CRT	1
14	Celeron	128 MB	40 GB	LCD	1
Total					15

- **Hardware Lab -Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Celeron	128 MB	10 GB	CRT	4
2	Celeron	128 MB	20 GB	CRT	3
3	Pentium 4	256 MB	40 GB	CRT	3
4	Pentium 4	1 GB	40 GB	CRT	1
5	Celeron	256 MB	40 GB	CRT	1
6	Pentium 3	128 MB	10 GB	CRT	3
7	Pentium 3	128 MB	20 GB	CRT	1
8	Celeron	256 MB	40 GB	CRT	1
Total					17

- **Server Room - Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Dual core	1 GB	80 GB	LCD	1
2	Core 2Duo	2 GB	160 GB	LCD	2
3	Pentium 4	1 GB	80 GB	CRT	1
4	Core i3	4 GB	2 TB	LCD	1
5	IBM Rack server X3620 M3				1
Total					6

- **Administrator's computer - Configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Dual core	2 GB	320 GB	LCD	1
2	Core 2Duo	4 GB	320 GB	LCD	1
3	Pentium 4	1 GB	80 GB	LCD	1
Total					3

- **Directors - Number of computers and configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Dual core	512 MB	80 GB	LCD	1
2	Dual core	1 GB	320 GB	LCD	1
3	Pentium 4	1 GB	40 GB	CRT	1
4	Pentium 4	512 MB	40 GB	CRT	1
5	Dual core	2 GB	320 GB	LCD	1
6	Core 2Duo	2 GB	320 GB	LCD	1
Total					6

- **Computers In Other Places on The Campus – Number and Configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Core i3	2 GB	500 GB	LCD	1
2	Dual core	1 GB	320 GB	LCD	1
3	Pentium 4	256 MB	40 GB	CRT	1
4	Dual core	2 GB	320 GB	LCD	1
5	Dual core	1 GB	80 GB	CRT	1
6	Dual core	2 GB	80 GB	LCD	1
7	Core i5	4 GB	500 GB	LCD	1
Total					7

- **Departments – Number of Computers and Configuration**

Sl.No	Processor	Memory	Hard disk	Monitor	Number
1	Dual core	512 MB	80 GB	LCD	2
2	Dual core	1 GB	160 GB	LCD	3
3	Dual core	1 GB	320 GB	LCD	2
4	Dual core	2 GB	320 GB	LCD	3
5	Pentium 4	128 MB	40 GB	CRT	1
6	Core i3	4 GB	500 GB	LCD	4
7	Core i3	4 GB	500 GB	LCD	1
8	Core i3	2 GB	500 GB	LCD	2
9	Core i3	2 GB	500 GB	LCD	1
10	Celeron	128 MB	20 GB	CRT	1
11	Pentium 4	512 MB	40 GB	CRT	1
12	Dual core	512 MB	80 GB	LCD	1
13	Core i3	4 GB	500 GB	LCD	1
Total					23

- **Total No. of Computers**

Sl. No	Position/Places	Numbers
1	U G Lab	76
2	P G Lab	62
3	Language Lab	34
4	Micas Lab	36
5	Hard ware Lab (Including MCA Hard ware lab)	17
6	Research Lab	10
7	Library	20
8	College Office	15
9	Server room	6
10	Administrator's	3
11	Department's	23
12	Director's	6
13	M.com Class	2
14	Audi visual room	1
15	Counselor	1
16	C-Mart@marian (DTP)	1
17	Hostel (Reception)	1
18	IQAC	1
	Total	315

- Printers and Scanners and DVD writers are available in all departments, office and library.

- **Computer-student ratio**

    When total number of computers in the college is rated against the total number of students on the campus, the ratio would be 1: 3. However in the computer lab for both UG and PG, the students are provided with individual systems for their practical sessions.

- **Stand-alone facility**
    There are 17 stand-alone systems provided on the campus.

- **LAN facility**
    298 Nodes are network connected.

- **Wi-Fi facility**
    Wi-Fi facility is available throughout the campus with 24 number of wireless access point (17-college, 7-hostel)

- **Licensed Software**
    Microsoft Windows
    Microsoft Windows versions
    Server versions
        Windows Server 2008 R2

Windows Server 2008 R2 Standard Edition
Windows Server 2008 R2 Enterprise Edition
Windows Server 2008 R2 Service Pack 1

Client versions
Windows 8 Starter
Windows 8 Pro
Windows 7 Professional
Windows XP

Application software
Microsoft office

Relational database management software
Microsoft SQL Server
Microsoft Access
Oracle the Oracle Database

Development software
Visual Basic
Microsoft Visual Studio
Crystal Reports

Digital media authoring
Adobe master collection
Sony Sound Forge 10
Microsoft Expression Studio

Math and Statistics
Tally.ERP 9
SPSS 17
IBM Clementine

Reference management software
End Note

Computer programming tools
C, C++, programming tools

Other Software
PageMaker 7
Anti-virus- MacAfee virus scan 8.8
Norton total Protection
RedHat Linux- CentOS

- **Number of nodes/ computers with Internet facility : 262**

- **Any other**
  - ❖ College has a hardware Lab with 17 computers with internet facility
  - ❖ Broadband facility
    - o 24/7 leased line with optical fiber cable of 8 Mbps
    - o 24/7 lease line exclusively for staff of 2 Mbps
    - o VPN broadband line 512 Kbps

4.3.2   Computer and Connectivity

- ❖ Wi-Fi facility is available all over the campus and at college hostels.
- ❖ The general lab of the college is open for the students from 9 am till 10 pm.
- ❖ The network resource centre in the library is available to the students.
- ❖ P G lab with internet connectivity is available round the clock for PG students
- ❖ All the departments have internet connectivity (wired and Wi-Fi) available round the clock
- ❖ Group SMS facility in office for group communication.

4.3.3   Strategies for Deploying and Upgrading the IT Infrastructure

- ❖ The ICT policy states the commitment of the institution to envisioning new avenues of technology integration, and to the effective deployment and maintenance of ICT in Academic and Administrative functions. The policy promotes the indigenous development of ICT systems utilizing the resources of the students and faculty. Efforts are also being taken to promote open source systems.

- ❖ The College has set up an ICT committee consisting of the Manager and Principal and staff in-charge for Website management, IT Operations and Training, METLE, and System Administration. The committee, in line with the policy guidelines, operationalizes the Marian Quality Model of the IQAC by visualizing, designing and deploying ICT innovations for Academics and administration from time to time

- ❖ The committee conducts Performance Audit of IT infrastructure and makes recommendations to management for maintenance and upgradation. In addition, as and when required, replacement of the malfunctioning/damaged equipments are done, as reported by the IT support staff.

4.3.4 Budgetary Allocation for Procurement, Up-gradation, Deployment and Maintenance of ICT Infrastructure.

Year	Procurement in ₹	Up-gradation cost in ₹	Deployment (Including salary, operational charges etc.)	Maintenance cost in ₹
2009-10	9,61,905	81,175	1,50,000	13,750
2010-11	16,00, 850	69,601	1,70,000	26,460
2011-12	5,68,210	57,960	1,80,000	21,160
2012-13	16,52,485	1,90,228	20,00,000	62,170

4.3.5   Ensuring Optimal Use of ICT Resources

❖ The college facilitates use of ICT resource mainly by making available a state of the art IT infrastructure in the college. This includes the following services/provisions:

- Round the clock Wi-Fi internet connectivity in the college and hostels.
- Uninterrupted power supply and generator back up.
- Extended hours to access computers and net connectivity in the computer labs.
- Encouragement to the use of laptops by the students and faculty
- Network Resource Center in the library with internet access for the students.
- The college has a Tech – Resource Pool of students with a faculty in-charge who develops and designs brochures, software applications, presentations etc for various activities of the College, newsletters, etc.
- Mari-E-Creations: An online platform for teachers and students to make publications.
- Wall mounted LCD projectors and screens available in all the class rooms and common spaces like Conference Hall, AV Room, auditorium, discussion rooms etc.
- IT Operations and Training staff in charge for coordinating faculty training to enhance technical skills.
- A number of licensed softwares made available in the lab.
- Additional staff in the computer lab to assist teachers and students.
- Introduced METLE to facilitate teaching-learning. http://metle.mariancollege.org/
- Net server for collaborative working and information sharing

4.3.6   Technology –aided Pedagogy for Student-Centric Education

Teaching learning process at Marian is student centric and the use of ICT significantly enhances this aspect. The table below delineates how technology aided pedagogy supports the learning process**.**

ICT Facility	Learning Process
Software Engineering Zone (SEZ) in MCA	Software project development by students under faculty guidance
METLE http://metle.mariancollege.org/	Course management to progressively introduce independent learning.
ICT enabled class room	Student seminars, quizzes ,presentations
Internet access and WiFi	self-learning using wealth of information in the WWW
Language lab	Interactive programmes for communication skill development
AV Room & ICT enabled Discussion Room	Film review, debates , seminars, multimedia presentations
Network Resource center	Internet surfing, scanning, printing
Intranet (Netserver1)	Sharing information among all stakeholders on the campus.

4.4   Maintenance of Campus Facilities

4.4.1 Provisions for Maintenance and Upkeep of Infrastructure

Infrastructure Policy and the Master Plan of the college provides a direction to the priority based allocation of financial and human resources of the college. Adequate budgetary provisions are made for infrastructure maintenance annually. Infrastructure Committee of the college, under the chairmanship of the Manager takes responsibility for the maintenance and upkeep of the infrastructure. A regular team of 14 people with specific responsibilities are assigned to this task. In addition to these regular staff, persons are hired as per day-to-day requirements.

Budget/Expense during last four years

Head	Year	Amount Allocated in ₹	Amount of Utilization in ₹
Building	2009-10	5,58,662	5,75,000
	2010-11	3,30,594	4,00,000
	2011-12	2,21,841	2,40,000
	2012-13	42,290	50,000
Furniture	2009-10	1,06,898	1,25,000
	2010-11	2,40,361	2,60,000
	2011-12	1,91,107	2,00,000
	2012-13	2,01,189	2,15,000
Equipment	2009-10	1,05,000	1,10,000
	2010-11	24,950	30,000
	2011-12	65,527	85,000
	2012-13	24,260	30,000
Computers	2009-10	1,20,715	1,30,000
	2010-11	26,607	45,000
	2011-12	54,214	60,000
	2012-13	12,350	20,000
Vehicles	2009-10	1,70,186	1,95,000
	2010-11	3,00,682	3,25,000
	2011-12	1,61,905	1,70,000
	2012-13	1,73,261	1,80,000
Landscaping /Gardener	2009-10	66,024	75,000
	2010-11	73,864	80,000
	2011-12	54,214	60,000
	2012-13	60,842	75,000

4.4.2 &4.4.3 Mechanisms for Maintenance and Upkeep

- ❖ The College is developing an in-house *Online Tracking System* for maintenance and monitoring of the infrastructure. Requirements can be posted by the staff concerned in this system and the action taken can be tracked online. The Infrastructure Committee examines the postings and monitors the maintenance done.
- ❖ The Infrastructure committee also conducts Infrastructure performance audit and IT performance audit periodically.

- ❖ A Regular staff team for maintenance who attend to various areas has been appointed by the Management. The team includes the following staff:

Area of Responsibility	Number of Staff
Construction & Maintenance	2
IT infrastructure Maintenance	3
Land & Garden Maintenance	1
Classroom & Office Cleaning	7
Driver	1

4.4.4   Arrangements for Maintenance of Sensitive Devices

- ❖ The College has installed both UPS systems and generator backup to ensure both uninterrupted power supply and the risk of damage to systems.
- ❖ The College has also ensured availability and proper supply of water through water treatment plant, aqua guard etc. Purified drinking water is made available on all floors including library.
- ❖ An electrician-cum-plumber who is residing on the campus does prompt maintenance of electrical and plumbing work.
- ❖ The computer lab technicians do the maintenance in the computer lab as and when required.
- ❖ Separate server room is set up in computer lab.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1   Student Mentoring and Support

5.1.1 College Prospectus and the Information Provided to Students

The college has an annually published College Calendar and Prospectus that serve as a handbook to all the students. Some of the departments too bring out their handbooks and brochures. These publications reflect the transparency and commitment of the college to the academic and allied activities and their schedule.

This helps to disseminate important information, to encourage application from deserving students for scholarships, freeships, fee waivers, etc., to acquaint all stakeholders with the provisions of the institution and to instil the spirit of accountability and academic democracy among the management, faculty and students of the college.

| Information provided through the College Calendar / Handbook	
About the College	Marian College Milestones Vision & Mission Professional ethics Members of governing body Marian College kuttikkanam at the helm in the past College prayer Marian anthem National Pledge Contact Numbers Unique features of the department (Handbook)
Academic information	Programmes offered New programmes Academic Calendar Graduate Attributes Academic Requirements and Student Evaluation Curriculum
Faculty information	Class Teacher and Mentor Staff Council College Staff Corporate Responsibility & staff- in-charge
Rules& Regulations	Fees General Rules Rules for Collection of Fee in the College Fee Concession Issue of Certificates Attendance & Leave of Absence Identity Cards Library Rules Campus Discipline
General information	The College Cabinet Resurgence Education Residence of Students

	Parent- Teacher Association IQAC Scholarships and endowments Career opportunity Programme Highlights Faculty Profile Student's Professional Development

5.1.2 & 5.1.3 Scholarships and free ships provided by the institution [2009-13]

Name/ Nature of scholarship freeships	2009-10		2010-11		2011-12		2012-13	
	Students Availed	Amt in ₹	Students Availed	Amt in ₹	Students Availed	Amt in ₹	Students Availed	Amt in ₹
Govt. Scholarship	243	1,488,730	235	2,027,096	233	13,21,562	238	25,12,507
University Merit Scholarship	1	2,700	3	8,100	Not yet sanctioned		Not yet sanctioned	
SSM (Merit cum Means Scholarship)	3	60,000	Not sanctioned				3	4,500
Kerala State Suvarna Jubilee Scholarship	2	20,000	Not sanctioned					
Mar Mathew Vattakuzhy endowment	21	39,000	21	43,500	31	62,400	64	98,000
Scholarship for Economically Backward students (College)	31	56,000	31	57,500	33	58,600	53	92,500
S.H. Hostel – concession to students	10	1,25,400	12	2,42,000	12	3,35,600	6	1,31,500
Amala Hostel – concession	6	80,400	9	1,28,400	7	1,31,500	7	67,950
Maryknoll Hostel concession	38	64,500	26	29,595	18	67,950	19	2,60,000
Life in Abundance Fund	5	33,000	1	54,156	1	1,52,771	No applicants	
Dalit Catholic Scholarships	1	4,500	1	4,500	1	2,500	2	3,500
Tuition fee concession(PG Section)	4	1,07,500	18	2,72,000	7	1,49,000	1	15,000
Sports Quota Freeships (Accommodation & Food)	11	3,60,000	14	4,08,500	12	4,07,500	12	4,88,500
Mar Mathew Arackal Endowment	Instituted in 2012-13						6	8,000
Fr AJ George Endowment	Instituted in 2012-13						5	10,000
Marian MCA Alumni Endowment	Instituted in 2011-12				13	48,000	8	1,02,500

Scholarships information breakup of one academic year is given below:

Sl. No.	Nature of Scholarships	No. of Students Availed	Amount Disbursed in ₹	Total in ₹
Scholarships distributed in the year 2012-2013				
1	Govt. Scholarships SC OEC ST KPCR OBC SEBC	 90 8 15 96 11 13	 6,13,282 1,77,170 2,02,240 2,76,840 20,935 29,095	13,21,562
2	University Merit Scholarship	Not yet sanctioned for the year		
3	Mar Mathew Vattakuzhy Scholarship	20	44,000	44,000
4	Economically Backward students Scholarship (College)	21	52,000	52,000
5	Dalit Catholic Scholarship	1	2,500	2,500
6	S.H. Hostel – concession	12	3,35,600	3,35,600
7	Amala Hostel – concession	7	1,31,500	1,31,500
8	Maryknoll Hostel and Paul Iby Hostel (Rent Fee Concession)	6	67,950	67,950
9	Tuition Fee Concession (PG Section)	7	1,49,000	1,49,000
10	House for the Needy	House Construction	1,07,771	1,07,771
11	Sports Quota Scholarship	10	1,22,500	1,22,500
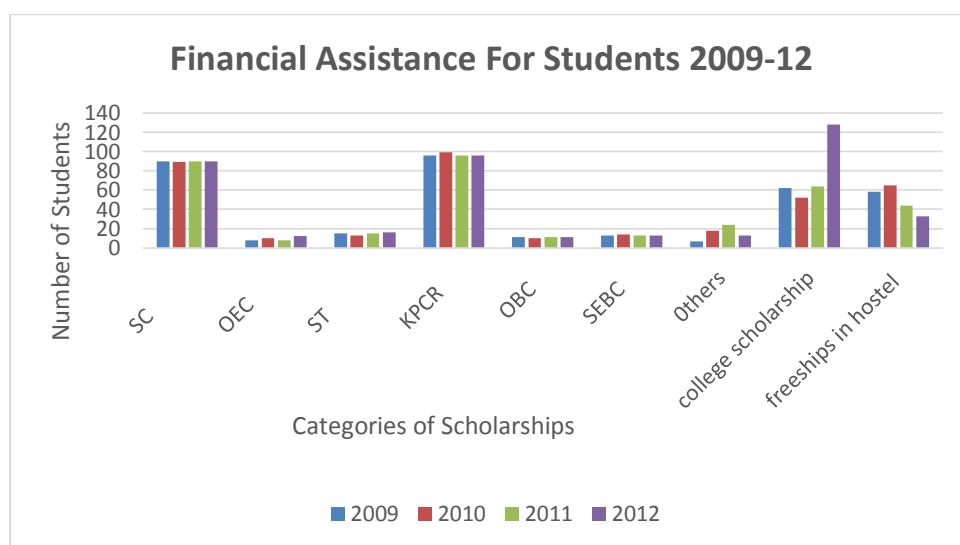
5.1.4 Specific Support Services /Facilities Available for Students

❖ **Students from SC/ST, OBC and economically weaker sections**

- The College has a club exclusively for SC, ST and OBC students (Phoenix club) with a faculty in charge. The club provides various trainings, workshops and seminars for the students for acquisition of knowledge, managerial skills, personality development and for other life coping skills.
- The club also provides remedial coaching, financial support, and freeships like text book, career books, study tours and coaching for entry into service.
- In addition to the activities of Phoenix Club, the college provides tuition and hostel fee concession for students belonging to economically weaker sections.
- UGC stipend, conveyance allowance and other Govt grants are also facilitated.

❖ **Students with physical disabilities**

- A cabin is provided in the library with computer, appropriate software and hearing aids.
- The physically challenged students are given priority in issuing books and books demanded by them are taken to them in person.
- Special facility is provided to the students writing exam with the help of scribe.
- Audio recording of lectures is facilitated for students who are visually challenged.
- The college provides wheel chair, ensures voluntary peer escort on the campus.
- College Students Union conducted a programme in 2012 named '*Nanmayude pookalam*' (floral arrangement for a virtuous cause). The floral decoration competition held as part of Onam celebration was cancelled, and the amount usually spent by individual classes was pooled to raise fund for supporting a physically challenged student. A wheel chair was purchased for the student, and a support fund was constituted and deposited in his name.
- Special counselling, mentoring and peer remedial coaching is offered to the differently abled.

❖ **Overseas students**

- Provision for international students to do their field practicum in NGOs and other agencies.
- Constant guidance, monitoring and evaluation in field practicum are given to the international students.
- The college provides special telephone facility for contacting their parents, and special leave for the renewal of their visa.
- All the facilities available in the college are made available to overseas students too.

❖ **Support for Students to participate in various competitions-National and International**

There are 17 clubs in the college besides the departmental student associations, and general forums like NSS, NCC, CSM and Marian Cultural Forum, etc. They provide the students with ample opportunities to hone their skills in various areas, equipping them for different competitions.

- Training and financial support is given to students who participate in national and international events. A few instances to cite are:
  - o Bineetha B, Anju Jayan of BBA, Aswathy Dev, Jerin Mathew,Joicy Joy of BCom participated in the Indian student model parliament held at Pune in 2012.
  - o Deena G of BCA participated in Student cultural exchange programme in China in 2011.
  - o Ambika M of BBA and Anjala Rose Mathew of BCA participated in NC Himalaya trucking camp in 2013.
- Departments provide financial assistance to the deserving students for participating in competitions.
- The College has a faculty in-charge who takes care of students participating in competitions outside campus.
- The various clubs and associations in the college help the students to prepare and participate in inter-collegiate events.
- The college has appointed additional coaches for sports and games to train the selected students.
- Attendance and grace marks are given to encourage students who participate in various competitions.

Details of Student Participation in national and international sports competitions is given below:

Year	District	State	University	Inter University	National
2009-10	16	8	85	4	1
2010-11	15	10	96	4	1
2011-12	16	8	98	0	0
2012-13	14	8	104	1	0

❖ **Medical assistance to students: health center, health Insurance etc.**
- **First Aid center**
  The college has a first aid center with two cots and other necessary furniture. There are medical equipment including Sphygmomanometer apparatus, Stethoscope, nebulizer, inhalation kettle, hot water bottle and dressing trays. The center provides the service of a full time trained nurse on all days and the services of a lady doctor (Dr Sr Mary Kallapurackal, MD) on all Wednesdays. Centre is fully equipped to handle most of the medical requirements of the students and the graver emergencies are referred to the hospitals nearby.
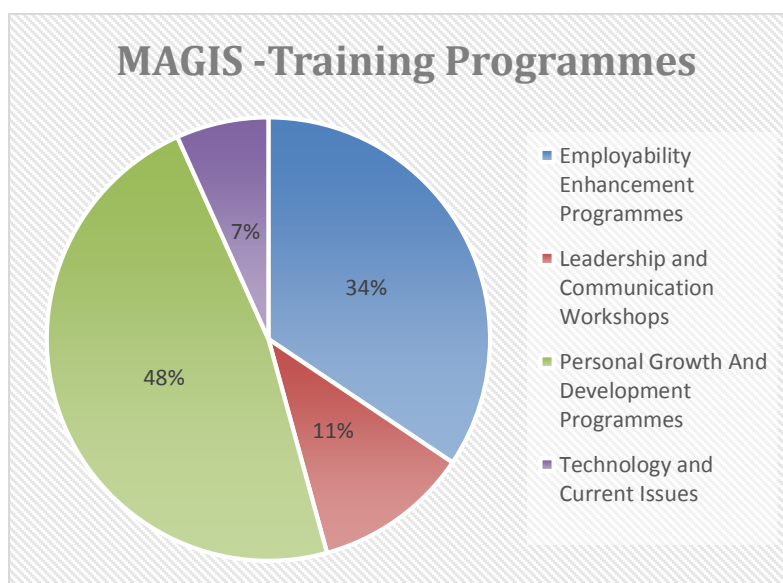
- **Health insurance**
  All students in the college are covered under GPAIP - Group Personal Accidental Insurance Policy provided by the University

❖ **Organizing coaching classes for competitive examinations**

  Profession oriented coaching classes and training for competitive examinations are linked to furtherance of discipline related knowledge and gives impetus to optimal student progression to higher studies and job placements.

- Coaching is provide for CPT/IPCC, P O Bank Test, UGC-JRF/NET, Public Service Commission/UPSC exams, MAT, C-MAT and CAT.

- Marian has a Centre for Training and Development (Magis) which organizes soft skill development programmes such as Resume preparation, GD, personal interview, leadership skills and personality development. MAGIS organized 282 programmes for the last four years.

MAGIS -Training Programmes

- 34% Employability Enhancement Programmes
- 11% Leadership and Communication Workshops
- 48% Personal Growth And Development Programmes
- 7% Technology and Current Issues

❖ **Skill development (spoken English, computer literacy, etc.)**

- College provides special coaching in Communicative English to all PG students over and above their syllabus. These sessions are integrated into the regular time-table.
- The college has a Language Lab with 32 multimedia computers networked with an indigenously developed software to equip the students with language skills.
- Bridge programme for IT skills is offered.
- Special classes are organized for interested students on image editing and usage of multimedia softwares like Maya, Photoshop, Flash, etc.
- Department organizes Finishing School programme for equipping all the students for job placements. General programme for employability enhancement is also provided under the banner of Magis.

- Theatre Workshops, bringing in professionals from the field, are conducted for the students, with a view to develop their social work skills, breakthrough inhibitions, develop team playing and gaining skills in culturally sensitive communication.
- Post Graduate Department of Hospitality and Tourism has designed Attitude Skill and Knowledge (ASK) programme with a view to equip students with current knowledge in the discipline.

❖ **Support for 'slow learners'**

The Teaching Learning philosophy of the institution is student centric and attending to the unique needs of individual students is of critical importance for the college. The slow learners are helped to tide over their learning difficulties through the following:
- Remedial Classes
- Peer teaching
- Tutorial sessions
- Training on Memory Techniques
- Collaborative learning assignments such as group projects and group assignments
- Identifying and providing e-resources and online free video lecturers referencing
- Counselling and mentoring

❖ **Exposure of students to other institutions of higher learning /corporate/business house etc.**
- Since most of the programmes offered at the College has a professional component, departments routinely organize industrial/agency visits.
- Practitioners/Executives from agencies/industries are invited to the College for interacting and experience sharing with the students.
- Sending selected (gifted) students to other institutions for participating in seminars, competitions, conferences/workshops, etc.
- Selectively involving students in managing events in corporate houses.
- Selected students are sent to collaborating Universities abroad (USA, Canada) for 2-3 months of practicum exposure under student exchange programme.

❖ **Publication of student magazines**
- Every year College magazine is brought out by Student's Union which has an elected magazine editor.
- Different Departments bring out newsletters, brochures, souvenirs frequently; Individual classes also publish class magazines handwritten magazines, e-magazines, etc.
- Class Blogs are created and maintained by the students and this facilitates developing their skills in managing, organizing, editing and posting contents.
- Frequent wall poster displays are also organised.

5.1.5 Institutional Efforts to Facilitate Entrepreneurial Skills among the Students and the Impact of the Efforts.

❖ The college has identified entrepreneurship Development as the need of the hour in the context of growing opportunities for enterprise in India. Developing entrepreneurial traits in the students is one of the graduate attributes. The college has also included Entrepreneurial Cell as a corporate responsibility and has appointed a faculty member as the coordinator. The Coordinator was sent by the college for a special training in entrepreneurial training: Moreover, the culture of the college supports entrepreneurship among students which gets reflected in the student initiatives (given in the table below). Besides the awareness programme of the Entrepreneurship Club, the industry interface, visits and alumni interactions also imbue the spirit of enterprise in students.

Complementing the activities of the Entrepreneurship Club, the departments and Clubs have come up with several new ventures such as :

- C-Mart, a business venture managed by MCom students
- Software Development initiatives of MCA Department. The team has developed softwares for the college (GA/Result Analysis software for IQAC) and outside clients.
- Zapionz, a company formed by BBA students, raised capital worth Rs 6,500 by issuing shares with face value of Rs.100 to members of BBA fraternity during Sept 2010. With the amount, the students are running an instant coffee machine called Coffee Mug. The profit is used for meeting the expenses in connection with their management fest.
- Fab Mall – an open market where students sell their home-made food and handicraft items.
- Hospitality and Tourism management students are given exposure in the following areas:
  o Foreign tourist group service handling
  o Event management , and
  o Business plan preparation.
- The College cafeteria was managed by hospitality management students from 2009 to 2012.

The students of Marian are progressively showing interest in entrepreneurial ventures. There is a subtle shift in the orientation of students from job seekers to job creators. A host of students/alumni of various departments have emerged as entrepreneurs over the years:

Details of Entrepreneurs from Marian

Sl. No	Name of the students	Batch	Department	Name of the business firm and location
1.	Cyril C Kappen	2003-06	BCA	Kappan Ceramics , Pala, Kerala
2.	Fen Jacob	2004-05	MMH	Vedic Tours – Tour company
3.	Sijo Joseph Bliss	2003-05	MMH	World Wide - Tour company
4.	Cherian Philip	2005-07	MMH	Cherries- Restaurant
5.	Jibu Joseph & Saji Joseph	2006-08	MMH	Jiba Tours -Tour company

6.	Sabin Sabu	2011-13	MMH	Travelgo - Tour company
7.	Aju Varghese	1996-99	BBA	Director, Pharma Copus Drugs LTd.,Kottayam, Kerala.
8.	Rekha Roy	2005-08	BBA	Little Wonders (Customized Cake Shop), Kochi Kerala.
9.	Biljin Thomas	2006-09	BBA	M D, Shree Associates Printing Solutions Thiruvananthapuram.
10	Vidhula Cherian	1998-2001	BBA	Rani Pink Boutique, Kochi.
11	Vishnu Kallarackal	2008-11	BBA	Kallarackal Fashions, Pala Kerala.
12	Abhishek Shaji	2004-07	BBA	Saroja Food Industries Thodupuzha Kerala
13	Jibin Cheruvila	2008-11	BBA	M D Cheruvila Food & Beverages,Thiruvanathapuram
14	Bijo Jose	2004-07	BBA	Periyar Food Products, Kalady Kerala.
15	Robin Thomas	2004-07	BBA	Pavizham Rice, Perumbavoor.
16	Deviprasad	2005-08	BBA	Managing Partner, Al Suwaidi Group, Dubai U A E
17	Mobin John Jacob	2006-09	BBA	Managing partner, Fashion Optics Doha-Qatar
18	Sneha Chinnu	2006-09	BBA	Managing Partner, The Vaidya Group, Kollam, Kerala
19	Savior Joseph	2003-06	BCA	Managing Partner New India Tiles –at Mangalapuram
20	Shajan Mathew	2006-09	MCA	Managing Partner, Conscient Technologies, Ernakulam,
21	Jino M A	2008-10	M Com	Paper Mart retail shop in Mundakkayam

5.1.6 Institutional Policies and Strategies to Promote Participation of Students in Extracurricular and Co- Curricular Activities

The College views extracurricular and co-curricular activities as integral to the holistic development of the students. Opportunities, therefore, are identified, created and given to promote student participation. Financial support, training and development support are provided by the institution appropriately.

- ❖ The College has formed 17 and Clubs 7 Departmental Associations to promote student participation.
- ❖ The college has many clubs with faculty in-charge and student office bearers and a common club coordinator under the banner of Magis.
- ❖ Marian Cultural Forum (MCF) gives leadership in organizing all the cultural activities of the college.
- ❖ Every Thursday final hour is set apart for club activities

- ❖ All the departments have its own students association [commerce forum[BCom], MATRIX[MCA], MACS[BCA], MAHAT[MMH], MAXIM[MCom], MMA[BBA], SAMARITANS[MSW]] which organizes departmental fest to promote extracurricular and co-curricular activities.
- ❖ Weightage is given for achievements in extracurricular and co-curricular activities in selecting best outgoing students
- ❖ Achievements in extracurricular and co- curricular activities of students is also a consideration for awarding 'Best Class'
- ❖ Provisions of escort teachers for participating in inter collegiate competitions.
- ❖ Theatre workshop training for enhancing performance in cultural activities.
- ❖ The physical education department of the college has taken the following promotional measures to encourage sports and games:
  - Appointed coaches for basketball, football and badminton.
  - Provides freeships in hostel rent and mess fee for outstanding sports persons
  - Providing sports kit with shoes to outstanding sports students.
  - Free sports uniform [jersey] to all teams- volley ball, basketball, football, table tennis, shuttle badminton, athletics, netball, cricket, etc.
  - Giving internal grace marks to outstanding sports students.
  - Service of a woman wellness officer to encourage the participation of girl students in sports and games.
  - Eve's day - every Thursday, the college ground and sports facilities are reserved for sports and games of girl students.
  - Through assessment during the Marifit, the students are motivated to participate in sports and games activities.

❖ Additional academic support, flexibility in examinations

- Flexibility in internal exams- if a student is absent on an internal examination day due to competitions, then separate exams are conducted.
- Grace marks are awarded on the basis of performance in the sport field for the student.
- Provision for remedial teaching and re-examination for sport students.

❖ Special dietary requirements, sports uniform and materials

- Provisions are there to cater to the special dietary requirements of NCC cadets and sports students.
- Jersey/ sports uniform is provided to students taking part in all sports and games.
- Sports Kit – shoes, track suit, etc. to outstanding teams, basketball, shuttle badminton and athletics.
- NCC cadets are provided with uniforms

❖ **Any other**
- College has College Union, Arts Club, Debate Club, Quiz Club, Bloggers Club and Film Club which train students for competitions and organize in-house activities.

5.1.7   Support and Guidance Provided to the Students in Preparing for Competitive Exams:

❖ The college has taken conscious steps in providing support and guidance to the students for appearing for competitive examinations. The college provides coaching for CPT/IPCC, Bank test, UGC-JRF/NET, Public Service Commission/UPSC, MAT, C-MAT and CAT. As part of this the college has initiated tie-ups with training institutes such as TIME Kottayam, Career Launcher Thodupuzha etc. These institutes are given training slots which are incorporated in to the class schedule of various departments.

❖ During the last four years 12 students have qualified UGC-NET exam and 24 students cleared bank test and got appointed in SBT, SIB and Federal Bank.

❖ Career development expert, Sri. Abraham Kurien IPS (DGP, Rtd) serves as the Institutional Advisor and Facilitator for career development. He frequently engages orientation and current socio-economic trend analysis sessions to students. Civil service aspirants are identified and specially groomed by him and are guided for the career pursuit. A few students have joined the inter-Diocesan Civil Service Training Academy at Pala and Kanjirapally and are gearing up for the exams.

❖ The college provides other infrastructural and resource support also to help students prepare for competitive exams:
- The college library has a special notice board to display career news and information about competitive exams.
- The College has provision for online aptitude training/ UGC/NET and online mock exam.
- The College Library has a Career Centre where reference books and question bank for competitive exams are available.
- All the members of the Phoenix Club are supplied with 'Manorama Year Book' and 'LDC Class Room' as reference books.

5.1.8 Academic, Personal, Career and Psycho-Social Counseling Services Made Available to the Students.

❖ The College has a counseling center (*Insight*) with a qualified fulltime counsellor residing on the campus. The counsellor gives orientation to the fresher's in the beginning of every academic year and introduces the counselling support services available at the centre. The new-comers are met individually by the counsellor and continued support is offered to those needed. Teachers also refer students to the counsellor for continued psycho-social intervention and support. Referral services, if needed, are also provided.

❖ To complement the efforts of the counsellor, there are teachers trained in counselling, forensic social work, marriage counselling, family therapy, behavioral therapy, etc. available on the campus. Specific cases are referred to such faculty for consultation.

❖ MAGIS, center for training and development, organizes psychological training programme such as: Transactional Analysis (TA), Theme Centered Interaction (TCI) and Neuro-Linguistic Programming (NLP).

❖ The mentoring services on the campus is coordinated by the counsellor. The teachers serve as mentors. Group mentoring is the usual practice though individual mentoring also is done when required. A mentoring manual has been prepared for the reference and use of the mentors.

❖ Academic counselling is facilitated through individual course faculty, Class teachers, HoD and Directors. Special seminars and orientation seminars during the induction time also help in giving clarity on academic issues.

❖ Career and Placement Cell of the College under the guidance of placement officers offer career counselling.

❖ '*Starters 'n Movers'* programme in MMH and industry interface in BBA, MCA, MCom etc. helps in career guidance.

❖ Career counselling by external consultants (HMRC Mumbai, RCI-India, Avila School of Counselling, Wings to Win,etc.).

5.1.9 Career Guidance and Placement of the Students of the College.

❖ Career guidance and placement activities of the college are centrally coordinated by two staff members –one serving as the external and the second as the internal coordinator. Each department has a placement in charge and also student coordinator(s).

❖ Mr. Brijesh George John, the external coordinator is also the Moderator of Placement Officers Kerala Group, a consortium of 250 colleges. He organizes placement drives on the campus and outside, liaisoning with various industries and agencies.

❖ The Internal Placement Coordinator, spearheads the activities within the campus, including arranging institutional provisions for career advancement, arranging career orientation sessions and organizing placement drives.

❖ The Placement Officers facilitate preparation of placement brochure. Information regarding placement drives is communicated to student's coordinators through the department placement in-charge. Department in-charge, with support from MAGIS, centre for training and development, organizes sessions on interview skills, resume writing, grooming, aptitude

test, Group discussion etc.

❖ Career orientation and guidance is given using various facilities, resources and programme of the college. During induction programme students get an awareness of the placement service and facilities available in the college. The College Library facilitates career guidance and placement by setting up a separate section on career, disseminating career information through career notice board and interaction with the library staff. A Career/psychology lab (A computer set apart in the Library, with self-assessment surveys and psychological tools installed) also has been set up to help students gain insights regarding their aptitude and strengths, enabling them to make the right choices in their life. An assessment test to gauge the career orientations of the students of Marian was conducted recently under the auspices of the Career and Placement Cell. This has given valuable information into the student needs and programme are planned in the light of this awareness.

Percentage of Students Placed during the Last Four Years.
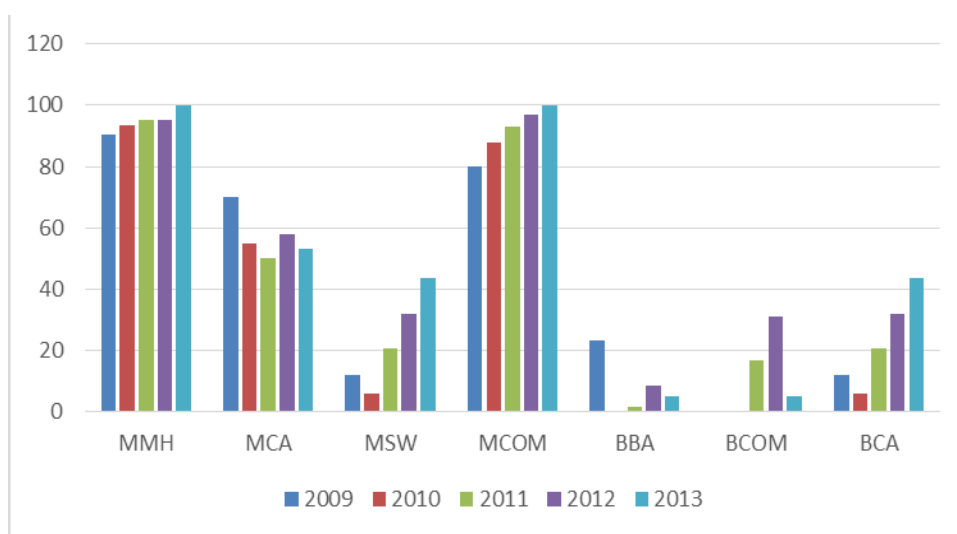
The list of the employers in various fields who have recruited Marian students 2009-13

IT INDUSTRY	BANKING & FINANCE	MANAGEMENT	HOTEL & TOURISM
• UST Global • WIPRO • IBS, Infopark • Identity Mine • Igate • Infosys • ISPG • Kean • Sun Tec • Sutherland • Tata ELXSI • TCS, • Tech Mahindra • ThinkPalm • Turner & Miller Technologies Pvt • Winwrench Solutions • CTS • HCL	• AXIS Bank • Bank Of Baroda • Federal Bank • HDFC/ICICI • SBT/SBI/South Indian Bank • Manappuram Finance • Muthoot Financiers • ACS • Aditya Birla • DBFS • EXL • Muthoot • Qatar Penta Furniture • UAE Exchange	• Amway • EXL Services • High Range Coffee Curing Pvt. Ltd. • JRG securities Ltd. • PFK Luxembourg • Radio Mango 91.9 • Rivoli Group, UAE • Singhania& Partners Bangalore • Span Outsourcing • Tata Consultancy Services • Woolworths the Fresh Food People, UK	• CGH • Marriot • Indigo Airlines • Orchid • Taj Hotels • UDS • AlHind • Holiday Shoppe • KTDC • Kuoni Group • Marvel Tours • Riya Travels • Thomas cook • TUI • Passport Office

5.1.10 Student Grievance Redressal Cell and its Functioning 2009-13

The five member Grievance Redressal Cell of the college looks into the various grievances and issues of students reported. (c.f. 6.2.9)The students can approach any of the GRC members to air their grievances/complaints orally or in writing, which is placed before the cell, examined thoroughly and verified. The complaint, assessments of the GRC and possible solutions and suggestions are forwarded to the appropriate decision making authority for necessary action. Academic related grievances are addressed through the three tier system of Course Faculty, Class Teacher and HoD.

Some of the major grievances reported before the Cell during 2009-13 were regarding difficulties experienced by the students such as lack of laundry facilities, frequent power failures, lack of telephone facilities, availability of clean drinking water, compliance regarding bus concessions, facilities in waiting rooms of boys and girls, insufficient plug points to recharge laptops in the class rooms, and so on. These grievances were taken up with the Management by the Cell and appropriate steps were taken to mitigate the difficulties.

5.1.11 Institutional Provisions for Resolving Issues Pertaining to Sexual Harassment

The Marian Women's Cell is entrusted with the responsibility of examining the complaints with regard to gender harassment of any sort. The cell consists of a male and three female staff members. No complaints of harassment have been registered in the Cell so far.

5.1.12 Anti-Ragging Committee and its Functioning

The institution has constituted an Anti-Ragging Cell. Students are informed about the implications of ragging through Notice boards, Calendar, College Blog, Marian Channel, Website, etc. No instance of ragging has been reported in the College during the last 4 years.

5.1.13 Student Welfare Schemes.

The College has made available a host of Welfare schemes for the benefit of the students. A list of options is enumerated in the table below:

Welfare Schemes made available	Beneficiaries
Scholarships, endowments and free ships. (c.f. 5.1.3)	On an average 240 per year
Counselling Centre	All students
Wellness Centre/ Fitness centre	All students
Gymnasium	All students -Boys & Girls
Marifit – Total fitness programme	All students
First aid and medical assistance is provided to the students through a full-fledged Health Centre operating on the campus.	All students
Group/Personal Accident Insurance cover constituted by the Mahatma Gandhi University to all students.	All students
C-Mart provides stationery items and snacks on a margin free basis.	All students
Reprographic facility with printer, scanner, photocopiers, etc. (Networked facility available in MMH Department)	All students
Sanion-Sanitary Napkin Vending Machine	All Girl students
Cafeteria	All students
'Coffee Mug' - Coffee Vending Machine	All students
Safe lockers in Girls' waiting room	All Girl students
Clean drinking water facility - Water purifier	All students
'Earn While You Learn' programme in the library	Open to all Students

### 5.1.14   Alumni Association Activities and Major Contributions

❖ In the year 2008, the college has registered Marian Alumni Association as a charitable society under the Travancore Cochin Literary, Scientific, and Charitable Societies Registration Act,1955 (Register No. I. 207/'08). From the year 2008 – 09,this association coordinates the alumni meetings and other activities at the department and college level. Every outgoing batch is automatically inducted into the alumni association. The alumni can register through the website, and alumni are honored for their achievements in alumni meetings and their achievements are published in the website. An Alumni Facebook page also is maintained.

❖ Each Department in Marian College has formed Alumni Association wings of their own. Alumni supported events and programme are organized at departmental level with the overall coordination of Marian Alumni Association. Three new Alumni chapters have been formed in U A E, Qatar, and Bangalore. Faculty from the College was present during the meetings.

❖ The contributions made by the Alumni are listed below:
  - Alumni Association has constituted Scholarships / Endowments to the tune of Rs 2, 02,500 (approx.)
  - Funded by the Alumni, BBA department is installing solar panels for energy generation. A Laptop, digital camera, and a portable LCD were also contributed to the department by the Alumni.
  - The Alumni provide help for job placements especially in companies where they work. They give support also in arranging project/internship placements
  - Alumni feedback through regularly arranged interactions are collected on the relevance of the curriculum. This helps in updating add-on and enrichment programmes.
  - The Alumni provide career related guidance and training for placement for the students. They also serve as entrepreneurial models and give motivation to follow their lead.
  - Alumni sponsor events in Management Fest every year; A trophy for Marian Basketball Tournament Runner's up was contributed by the passed out students of the College.
  - A Book Bank in MCA Department was set up with the support of the passing out students who contribute books every year.

5.2   Student Progression

5.2.1 Trend analysis in Student Progression: 2009-13

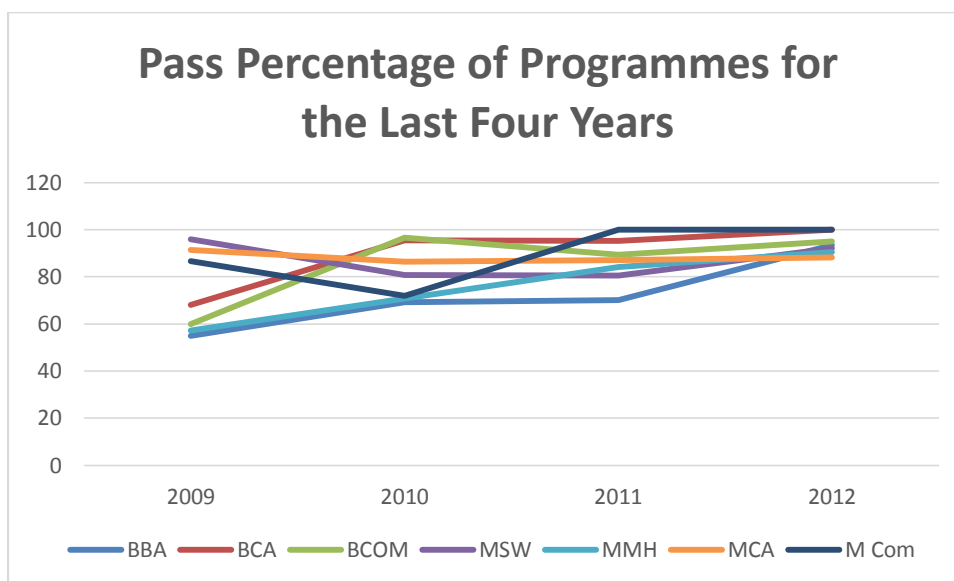**Trends in Student Progression- PG**
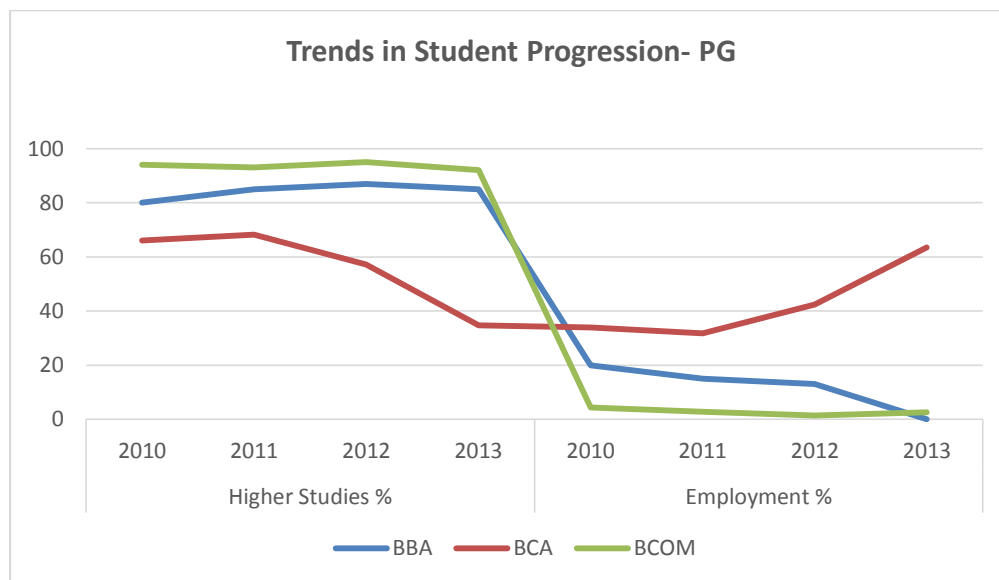
The data shows that over the last four years the majority (78%) of the students in UG programmes opt for higher studies. But a new trend is observed that an increasing number (63%) of BCA students are presently opting for employment.

Trends in Student Progression-PG
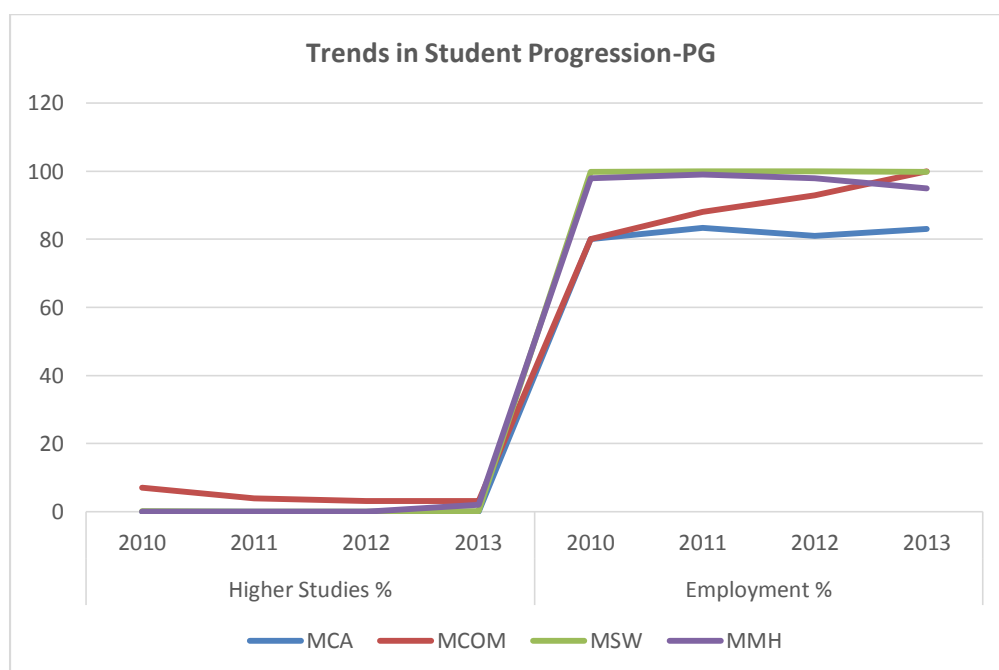
It is observed that majority (92%) of the PG Students are going for employment.

5.2.2   Programme-Wise Pass Percentage and Completion Rate 2009-13

Course	Pass Percentage				Completion Rate			
	2010	2011	2012	2013	2010	2011	2012	2013
BBA	69.35	70.17	93.54	92.85	91.18	85.08	95.38	95.08
BCA	95.45	95.31	100	94.33	97.06	92.86	96.88	94.91
BCOM	96.55	89.47	95.16	91.37	85.3	96.62	96.88	98.14
MSW	80.7	80.55	92	Result Awaited	96.3	100	100	100
MMH	70.85	84.21	90.47	Result Awaited	93.34	86.37	100	100
MCA	86.44	87.2	88.33	Result Awaited	98.34	96.67	95.45	100
M Com	72	100	100	94	100	100	100	100

5.2.3   Institutional Practices to Facilitate Student Progression to Higher Level of Education and /or Towards Employment.

The coordinated efforts of the Career and Placement Cell, MAGIS, Mentoring and Counselling services are with a view to facilitate vertical mobility of the student community. The career guidance sessions provided by Mr Abraham Kurien IPS also has significantly enhanced career awareness and motivation of the students.

Sustained practices in the college for student progression to higher level of education include:
- CAT /MAT coaching
- Guidance for higher studies like PhD

- Academic counselling
- Scholarships and freeships

Practices for student progression towards employment include:
- Coaching for competitive exams like UGC/NET, Bank Test coaching
- Add-on programme, Industrial tie ups and visits
- Finishing School programme, Placement oriented Personality and skill development programme.
- Placement drives, Career seminars, Sessions on Aptitude & Reasoning skills, etc.

5.2.4 Special Support Provided to Students at Risk of Failure / Drop Out

The students who are at risk of failure and drop out are identified through attendance monitoring, results analysis every semester, and also through teachers' observations and informal interactions within and outside the classroom. (c.f. 2.2.6) Special attention and support is given to such students and are motivated for improved performance:

- **Academic support**
  o Remedial Classes
  o Peer teaching
  o Tutorial sessions
- **Financial support**
  o A Nodal Officer at the College level facilitates the availability of various scholarships offered by Govt.
  o The College has constituted various scholarships through alumni, parents and well wishers.
- **Psycho –Social support**
  o Active Individual and Group Mentoring is provided
  o Constant Parent Teacher interaction and House visits
  o Emotional support through Phoenix club activities

Drop-out rate for various courses has been negligible over the last several years. The institution has designed and implemented an array of programme to minimize the drop-out rate of students mentioned above.

Dropout statistics 2009-13

Year	2010	2011	2012	2013
Programme	Number of students	Number of students	Number of students	Number of students
BBA	3	0	5	2
BCA	2	2	3	2
BCOM	4	3	1	2
MSW	0	2	2	3
MMH	0	0	0	3
MCA	0	1	0	0
MCOM	0	1	0	0

5.3 Student Participation and Activities

5.3.1 Sports, Games, Cultural and Other Extracurricular Activities Available to Students.

Marian College ensures the participation of students in a wide range of co-curricular and extra-curricular activities to facilitate their holistic development. Under the Physical Education Department, facilities for Basket Ball, Volley Ball, Foot Ball, Table Tennis, Ball Badminton, Cricket Shuttle Badminton and Netball, are provided to students. The Department has made provisions for Athletics, Judo, Power Lifting and Weight Lifting. Training is also given in Swiss Ball, Weight Training, Aerobics and Yoga for girls.

Under the auspices of different Departments, fests and competitions such as Spectra, Xenios, Radiance, and Ignite are organized every year. Students are also encouraged to participate in on campus and off campus Youth Festivals. Several cultural events such as Onam, Christmas and Arts Day are celebrated and important days like Tourism day, Women's day, etc. are observed. Opportunities for Short Film Making, Drama, Script Writing, Web Designing, Photography, Literary activities (Malayalam, English), Quiz and Debate programmes, folk dance, classical and western dance, etc. are also provided to students. Besides, this there are 17 clubs, 7 Department Associations and activities such as NCC, NSS, CSM and Jesus Youth which are active and make the campus vibrant.

A brief overview of the **program calendar** is given below:

Activities that take place daily:

- Basketball and Shuttle training from 6.30 am to 8.00 am and 4.00 to 6.30 pm.
- Games training from 3.30 pm to 6.00 pm
- Fitness training for girls [Aerobics, Yoga, Swiss Ball Training, Weight Training] from 3.15 pm to 4 pm for day-scholars and 4 – 5 pm for hostlers.
- Weight training for fitness [boys]from 6 – 8 am and 3.15 – 6 pm

Weekly Activities:

All Thursdays are set apart exclusively for girls to use sports facilities of the college -Eve's Day

Annual Events:

- Annual sports day - 16 January [tentative]
- Basketball tournament for Marian Trophy- January 27 - 30 [tentative]
- Annual Sports & Games January – February [tentative]
- Selection of sports quota students. - May & June
- Selection of college sports teams - June & July
- Orientation programme for first years - June & July
- Mahatma Gandhi University Inter Colligate Basketball tournament. - January

5.3.2 Student Achievements in Co-Curricular, Extracurricular and Cultural Activities 2009-13

2009-10
Achievements at National/Inter University Level

- ❖ George Mathew won the 3ʳᵈ prize in National Level Paper presentation on IFRS Standards organized by St. Thomas College, Pala.
- ❖ Anandhu Sugunan was selected as the State Junior basketball player from the College for Junior National Basketball Championship.
- ❖ Amal Paulson was selected as the State Junior Handball player from the college for Junior National Handball Championship.
- ❖ Tinso Vargheese (Captain), Jomon J Joseph and Arjun J got selected in the University Basketball Team for Inter University Basketball Championship.
- ❖ Jain Kuriakose, Tom Jacob and Jain Thomas Philip got selected to the University Netball Team.
- ❖ Abey Daniel, was selected as the University player for Inter University Table Tennis Championship.

State Level
- ❖ M Com batch secured 2ⁿᵈ prize for the Best Management Team at S.B. College Changanacherry for Berchnova Fest of MBA colleges.
- ❖ Mr Joseph Zacharia of BCA received the Best Social worker award at "DE NOVO", the South Indian Social Work meet conducted at De Paul Institute of Science and Technology, Angamaly.
- ❖ Eight students participated in the Senior Kerala State Basketball Championship and three in the State level Table Tennis competition

University Level
- ❖ Seventy two per cent pass, three distinction and 88 students placed from the M.Com Batch (2008-10).
- ❖ Aneesh N U won 1ˢᵗ prize in quiz competition held at YMCA Kumily.
- ❖ Mr.Aneesh N U was selected for the 'Yuva Challenge' News at Kottayam.
- ❖ Mr.JosinTJoy became the best singer 2009 in the fest held at MBC, Kuttikkanam.
- ❖ Akhil E C, Kiran, Anoop, Aneeesh and Bilu won overall championship in 'stagione' held at MES CollegeErumely.
- ❖ The College won third place in M.G University Inter-Colligate Basketball, Table Tennis, and Netball Competitions

Zonal
- ❖ Akhil S secured 2ⁿᵈ prize in the South Zone Table Tennis Competition held at Kottayam.
- ❖ The College basketball team secured the Idukki district championship.

2010-11
Achievements at National/Inter University Level

- ❖ Titto Mathew of II BBA participated in the Republic Day parade held at New Delhi on 26th January 2010.

- ❖ Priya Tessy and Sneha Wilson of I BBA were selected to participate in the National Integration Camp held at Haryana in Februay 2010.

- ❖ Anandu Sugunan, Jomon J Joseph and Jomon Jose were selected to the University Basketball team for Inter University Basketball Championship.
- ❖ Dijo Antony, Anandu Sugunan and Jomon J Joseph were selected to University Netball team.
- ❖ Abey Daniel, was selected as the University player for Inter University Table Tennis Championship.
- ❖ Joemon Jose participated in the Senior National level Basketball Championship.
- ❖ The College Basketball Team became runners up at the national level intercollegiate basketball tournament for Baselius Trophy.

State Level
- ❖ Eleven NCC cadets attended the CATC camp held at Ithithanam H S S from 2-11 September 2011.
- ❖ Nineteen NCC cadets attended the CATC Camp held at St Thomas College, Ranni during the Christmas vacation.
- ❖ Abey Daniel secured the 1st position for the All Kerala Open Table Tennis competition held at Munnar and the 2nd position for All Kerala Table Tennis tournament, Idukki District.
- ❖ Eight students participated in the Senior Kerala State Basketball Championship.
- ❖ M.Com (2010-12 batch) secured the 2nd prize in 'Product Launch' competition arranged by St. Thomas College, Pala.
- ❖ BBA (2009-12 batch) won the overall championship in the DCSMAT Management fest 2010.

University
- ❖ The College secured 2nd prize in the MG University Inter-Collegiate Basketball Competition and 3rd prize in Badminton and Net Ball Competition. The College team came 4th in the University Inter-Collegiate Table Tennis Competition.
- ❖ B.C.A batch (2010-11) got 1st prize for paper presentation, 2nd prize for IT skills Competition and 1st prize for film editing at AmalJyothi College of Engineering.

Zonal
- ❖ The College team became Runners-up in the Idukki District Basketball Competition.

2011-12
Achievements at National/Inter University Level
- ❖ The College team secured II and III positions in the South Zone Inter Collegiate Basketball Competition and MG University Inter-Collegiate Badminton Competition respectively.
- ❖ MCom batch (2011-13) secured 1st prize in Business Plan competition conducted by Devmatha College Kuravilangad.

State Level Achievements
- ❖ The College team won the Inter Collegiate Basketball Tournament for Baselious Trophy held at Baselious College, Kottayam.
- ❖ Six students participated in the State level Basketball Championship.
- ❖ BCA students won 1st prize for Web Designing competition held at JPM College, Kattappana. They also secured 1st prize for paper presentation and film editing competition at AmalJyothi College of Engineering, Kanjirapally.

Zonal

❖ The college team won the Senior Idukki District Basketball Championship in 2011.

2012-13
University Level Achievements

❖ The College team secured II and III positions in the South Zone Inter Collegiate Basketball Competition and MG University Inter-Collegiate Netball Competition respectively.

❖ Lino Jose of I MSW won second Prize in 74 Kg category in Power-lifting Championship and Sreekumar K of BCA secured third prize in 120+ category in Power-lifting Championship.

❖ Reethu Ann Joseph of III BCA bagged third position in the inter collegiate Weightlifting Championship held at Maharaja's College, Ernakulum.

❖ Alwin Joseph of BCom bagged third place at the University level Judo competition.

❖ Joicy Joy (BCom) secured second prize at the University level elocution competition.

State Level Achievements

❖ The College basketball team became champions in two tournaments held in 2012-13
  o Mar Mathew Vattakuzhy Sacerdotal Jubilee Memorial Tournament for the Marian Trophy, and
  o The inter-collegiate Basketball tournament held at Baselious College Kottayam for the Baselious Trophy.

❖ Lincy Treesa of MCA secured second place in the elocution competition and third place in the debate competition held at S.B. College, Changanacherry.

❖ Adil Mary John and Binitha M of BBA secured first prize in the paper presentation competition organized by KG College, Pampady

❖ Nawaf Musawa and Mr Anu Antony secured first prize in the team management competitions organized by S H College Thevara and St Thomas College, Pala

❖ Mr.Cratto Tony of BBA won third prize in English Elocution in the University Youth Festival

❖ Stephin Joseph of BCA and Georgekutty K of B Com won first prize in the Inter-collegiate quiz competition organised by the district Administrators as part of the Voter's Day celebration on 5 January.

Zonal Achievements

❖ Cratto Tony of BBA won third place in English elocution in the south zone inter university youth festival held at Gulbarga University.

National/Inter University

❖ Cratto Tony secured third prize in Extempore Elocution in National Level Youth festival.

❖ Joicy Joy of third BCom was awarded the YMCA Youth Icon Award for outstanding performance in various fields.

❖ Eight students of our college attended the Indian Students' Parliament at Pune.

❖ Sonu Soman of MMH, Hareesh Krishna and Akhil C Issac of BBA were selected as members of the University Netball team.

5.3.3 Improvement of Institutional Quality and Performance Using Feedback from Graduates and Employers.

The feedback is collected formally through exit feedback of the final year students. Besides this, the following Informal mechanism are also used to get the feedback:

- ❖ Open house, feedback from IQAC student team, Student Associations, Graduate Assistants, Oral feedback from parents during PTA on which improvements are made, feedback collected through meetings, social networks.
- ❖ Feedback from employers are gathered through emails, industry interface, visits to the industry, Experts visiting the campus, interaction with alumni working with different organizations etc.
- ❖ Visitors' diary in the College and Departments are also used to collect feedback.
- ❖ The feedback received has instilled improvements in fields like support services, activity streamlining, facilities, etc. For instance, a women-wellness officer was appointed by the college to attend to the health and fitness needs of girl students. The sports and games facilities of the college is set apart exclusively for girls on all Thursdays ('Eve's Day'). In response to student feedback, special language and personality skills training is offered to the students to enhance their employability.

5.3.4 Student Publication initiatives and institutional support mechanisms

The college encourages and facilitates publishing initiated by the Departments, classes, associations etc. Guidance and financial support from the College is provided to encourage student initiatives to publish magazines, newsletters, albums, etc.

- ❖ The college Union Cabinet has an elected Magazine Editor for bringing out college magazine every year which contains articles contributed by the students
- ❖ Marian Research Journal - Acumen, has contributions from students
- ❖ Students are encouraged to make paper presentations in conferences and to write articles
- ❖ Class and college notice boards have space provided for wall posters.
  The college keeps its options open for any avenue that enable students to be involved with publishing– multimedia presentations, blogs, e-magazines, e-album, etc. with the advice and support of the faculty.
- ❖ The college encourages the Tech and Language Resource Pool(Groups of students talented in Language and ICT, supporting faculty and students)

Online publications by students include

- Student blogs, besides department blogs. - 12
- Student websites – 6
- Student Associations of departments create websites as part of their fests
- Creative writing initiatives published –'Love Song of a Solitary Lass' an anthology of poems by Joicy Joy.
- Students have scripted and composed song albums - 2

List of Student publications during last four years:

Name and type of publication (few e.g. given below)	Dept./class/ Association	Year of publishing			
		2009-10	2010-11	2011-12	2012-13
College Magazine	Union	✓	✓	✓	✓
'Sojourn'-newsletter	MMH				✓
'Marian Voice' newsletter	Extension Dept.	✓	✓		
'Book of Lights' Souvenir	BBA				✓
'Elixir' class magazine	BCA	✓			
'Treasure Island'- class magazine	BCA	✓			
'Mizzle' class magazine	BCA	✓	✓	✓	✓
'Kilikudu' class magazine	BCA	✓	✓	✓	✓
'Effulgence' Souvenir	MCA			✓	
Wall magazines	MCom		✓		

5.3.5   The College Students' Union- Selection, Constitution, Activities and Funding.

The College Union (Students' Council) ensures student involvement and decision making in the activities of the college through participatory democratic processes, which in turn helps in the development of leadership, management and team skills and in imparting citizenship training to the students.

College Union elections are held every academic year as per University norms. Election to college students' union is conducted on the date announced by the University, following parliamentary mode in two phases viz., election of class representatives and the election of the executive committee.

All the elected class representatives constitute the College Cabinet. These class representatives elect from among them the Executive Committee constituted by the College Union Chairperson, General Secretary, Lady Representatives, University Union Councilors, Student Editor, House Captains and Post Graduate Representatives.

Funds:

The College has instituted a 'College Union Fund', collecting the University prescribed fees from students towards Union activities. The Union activities conducted over the years include:

- ❖ Organizing Celebrations on the campus such as Onam, Independence Day, Christmas, and Teachers' day.
- ❖ Organizing Annual events such as College Union inauguration, Sports Day, Arts Day, College Day, Marian Expo (creative exhibitions by students conducted every year) and Adieu 2013 (Passing out Ceremony of the outgoing batch 2013)
- ❖ Organizing social action programmes such as *HumanChain* in supporting the people in the Mullapperiyardam issue, *Suraksha dhalam* (A social initiative by the union for the welfare of woman society after the tragic Delhi rape case), and *Jyothirgamaya* (an energy conservation programme coordinated by the College Union)

- ❖ Organizing Bloggers meet joining hands with the Bloggers Club
- ❖ Publishing the College Magazine bringing together creative expressions by the student community.
- ❖ Organizing *Snehathanal* the Teachers' fellowship programme

5.3.6 Student Representation in Academic and Administrative Bodies

Student involvement is seen as a method of infusing the spirit of participatory management and accountability in the academic and administrative activities of the college. This practice inducts creative fresh views into the systems and practices and also serves as a channel for direct student feedback.

The following academic and administrative bodies have active student involvement:

- ❖ College students' council
- ❖ IQAC team
- ❖ Library Committee
- ❖ Department Associations
- ❖ Clubs and Associations
- ❖ NSS volunteer committee
- ❖ NCC
- ❖ Department staff meetings with student representatives
- ❖ Department Planning and Monitoring Committee (DPMC) in the MSW department.
- ❖ Best Class Evaluation Committee

5.3.7 Institutional Networking and Collaboration with the Alumni and Former Faculty of the Institution.

Alumni visits to the campus and interactions with them are encouraged and facilitated by the college.

- ❖ Continued relationship with the alumni is maintained through the college Blog, Website with option for alumni registration, social media groups, and e groups. The Alumni Association of the college meets annually. When the alumni chapter meetings [UAE, Qatar, and Bangalore] are held, the college is represented by faculty members. Industry interfaces and fests by various departments are occasions when the Alumni in the vicinity are invited to interact with the students. This has proved very fruitful and motivating to students particularly in MMH and MCom departments. Feedback on various aspects of the college's functioning is taken during these interactions.
- ❖ The alumni contributions are primarily in supporting the college in finding project/job placement for the students, instituting scholarships/endowments, Training support etc.
- ❖ The College invites the faculty who have moved to other institutions and positions as Resource Persons for conferences and seminars.
- ❖ Department Fest/ National/International Seminars and Conferences/ College Day, Mariotsov/Marian foundation day, etc. are occasions when the presence of alumni and former faculty are solicited.

Student Support and Progression: Other Relevant Information

Special Support and Grooming to Gifted Students

- ❖ Two NCC Cadets from the Girls' Battalion of the College participated in the Himalayan Trekking as part of the National Integration Camp of NCC held at Uttarkashi from 22 May to 24 June, 2013. The camp hosted 60 girls from different states of India. Anjala Rose Mathew (BCA) and Ambika M (BBA) from Marian, represented South India. They attained a trekking height of 15800 ft above sea level on the Himalayan Ranges as part of their three part training camp – 'Rock Climbing', 'Snowcraft' and 'Icecraft'. Though the campers were stranded for a few days in the mountain ranges due to the catastrophic landslide in Uttarkhand which washed away the roads and camping areas, they returned safely to share their exciting learning experiences with their college mates. The college recognized the students arranging felicitation meetings and arranging press meets and interviews in 11 Channels. *Media one* Channel launched their 'Youth Icon' motivational programme series introducing Anjala and Ambika of Marian College.

- ❖ The College offers special support and grooming to gifted students facilitating opportunities for them to gain exposure and excellence. Such efforts by the college has particularly borne fruit in the case of students like Joicy Joy of BCom. She was given special mentoring by the Principal, staff and distinguished adjunct faculty Mr Abraham Kurian IPS (Rtd). She was supported financially by the Alumni Association of the College and was guided to participate in competitions and training programmes on self-development. Awards and accolades won by Joicy are listed:
  - Youth Icon Award for outstanding performance, instituted by YMCA South West Region India, was awarded in 2012.
  - She was also awarded the Best Rylerian Award for International RYLA (Rotary Youth Leadership Award) in December, 2012.
  - Joicy was shortlisted as a paper presenter from among competitors from all over India, in the International Symposium on Provision of Urban Amenities in Rural Areas (PURA), hosted by Loyola College, Chennai. Her paper titled 'Rural India an Emerging Power House', was one of the 20 papers to be presented in front of a reputed panel of judges which included Dr. APJ Abdul Kalam, former President of India.
  - She participated in the Indian Students' Parliament held at Pune in January 2013.
  - Centre for Civil Society (CCS), a non-profit think-tank based in New Delhi selected Joicy in 2012 and 2013 for the *'ipolicy for Young Leaders'*, a four day stay in Certificate programme.
  - She was elected as the YMCA Kerala region Youth forum, chairperson in 2013.
  - An anthology of poems 'Love Song of a Solitary Lass' by Joicy Joy was published by Marian publications.
  - Currently she is pursuing her civil services examination training in the Kerala State Civil Service Academy, Thiruvananthapuram.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Marian Vision and Mission and the Distinctive Characteristics of the College

- ❖ **Marian Vision:** Marian aspires to be a transformational leader in education, facilitating and celebrating the full flowering of 'life in abundance'.
- ❖ **Marian Mission:** We, at Marian, commit ourselves to achieve our vision through:
  - Relentless pursuit of knowledge, realizing that the horizons of knowledge are ever expanding.
  - Fostering spiritual and humane values, being proud of our Indian ethos and the Christian message.
  - Networking and collaborating for synergy, knowing well that in today's world none of us can be as smart as all of us together.
  - Establishing campus-community network, because we are aware of our obligation to reach out to our less privileged brothers and sisters.
  - Promoting sustainable living, being sensitive to the fact that our planet Earth is the only Earth that we and our future generations have.
  - Ensuring a learning environment of creativity, adventure of ideas, constant innovation, enabling academic ambience and state of the art Information- Communication-Technology.

The Vision of being an institution facilitating and celebrating the 'full flowering of life in abundance'- a core biblical concept – spells out the values we uphold and our priorities. We visualize that as a transformational leader in education all our efforts and activities are directed towards transforming students and community for bringing social change and human wellbeing. Every statement in Mission formulation demonstrates the distinctiveness of the institution and reflects our philosophy concerning Higher Education.

Through the curricular and co-curricular activities such as Academic programmes, the functioning of the Resurgence Education Department, College Union, Clubs and Associations, Outreach programme, Open College, Extension programmes, Campus Community Partnership (CCP), Departmental Fests, National Seminars, Growth Time, Leadership and Personality Development programme, Finishing School, Marifit, promoting student and staff researches etc., the institution continuously strive to translate the vision and the mission of the institution.

6.1.2 Role of Top Management, Principal and Faculty in the design and Implementation of Quality Policy and Plans

The top management of the institution is the Governing Board under the patronage of the Bishop of the Diocese which sets the general direction for the development of the institution by envisioning and monitoring the strategic master plan for long-term growth. The Manager of the college serves as the

chairman of the Governing Board, which is constituted of pre-eminent academicians, administrators, social and community leaders. The Principal of the college who is also the Chairman of IQAC serves as the secretary to the Governing Board. The drafts of the quality standards and policies which are developed by the IQAC through a participatory process which involves the stakeholders of the college are discussed and approved by the Governing Board.

The management meticulously selects and grooms academic and administrative leaderships at various levels by decentralizing and delegating authority and responsibility and empowering various functionaries for designing systems and procedures and institutionalizing them. The IQAC under the leadership of the Principal and Vice Principal spearheads the implementation and monitoring of the quality enhancement and sustenance initiatives which proceed from the quality policy and standards. The IQAC has over the years evolved an integrated framework viz., Marian Quality Model (MQM) which directs and determines different aspects of institutional culture and quality (cf: 6.5.2).

The Governing Board ensures that sufficient institutional provisions are made available for effective functioning of the College. The Manager of Marian resides on the campus and facilitates prompt governance and participatory decision making.

6.1.3 Involvement of the Institutional leadership in strategic planning, stakeholder interaction, evolving a culture of excellence and championing organizational change

By instituting transparent systems, procedures and quality standards in faculty appointments and student admissions and also by deploying adequate resources and delegating functional authority, the top leadership creates an empowering environment supportive to the IQAC team and other stakeholders for operationalizing and achieving the stated institutional mission.

❖ IQAC has developed a set of policies (c.f. MQM facet 2 – Culture of Quality) and corresponding strategy of implementation (c.f.6.5.2 MQM facet 4 – Institutional practices/corporate systems) which were approved by the Top Management.

❖ The Marian Master Plan – *Marian Vision 2020* was developed by IQAC in consultation with the key stakeholders of the college and was approved by the Management.

❖ The leadership is vigilant in ensuring quality interaction with the multiple stakeholders of the institution. This is done through feedback collection from students, parents, and industry, PTA meetings, Alumni meetings, Following the regulations and meeting the requirements of the University and the government, and interaction with the societal leaders for collaborative activities. The consultations with stakeholders and their feedback give insights into the needs which require attention while framing policies and planning activities. UGC XI&XII plan documents, Quality related inputs from NAAC , MHRD publications like RUSA Documents etc., have provided rationale for policy decision making and systems development in the college. Academic advice from scholars visiting the campus, academic exposure of faculty, etc also have proved useful in setting priorities.

❖ The college was accorded with CPE status in 2010 and the fund received was utilized for the quality enhancement of the academic processes and infrastructure. The leadership of the college has demonstrated its continued commitment to excellence, futuristic outlook and watchfulness of the trends in higher education by promptly applying for CPE Stage II/CE status and Autonomous College status in 2013, grabbing the opportunity when it arose. A long term vision of becoming a Deemed to be University is also championed by the institution through its master plan- *Marian Vision 2020.*

6.1.4   Monitoring and Evaluation of Policies and Plans

Marian has an internal quality assurance system called MQM which is a framework for developing , implementing, monitoring and evaluating for continuous improvement of Marian policies and plans.(cf:6.5.2). The IQAC of the college facilitates the translation of MQM into action. The policies and standards are reviewed by the IQAC and are presented during MAAP for discussion and necessary changes are incorporated.

6.1.5 Academic leadership provided to the faculty by the top management

The management gives vision and direction to the growth of the institution through the development and implementation of the master plan of the College. The Policies and plans of the institution are also formulated at the management level. Besides, by choosing accomplished academicians as Principals and experienced hands as Directors of various Schools, and other faculty position like Vice Principal, Marian Academic Council members, IQAC Team etc., the top management has demonstrated its commitment to provide a dynamic and progressive academic leadership to the faculty team in the institution.

6.1.6   Leadership Grooming in Marian

Top Leadership of the college is constituted by the Governing Board, the Manager, the Principal and the Vice Principal. The staff members are empowered to assume leadership roles through various systems and positions at the college level (Member of Staff Council, IQAC, Academic Council, Think Tank, Various Committees, etc.) and at the department level (Director, HOD, programme Coordinator, Class-Teachers, Mentor, etc.).

Faculty members give leadership in the capacity of Corporate Responsibilities-in-charge. Authority and responsibility are delegated to appropriate levels and training and development avenues are created for nurturing leadership skills. A faculty development policy also has been instituted to facilitate this.

Students are empowered to assume leadership roles through College Union, Various clubs and Associations on the campus, assuming key roles in

management committees for Seminars/Department Fests, etc, and through class-wise student initiatives.

6.1.7 Delegation of Authority and Operational Autonomy

Operational autonomy in Academic and Administrative affairs is given by delegating authority to Directors/HODs of each School/Department. A Coordinator is appointed for each programme within a department and Class Teachers are assigned for each class.

Financial matters, nevertheless, are subject to approval. Annual Budget is prepared by the Director/ Head of the Department and is sent to the Management. On approval, the Director/HOD concerned puts the plans into action.

Various committees formed for Corporate Responsibilities (Research, Library, ICT, and Infrastructure committee, etc.) function with a fair degree of autonomy. The individual staff-in-charge of corporate responsibilities also function with freedom and responsibility keeping in mind the institutional mission, and consulting and reporting to the Principal on critical matters. The IQAC serves as a coordinating structure/system linking and supporting the different units.

With regard to planning and scheduling academic activities, students' participation and inputs are ensured at the department level, in addition to the participation of all teachers. In a few departments student representatives are also included in the monthly staff meetings.

6.1.8   Participative Management at Marian

Academic democracy is followed at the department level in planning and scheduling the academic activities and a fair level of decision making power is vested with them in preparing and executing the budget for each academic year.

The college espouses participatory decision making and management significantly through the system of Marian Corporate Responsibilities, developed and deployed by the IQAC. A few instances are cited below:
- ❖ Academic planning and implementation (Corporate Academic Plan is prepared in the MAAP combining the inputs from each department)
- ❖ Co-curricular planning (Students in the various Clubs/ Forums / Associations devise their programme and activities which are integrated into the college schedule of events)
- ❖ Research Promotion (The research committee plans and organizes activities involving staff and students to foster research culture on the campus)

6.2 Strategy Development and Deployment

6.2.1 Marian Quality Policy

The college has a formally stated quality policy to announce to the stake holders- staff, students and others- the current guiding principles of the college's quality strategies and systems.

Marian Quality Policy: 'Marian college is committed to tireless striving towards perfection in all aspects of higher education'. The quality policy document not only contains details about implementation, monitoring and review strategies but also spells out its linkages to the vision, mission and motto of the college.

The IQAC developed the draft quality policy and was finalized through a participatory process of gathering feedback from the various stake holders of the institution. The final draft was discussed in the Governing Board and formal approval was granted. It was communicated to the stakeholders through different media as the underlying spirit which animates every aspect of the college. The quality policy is embedded in all aspects of MQM and is reviewed periodically.

6.2.2 Institutional Perspective Plan for Development

The Marian Master Plan – *Marian Vision 2020* developed by IQAC was approved by the Management. This plan has evolved through a process of consultations with the various stake holders at different levels.
In order to draw out the expectations of the student community on a futuristic educational campus, the College organized a poster competition - Marian Vision 2020. The ideas from the poster competition were collected and documented.
The Marian Think Tank is a forum of senior teachers and Directors who meet and generate ideas for achieving excellence in higher education. The forum also discussed the perspective plan and made significant contributions. The draft plan was presented to the staff and based on the feedback given by them it was revised and recommended to the Governing Board for approval.

Aspects considered while developing the master plan are as follows:

- ❖ Possibility of becoming an Autonomous College and the long term goal to become a Deemed to be University in 2020
- ❖ Need for quality in the context of liberalization of education and XII plan
- ❖ The needs of the community of the backward district of Idukki especially opportunities for employment were taken into account when academic programmes were visualized under various schools.
- ❖ The trend in Higher Education in favour of basic sciences and humanities was considered.
- ❖ Economic viability and sustainability of Individual Schools of Thought were also noted.

6.2.3 Organizational Structure and Decision Making Processes

The College is run by the Catholic Diocese of Kanjirappally and the Bishop of the Diocese of Kanjirappally is the Patron of the college. The Manager, who represents the Patron, is the Chairman of the Governing Board and the Principal serves as the secretary. Statutory bodies such as Staff council, Anti Ragging Cell, etc., as per University/Government guidelines are also included in the organizational structure of the institution.

The decision-making procedures are made at appropriate levels in the organizational hierarchy. There are different bodies/offices that give academic and administrative leadership to the Institution. An optimum level of decentralization through the autonomous department system and a participative decision making process are in practice.

The organization chart is given below:

Marian Organogram
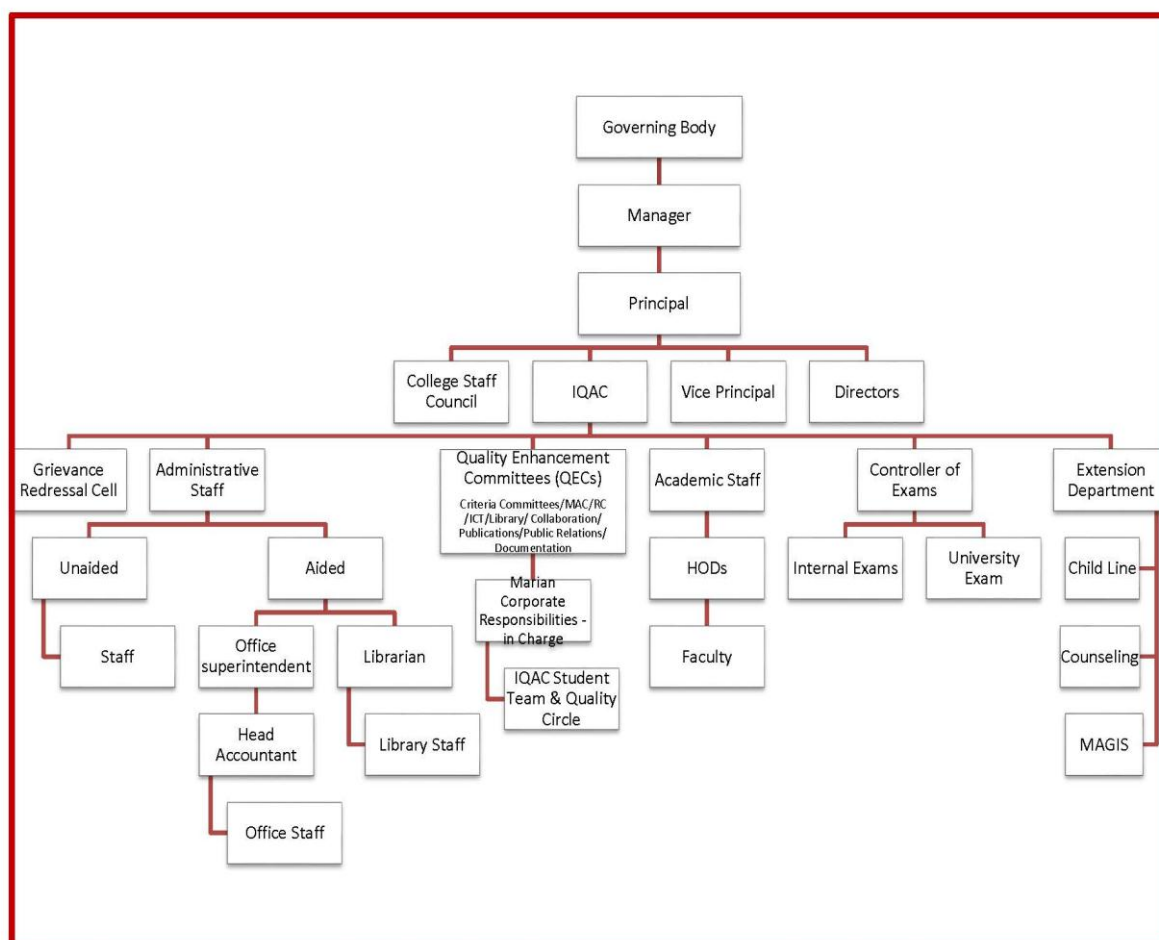
6.2.4 Quality Improvement Strategies

IQAC has developed systems for ensuring quality and for the smooth functioning of these systems, centralized coordinators are also appointed (Cf.6.5.2 MQM)

❖ **Teaching and Learning**
The college perceives teaching and learning in higher education as a process which fosters higher levels of thinking and learning viz., applying, analyzing, evaluating & creating. This philosophy is encapsulated in the Teaching Learning Policy of the institute. This process by nature is student centric, participative and transparent. The college has developed several systems and tools in teaching, learning and evaluation, for achieving this end. Faculty development initiatives, GA linked course plan, creative assignments, industrial visits, industry interaction, teacher evaluation, internals, academic result analysis, and teachers' feedback, etc.

❖ **Research and Development**
The institution recognizes the linkage between teaching and research. The management has a research policy which outlines different strategies for promoting research aptitude and skills among faculty and students. The strategies include establishment of a Research Committee, research awards, workshop and seminars on Research Methodology and SPSS, Coursework in partnership with foreign university (MSW), seed money/research assistance, monetary awards for teachers, students,and FIP (MPhil and PhD).

❖ **Community Engagement**
The College being located in the backward district of Idukki is conscious of her critical role and need for contribution in the socio economic scene of Idukki. The institution has responded positively and creatively to many issues concerning the community. The Marian response has taken the shape of CCP activities, community field work, NSS camps, DARE, CHILDLINE, community programmes, field action programmes, field education division, 'House for the Needy',and outreach programmes.

❖ **Human resource management**
The college has an HR policy which streamlines the human resource development and management activities. The policy guides the recruitment, training and development of faculty and administrative staff, and appraisal, welfare and compensation aspects of the employees. For instance, all faculty appointments are based on merit and the management follows a liberal approach in sending teachers for faculty improvement programmes. There is also a separate policy regarding faculty development.

❖ **Industry interaction**
Industry/organization interaction happens at three levels – firstly, as a means to enhance and enrich the curriculum delivery; secondly, to gather feedback on curriculum and training, and finally, industry coming to the campus for job recruitment. The college facilitates this by formalizing the relation through MoUs and linkages and the collaboration committee takes care of this.

6.2.5 Mechanism for Institutional Review

The college has a multifaceted stakeholder feedback system in place, which updates the Principal with adequate information regarding different aspects. The Governing Board of the college meets twice a year and the Principal appraises the Board members on the various activities of the college. In every academic year, the Governing Board members meet the staff and informally interact and collect information about the activities of the college. The Manager and the Principal who are the members of the Governing Board stay on the campus. All these channels greatly facilitate a continuous feedback to the management and help to give necessary support for the smooth functioning of the institution. Apart from this, the annual report of the college activities by the Principal presented in the Board is yet another channel for getting feedback and review. One representative from the teaching community is selected as a member of the Governing Board.

Another important initiative of the management is to invite outside experts comprising of two social scientists and a social activist to conduct a two-day social audit about the institutional processes in the light of the vision and mission of the college. The audit team meets all the stakeholders and holds extensive interactions. This is a very useful exercise and the management/institution gets a very objective and critical assessment.

6.2.6 Staff Involvement in Improving Institutional Processes

The management's commitment to Quality is communicated to all the stakeholders through the Marian Quality Policy. IQAC is the pivotal system which designs, deploys, monitors and review quality systems and procedures in the College. The Marian Corporate Responsibilities take the shape of sub systems within the Marian corpus which takes care of the individual involvement and sharing of responsibilities. Besides, interested staff are invited by the Manager to be part of a Think Tank, an informal body comprising of senior staff, for generating ideas for the development of the institution. The staff are encouraged to involve in the institution building by giving School/Department a fair level of autonomy for academic planning and budgeting. There is an IQAC Student Team and Student Quality Circle which also look into institutional processes and suggests improvements.

6.2.7 Management Resolutions 2012-13 and Status of Implementation

❖ The Governing Board met on 9 October 2012 and approved the request for appointing a Wellness officer for the Physical Education Department. It was also resolved to renovate the Gym. These decisions were implemented.
❖ The Governing Board discussed and approved the extension of the academic block of the College in view of the revised master plan of the college, which visualizes an addition of a number academic programmes in the near future.
❖ The Governing Board meeting on 16 January 2013 gave approval to policies prepared by the IQAC on Research, Extension and Consultancy, Faculty Development, and to the Revision of the Quality Policy. The policies are in the process of implementation.

❖ The proposal for the construction of multipurpose sports complex with an indoor stadium cum swimming pool was approved by the Governing Board.

❖ The Decision to apply for Autonomous status was endorsed by the Governing Board during this meeting. The manager and the principal were entrusted to take the necessary steps.

6.2.8 Institutional Efforts for Autonomy

Till recently the provision for according Autonomous Status to affiliated colleges was not there in the statute of the University. But recently the Government has changed the policy and the College has submitted an application (October 2013) to the State Government seeking recommendation for applying for autonomous status with the UGC/HRD Ministry.

6.2.9 Grievances/ Complaints Redressal Procedure

The College Grievance Redressal Cell consists of a five member team headed by the Vice- Principal. The team shall compulsorily include two female faculty members. Adequate publicity of the existence of the cell is given through the college Website, Calendar, etc. The stakeholders – staff/students - can approach any of the GRC members to air their grievances/complaints orally or in writing which will be placed before the cell, examined thoroughly and verified. The complaint, assessments of the GRC and possible solutions & suggestions are forwarded to the appropriate decision making authority for necessary action. Students/faculty can also bring their grievances to the notice of GRC by writing it and putting it in the Complaints & Suggestion Box. Purely academic grievances, however, are addressed through the three tier system of Course Faculty, Class Teacher and HoD.

6.2.10 Court Cases Filed

One faculty member of UG Dept. of Computer Application is on prolonged unauthorized absence from duty and a court case is pending on the issue.

6.2.11 Student Feedback on Institutional Performance

Student feedback is part of the multifaceted stakeholder feedback system of the college. Student feedback on teacher performance is collected and analyzed using a software. Over the years exit feedback also is taken from the students regarding academic courses and course delivery. Mechanisms like Periodic Open House and Suggestion box are also used for collecting feedback. This is discussed in the Academic Council, MAAP, etc and appropriate actions are taken. The outcomes include improvements in girls' sports and waiting room facility, installing water purification system, strengthening the Wi-Fi, setting up of high mast lamps, timely maintenance of class equipment, change of class timing, introduction of new add-on courses and certifications etc.
This academic year onwards, it is decided to design and introduce a comprehensive student satisfaction survey as a component of the interim Academic Audit.

6.3 Faculty Empowerment Strategies

6.3.1 Efforts to Enhance Staff Professional Development

Marian college has a Faculty Development Policy. FDP states the commitment of the college to support continuous learning for faculty members through faculty development initiatives related to excellence in teaching-learning, research, consultancy and extension thereby transforming faculty members into thought leaders to make Marian college a knowledge centre. Faculty Development Provisions outlined and implemented by the policy include Training and Development, Financial Assistance, Recognizing Scholarly contributions, Special Leave, Faculty Development Fund, etc.

As per the FD policy the College has identified three corporate responsibilities and has allotted staff-in-charge for them viz., Teacher Training and Mentoring in-charge, IT Operations and Training in-charge & MAGIS coordinator. A full-fledged Faculty Development Council to monitor the FD policy is functional from this academic year. The non-teaching staff members also receive professional development opportunities through capacity building training programmes, IT skill development, annual retreat, team building tour programmes, etc.

6.3.2 Institutional Strategies for Faculty Empowerment and Performance Management

Marian college has developed a Performance Management Process which starts with the annual self- appraisal (PEP) submission by each Faculty to the Principal/Director. The Principal/Director in turn finalize the performance review incorporating feedback data on faculty drawn from Multifaceted Feedback System. This is followed by a personal discussion with the concerned faculty for acknowledging the strengths and giving inputs in preparing needs, plans and future steps for performance improvements. Another facet is the mentoring support to the staff for goal achievement offered by Directors and senior faculty.
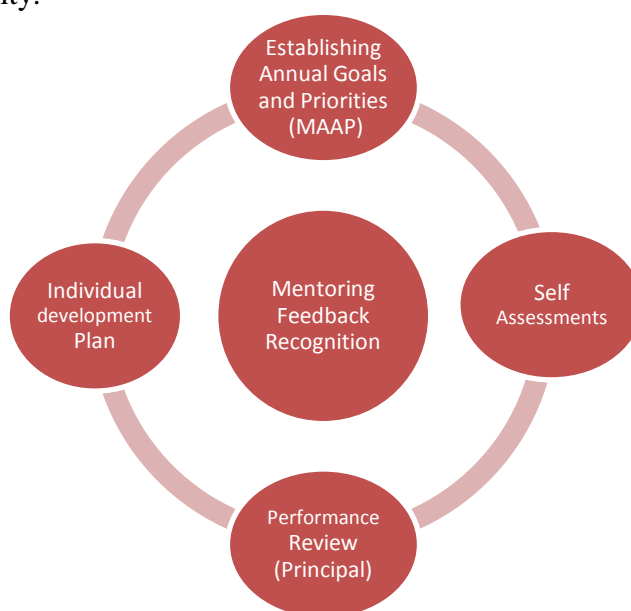
Performance Management Process

In MAAP a motto is decided for each year reflecting the institutional and faculty development priorities of the year. The motto of the previous years are as follows:

2009 - 10 - Together Towards Excellence
2010 - 11 - Overall excellence through Individual Excellence
2011 - 12 - Excellence our Passion and commitment
2013 - 14 - Performance with Purpose

6.3.3 &6.3.4   Staff Performance Appraisal and Recognition

The IQAC has developed a personal and Professional Excellence Plan (PEP) for teacher appraisal as part of the performance management system of the college. PEP considers the following factors in the self – assessment done by the teachers: Academic Advancement, Publications, Research Projects, Seminars & workshops, Administrative Involvement, Contribution to Student Progression and Community Involvement. PEP helps the teacher to identify the baseline and set goals and standards for growth.

Many faculty improvement training programmes/seminars/ workshops etc. are conducted to empower the faculty. Those who achieve higher academic performance in terms of additional qualifications, research outputs and publications are given additional increments. Recently the Management has taken a decision to implement an improved salary scale for self-financing teachers. The College has a practice of announcing the major decisions and recognitions in staff meetings.

6.3.5 Welfare Schemes

For the aided staff UGC scale and other associated benefits are available. For the self-financing staff, the Management has made provisions for Gratuity, primary medical care, free bachelor/spinster accommodation for gents and ladies staff, subsidized food, fitness facilities, staff get-together and interest free loan for purchasing lap top. Maternity leave, Paternity leave, festival allowance, recreation facility like badminton, table tennis, basketball, multi-gym, staff-family get-together and picnics are also among the welfare measures. The college has recently purchased a facility to be used as a staff quarters. (Six families and 3 single).

Welfare facilities provided	Teaching Aided	Teaching Self-financing	Administrative Aided	Administrative Self-financing
	Percentage of staff who availed the schemes in the last 4 years			
Provident Fund	100%	2.5%	100%	47%
Festival Allowance	100%	100%	100%	100%
Govt Group Insurance	100%	-	100%	-
LIC policy	31%	-	76%	-
State Life Insurance policy	100%	-	100%	-

Commuted Leave	10%	-	90%	-
Non-vacation staff leave surrender facility	NA	NA	100%	-
Maternity leave	4%	9%	6%	-
Paternity	8%	9%	6%	-
Special Casual leave	4%	-	-	-
Membership in Self Help Group (Maria SHG)	12%	-	65%	12%
Chitty Fund	27%	-	76%	12%
Subsidized Food & Free Accommodation	8%	59%	6%	12%
Soft loan for buying laptops	4%	3%	-	-
FIP leave and study leave	8%	6%	NA	NA
Allowances for attending workshops and seminars	80%	75%	47%	12%

6.3.6 Measures for Attracting and Retaining Eminent Faculty

The following measures help to attract and retain experienced, eminent faculty:

- ❖ Vacancies are publicized in leading national and regional newspapers and selection is always made on the basis of merit.
- ❖ The institution offers and provides attractive salary package.
- ❖ Personal transport facility for Principal, Residential facility provided to Directors, Adjunct and visiting faculty.
- ❖ 'Stay n Share' for volunteering international faculty.
- ❖ Infrastructural support for research activities, fitness & health care facility & recreation facility like badminton, table tennis, basketball, etc.
- ❖ Good work ambience ,and salubrious climate

6.4 Financial Management and Resource Mobilization
6.4.1 Management of Financial Resources

The master plan approved by the Governing Board gives general direction to the financial resource planning and budgeting of the college. The GB ensures that the college has the required institutional provisions for the continuous growth. Funds are earmarked and spent according to those developmental needs. The GB plans availing bank loans, mobilizing advance from educational agency and the diocese for the developmental activities of the college. Further, the departments are encouraged to prepare their annual budget and plan with a view to facilitate departmental autonomy and participatory decision making.
The monitoring mechanism involves the following:
- ❖ The external audit supervised by the GB, University and Government offices and the internal audit done by a team set up within the college.
- ❖ Department level budgeting and review

- ❖ Transparency in transactions through bills and vouchers only
- ❖ Single point transaction of money, only through the cashier
- ❖ All major payments done through Bank
- ❖ All major expenditure done on the basis of inviting tenders and quotations.

6.4.2 Institutional Mechanisms for Internal and External Audit

- ❖ Internal Audit has the following aspects:
  - For internal account keeping, there is a full time General Accountant appointed by the management and a permanent cashier
  - Institution has an internal audit team comprising faculty from commerce and management department.
- ❖ External Audit has the following aspects:
  - Management level Audit is done annually by a registered Chartered Accountant
  - Department audit by Deputy Directorate of Collegiate Education
  - General audit by AG's Office
  - University level auditing.
- ❖ Previous Audit:
  - Department Audit by Deputy Directorate of Collegiate Education 15/05/2010.
  - Management Audit is done every financial year, last being done in April 2013.

Major Audit Objections and compliance details

No major objections were raised. Clarifications were given to some minor objections raised during the Departmental audit.(Eg. The library fine collected was remitted to the PD account of the principal. This amount was withdrawn from the PD account and remitted to the Government Revenue Account).

6.4.3 Sources of Institutional Funding

- ❖ Major sources of institutional receipts/fund include grants from UGC & State Government, fees collected and bank interests
- ❖ No Reserve/Corpus Fund is available.
- ❖ Deficit is managed through
  - Bank loan
  - Diocese' Contribution
- ❖ A consolidated table of the audited income and expenditure statement of last four years is given.

Fund Source	2009-2010	2010-2011	2011-2012	2012-2013
State Government Grant towards Salary	1,08,15,409	1,68,87,273	2,25,87,100	2,26,86,613
Management Fund towards Salary	55,29,366	61,25,652	70,79,726.50	76,96,134
Grants from UGC CPE	11,64,827	15,64,200 50,00,000	35,94,338 37,66,527	31,12,192

Tuition Fees	1,23,22,365	1,35,87,875	2,27,68,288	3,94,02,250
Special Fees	12,68,477	12,01,605	11,76,143	12,51,895
Other Fees	20,89,361	26,54,214	27,23,027	35,59,579
Bank loan	2,15,95,244	1,58,71,269	3,44,93,819	82,59,759
Diocese' Contribution	1,09,52,937	62,15,000	77,34,226	91,65,000
Scholarships/(Management) Endowments	6,00,000	40,000	8,91,500	2,32,300

6.4.4 Institutional Efforts in Securing Additional Funding

Additional funding is raised through the following means:
- Contribution from Alumni and parents for Endowments And Scholarships
- Sponsorship by parents – educational help and special needs
- Project funding for Childline Nodal Agency, from Central Government.
- Fund raising programmes like House for the Needy, *Aksharadashamsam* and teachers' contribution for setting up library in a rural Govt school.
- Fund raising programmes by Department for Departmental Fests
- Funds raised by students as their own initiative for charity purposes.
- HR Consultancy by MAGIS, Centre for Training and Development.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Internal Quality Assurance Cell and its Functioning

IQAC is operational in Marian college since 2004. Marian management visualizes higher learning as an open system, moving from a deterministic paradigm to a participative, purpose- seeking organizational paradigm. Marian is moving towards an educational process which replaces the old '2-4-6 model'.i.e., all information between two textbook covers, taught within four walls, in six periods. This marks a shift from an emphasis on instruction to learning, with the students enjoying access to many information resources besides the teacher. The college, as a learning organization is seen as a synergy of subsystems aiming at holistic education, with IQAC as the pivotal component in the Governance, Leadership and Management subsystem. The institution is taking steps towards quality assurance and enhancement, through self-regulated continuous feedback mechanisms and standards. The MQM model which was designed by IQAC and is under the process of implementation is an attempt to translate the above philosophy into action. The quality policy of the college which states its commitment to striving towards perfection in all aspects of higher education, is depicted through the PDCA process visualization diagram (The Deming Cycle).
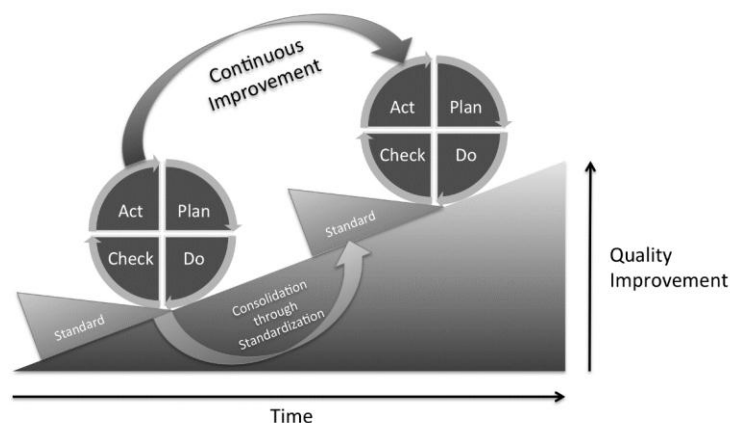
b. Decisions of the IQAC Approved by the Management

In the last four years 33 major decisions on quality enhancement and sustenance were approved by the authorities. All these decisions are under different stages of implementation. Please see the section on Post Accreditation Initiatives in the Self –Study Report for detailed information on the activities of IQAC.

c. Contribution Made by External Members

The significant contributions made by the external members in IQAC are as follows:

Mr Joseph Kallivayalil, Benefactor	Supported in collaborating with industries
Mr Alex Kozhimala, President, Idukki district panchayath	Granted Idukki Destination Development Project to the college
Rev Dr Hubby Mathew, Executive Director Peermade Development Society	• Extension Department Advisory Board member who supports in building Collaborations with NGOs • Provides professional support for installing water treatment plant on the campus
Dr Jose James, Former Registrar M G University	Provides strategic Planning and Development guidance in the area of infrastructure and fund mobilization
Mr Abraham Kurien IPS (Retd.)	Provides expert Guidance in the area of Faculty Development and Career and Placement activities of the College

d. Students and Alumni Contribution

The College Union Chairperson and Vice Chairperson by default are part of IQAC student team. Students are involved in the implementation and documentation of various systems/corporate responsibilities under each criteria. The IQAC student team consists of members from all the departments and they

also have a quality circles to continuously review various aspects of quality enhancement of the institution. Alumni feedback helped the IQAC in developing corporate relations, placements and curriculum improvement.

e. Engaging Staff from Different Constituents of the Institution

IQAC has formed seven committees based on the NAAC criteria involving all Teaching Faculty and Administrative Staff. For each committee a convener, Joint Convener and Secretary are designated. Corporate Responsibility deployed by IQAC are shared among the members of these committees. Communication with these teams happen through face to face meetings at various level like staff meeting, IQAC criteria conveners meeting, criteria committee meeting, etc. and through online communication via corporate e-mail, intranet, Marian Website and college blog.

6.5.2 Marian Quality Model (MQM): The Institutional Quality Assurance and Enhancement Framework:

The quality assurance activities of Marian proceeds from the commitment of the institution for continuous improvement through participatory decision making and outcome focus [cf 6.5.1]. The institutional quality assurance and enhancement framework is termed as MQM (Marian Quality Model) which has several interrelated, mutually complementing and supplementing components. The MQM is placed in the canvass of the Marian organizational ethos and each of its components is operationalized through a set of systems/procedures, tasks and schedules. IQAC propels MQM for total quality management.
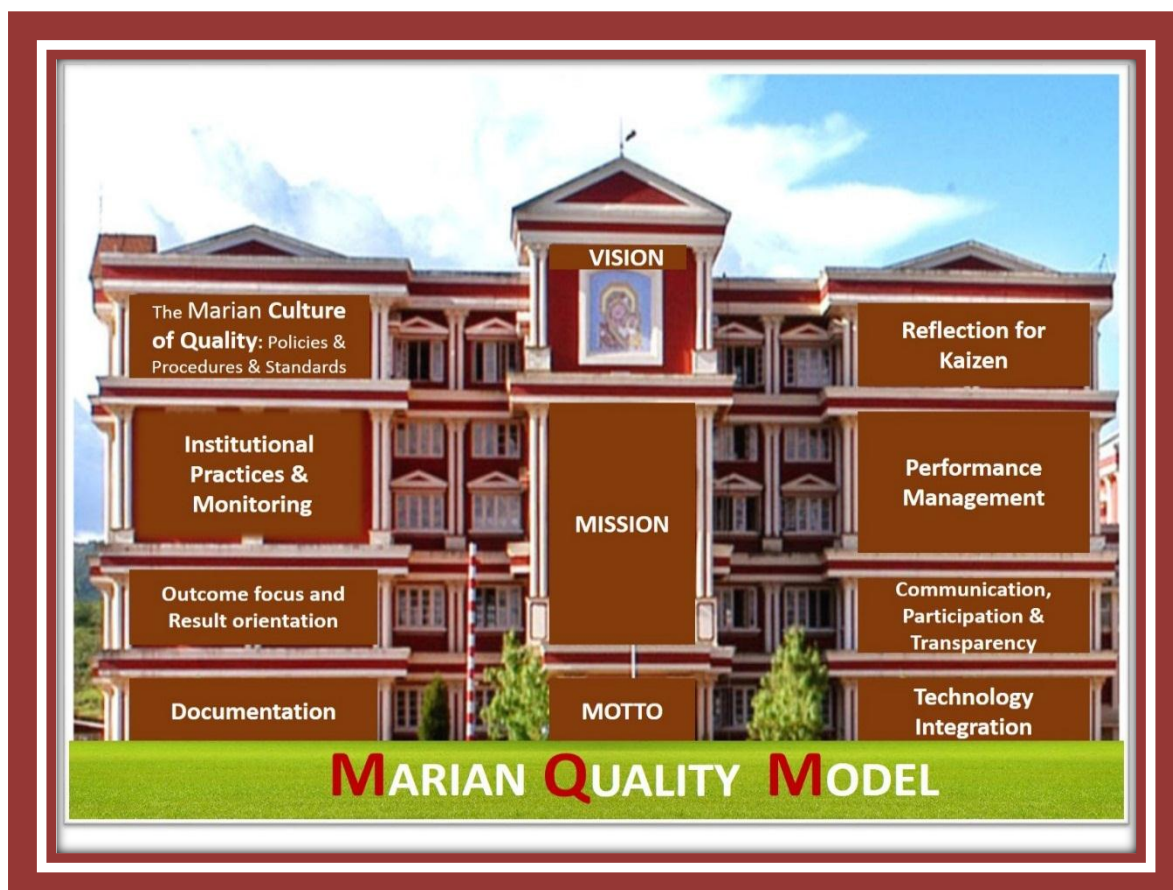
The College has developed several systems in the MQM during the post re-accreditation period and are under various stages of implementation.

The CPE phase-I status which brought in funding of 1 crore rupees gave substantial impetus to this process. The IQAC has also prepared a detailed proposal and budget for Rs1.5 Crores and placed application for the second phase of CPE/CE. The proposal includes continuance and up gradation of almost all aspects of MQM.

CPE Phases I and II are envisaged as milestones in the growth of the college towards the realization of vision 2020. The college has also applied for Autonomous status with the state government and the decision is awaited. The long term plans for Deemed to be University Status also are kept in perspective. The details of the operationalization of MQM is given in the following table:

6.5.3 Staff Training for Effective Implementation of Quality Assurance Procedures

IQAC has planned and facilitated training programmes and seminars on quality related themes as part of its quality assurance initiatives. This has enabled the staff to prepare Graduate Attribute linked Course Plan, to use METLE software for course management, to gain awareness about key concepts of quality in Higher education, to become abreast of current directions like RUSA and to gain greater clarity about systems perspective in higher education, etc. Training was given in student centric, interactive teaching learning methodologies, varied learning structures (self-directed, one-to-one, small groups, lecture, field study, mentoring) and ICT.

6.5.4 Academic Audit to Improve Institutional Activities

MQM component Quality Reflection and Action includes Academic Audit as a quality assurance tool. It is conducted every year both as a mid-term review (Interim Audit by Principal) and as an end of the year review -MAAP. In 2012 and 2013, 'Retrospect' - a separate stock taking exercise- was done as a SWOC analysis. Two external experts were also invited to conduct a review of the academic provisions and activities. The outcomes of this exercise has helped the college to streamline the activities of various clubs and make improvements in academic areas like remedial coaching and Graduate attributes development.

6.5.5 Compliance to External Quality Assurance Agencies/Regulatory Authorities

Marian Quality Model (MQM) and related activities of the college are designed and deployed in the line of system thinking. This has greatly helped the institution to comply with the rules and regulations of the Government, University, UGC, NAAC, AICTE, etc.

Sl No	MQM FACETS	SYSTEMS AND PROCEDURES	PROCESS/REVIEW SCHEDULE
1.	The Marian Vision, Mission, Motto ,Core Values & Logo	Multi- level, multichannel communication	On going
		Vision Revisit	Once in 10 years Due on: February 2019
		Mission statement review	Once in four years Due on: February 2014
		Marian Master Plan	Progress reviewed Annually Presented by The Manager in MAAP
2.	The Marian Culture Of Quality Policies , Procedures & Standards	Governing Board Interaction	Foundation day : August 11
		Quality Policy	March (reviewed once in 3 years)
		MQM (Specific Policy documents, Standards, directives, guidelines & other facets)	March (reviewed annually) Presented by IQAC coordinator in MAAP
3.	Quality Reflection For Kaizen (Feedback Analysis& Review & Continual Improvement.)	MAAP	May
		Retrospect	March
		Dept planning	March /April
		Staff meetings	Monthly
		Staff council	Quarterly
		Dept staff meetings	Monthly
		Administrative staff meeting	Monthly
		Interim academic audit	November
		Infrastructure audit	January
		Gender audit	August (Once in two years)
		Green audit	February
		Student satisfaction survey	October (to be initiated in 2013)
		IT audit	January
		Marian Academic Council	November & April
		Open House	Once a year
		Clubs Review	Retrospect- March/April
4.	Institutional Practices & Monitoring	Corporate Responsibilities Allocation	May (during MAAP)
		Corporate Responsibilities & Committees Audit	November (Internal Audit) March (Retrospect)
		Annual Infrastructural Maintenance	Through out the year
5.	Outcome Focus & Result Orientation	Graduate Attributes Achievement Analysis	End of semester (to be institutionalized)
		Internal Evaluation Analysis	End of semester
		University Results Analysis	Within one week of the declaration of results
		Placements Analysis	End of the academic year
		Progression to Higher Education	End of the academic year
		Competitive Examinations Results	End of the academic year

6.	Performance Management	Staff (Teaching & Non-teaching) Development and Leadership Grooming - Self Appraisal (PEP)	31 March (to be institutionalized)
		Staff Development initiatives	Presented by the Principal during MAAP (to be formalized)
		Faculty & Administrative staff satisfaction survey	(to be initiated)
		Student satisfaction Survey	(to be initiated)
		Department AQAR & Key Performance indicators (KPI) Assessment	31 March (KPI - to be developed)
7.	Communication, Participatory Approach & Transparency	Academic planning	Beginning of the academic year
		Department Budget Approval	Beginning of the academic year by the committee comprising of Manager, Principal & Vice Principal
		Think Tank	Twice a year
		Team IQAC	February (Plenary) Monthly (Core Team)
		IQAC student team	Monthly
		Student Quality circle	Monthly
		Manuals /Handbooks	Before the completion of new admission
		Publications – newsletter etc	Periodically
		Website & Kiosk	Monthly updation
		Blog& Channel	Daily updation
		Displays	Annual Maintenance (April)
8.	Documentation	IQAC level file system (Corporate Responsibilities Reports) updation	31 March
		Administrative Office file system updation	31 March
		Department level file system updation	31 March
		AQAR upload	30 April
		College Annual Report	31 March
		Principal's Report	31 March
		Class Report	31 March
		Monitor's Diary	End of the semester
		Department Association Reports	31 March
		Publications – newsletter et. al.	Periodically
9.	Technology Integration	Campus Net	Ongoing
		METLE	Ongoing
		Intranet	Ongoing
		Marian E creations	Ongoing
		Research Automation	(To be developed & implemented)

Result Analysis & Graduate Attribute Analysis	End of the semester (To be further streamlined)
Feedback analysis	March (To be streamlined)
Student Profile analysis	August (To be streamlined
Need Analysis	During Induction
PEP	March (To be revised)
EMIS – Education MIS /ERP IT Solution for institutional management	(Future plan)

6.5.6 Institutional Mechanisms for Continuous Review of Teaching Learning Process

The MQM frame work (c.f. 6.5.2.) for quality assurance, review and continuous improvement has evolved to its present level over a period of time. The review mechanisms of teaching learning process (c.f. 2.3.11 and 2.6.6) are embedded in the MQM.

Formative and Summative Result Analysis and Review by the Department concerned and Marian Academic Council, Course Plan preparation, use of METLE and Intranet for course management, etc., are mechanisms in place to continuously review the teaching learning process. Linking the Graduate Attributes with the Course Plan and analyzing the attainment of the GA using the software developed indigenously are being progressively implemented.

Furthermore, compliance with Academic and Exam Calendars and Course Plan is ensured by the Course Teacher, Class Teacher and HOD/ Director.

Another mechanism to review the teaching-learning process is the Interim Academic Audit by the team led by the Principal. The conveners of the NAAC Criterion Committees constituted by the IQAC are members of the team which visits each department and assesses and gives feedback on performance. The Marian Annual Academic Planning organized by IQAC also serves as the annual review mechanism.

The learning outcomes achievement is assessed through the monitoring of class participation of students by Course Teachers and Class Teachers, analyzing the progression of Students to higher education or job placements, and assessing the performance of students in placement drives, besides internal evaluation and results analysis in the departments.

The process of review has enabled the College to analyze and understand the trends and gaps in student performance and to plan improvements in different aspects of teaching-learning and evaluation, viz., introduction of new enrichment/remedial programmes, special attention to slow and gifted learners, introduction of appropriate foundation courses, training of faculty in pedagogical methods like interactive self-learning techniques and developing rubrics for the evaluation of graduate attributes, etc.

6.5.7 Communication of Quality Assurance Policies, Mechanisms and Outcomes to Stakeholders

The major instruments for communicating the quality assurance policies, mechanisms and outcomes to the internal and external stakeholders are the following:

❖ Face to face meetings of IQAC members, staff and management.

❖ Programmes like MAAP, Retrospect, and Academic Audit.

❖ Technology aided communication through the website, blog, corporate mail, e-publications, etc. The staff of the college are provided with a separate login to the IQAC webpage in the college website to facilitate access, download and upload of quality enhancement related documents/ communication.

❖ Publications like handbooks, policy documents, and display boards.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Green Audit of the Marian Campus

Marian College has developed an environmental policy which states its commitment to protect and sustain ecological resources and their equilibrium, particularly within the campus. The initiatives of the college like Green Audit and the various eco-sensitive and   environment supportive activities of the institution are the functional offshoots of this policy. Conscious efforts to inculcate a sense of responsibility towards the environment among the student community are taken. For instance, Sustainability Focus is included as one of the Graduate Attributes. The College is nestled in the Western Ghats in Idukki district which has been identified as an ecologically sensitive and fragile zone by the Western Ghats Ecology Expert Panel Report (Gadgil Committee) and High Level Working Group Kasthurirangan Report). In this context, the college is making attempts to enlighten the stakeholders and the local community about the significance and constructive response required.

Marian College has taken membership in Bombay Natural History Society (BNHS), Mumbai and by joining hands with the society the College has prepared a Bio Diversity Register. A Green Audit was held to identifying and document the flora and fauna of the campus. **Ms. Mirium Abraham**, Conservation Officer, Bombay Natural History Society (BNHS), Mumbai, **Mr. Haris Parengal,** Gandhigram Rural Institute, Tamil Nadu and **Mr. Arun C.S**., Scientific Officer, Spices Board, Pooppara were the team of expert members who led the Audit and documentation.

During the Green Audit, trees and plants on the campus were labeled with their botanical names and regional names. The Biodiversity Register is published in the form of a book which contains the photographs and details of the flora and fauna of the campus.

 In addition, an awareness seminar on Western Ghats biodiversity conservation was conducted on 18 September 2012. The seminar was conducted by Prof Oommen V Oommen, Chariman, Kerala State Bio-diversity Board. The college also maintains a small scale herbal garden to sensitize the students to nature's diversity.

The college has planned a series of workshops on biodiversity and environmental sustainability involving peoples' representatives, opinion leaders and community leaders. Competitions based on environment related subjects to generate awareness among the Marian student community are also in the pipeline.

7.1.2   Eco-Friendly Initiatives

Located in one of the ecologically sensitive tourist destinations in Kerala, the consciousness and the onus of maintaining an eco-friendly campus is borne by Marian College. Several initiatives have been taken to translate the environmental policy of the college into a reality.

❖ **Energy conservation initiatives:**

- *Jyothirgamaya* **–** An initiative of the college joining hands with KSEB (Kerala state Electricity Board) with an objective to spread awareness about energy conservation and use of renewable energy. This in turn helped to inculcate civic sense among stakeholders and to encourage an environmental friendly lifestyle.
- *Sunshine @ BBA* – the BBA department of Marian College installed solar panels to save electrical energy.
- Marian boy's hostel uses steam generated by firewood, coconut shell, husk etc. for cooking, instead of LPG.
- CFL lamps and tube lights are used in all the class rooms of the School of Social Work to ensure minimal use of electricity.
- All hostels have solar water heaters installed.
- Save electricity campaign was organized by BBA, BCA and B Com students.
- Energy Audit in all wards of Peermade Panchayath was conducted by the MSW Department in association with Energy Management Cell, Government of Kerala. Awareness seminars were conducted in all wards by the students who received trainers training by Government Resource team.
- Departments have conducted several competitions, exhibitions, campaigns, etc. over the years based on environment related themes. The theme announced for *Spectra*, the annual national fest for social work students, slated for 13-15 February 2014 is "Think Green, Go green".

❖ **Use of renewable energy:**

- An Energy Audit was conducted in Peermade Panchayath in 2011 jointly with the Energy Management Centre, Govt. of Kerala as part of creating awareness on saving energy.
- The college level Exhibition (Marian Expo) was organized in the college on 5th March 2013. The topics ranged from renewable sources of energy and cultural heritage to human development. The exhibition helped to create awareness on the importance of using renewable sources of energy.
- SH girl's hostel has set up a biogas plant for renewable fuel generation.

❖ **Water Harvesting:**

- Two Check Dams were constructed in the college campus, and one in Amala girls hostel, for harvesting and reserving the available water resource.

- Rain water harvesting is done in the College campus and in the SH

Hostel.

- In September 2013, UN Year for Water cooperation, MMH department conducted a Save Water campaign and a Rally as part of their Tourism Day Celebration.

❖ **Efforts for Carbon neutrality:**

- Tree Saplings are planted on the campus as part of birthday celebrations of the faculty.
- New generator is installed in order to reduce carbon emission
- Members of faculty are encouraged to make group transportation arrangements.

❖ **Planting of saplings:**

- The college campus is maintained by a Gardener and ecologically planning the flora distribution. Landscaping of the campus is done with minimum disturbance to nature and maintaining natural contours as far as possible. Soil erosion is prevented by growing lawn and planting trees. College has planted more than 500 pine trees around the campus.
- A Herbal Garden also is maintained on the campus
- Planting of saplings are organized during Rural camps (Community living camps of BSW and MSW, NSS camps, NCC) and environment day celebration.

❖ **Waste Management:**

College has taken efforts to manage plastic and e-waste on the campus. Use of plastic on the campus is minimized. The computers with low configuration are not abandoned. Instead, they are used in the hardware lab where hands-on training in computer assembling, installation etc. are given. The students of the Marian Community College also undergo hardware courses in the lab.

College has conducted several programmes on the theme of managing waste and protecting nature. Students have organized, anti-plastic campaigns. The BCom batch of 2011-12 instituted an award for Best Plastic Free Class. BCA students (2010-2011 batch) released a documentary "Bhoomikai", highlighting the harmful effects of plastic waste. Interviews with Health inspectors, politicians and other local people of nearby Panchayats like Vandiperiyar, Elappara and Mundakkayam are also included in the documentary.

A National conference on Green Computing was held on the campus in Jan 2011and a one-day seminar was also arranged for students in the Model Residential School, Kuttikkanam on 'global warming'.

7.2.1 Institutional Innovations

Sl.No	Innovations	Rationale/Objectives	Impact
1.	www.highrange times.com website and Students as reporters	Website developed and managed by the students to facilitate Campus-Community-Interface	Ensures student involvement as reporters and serves as a source of information to the community
2.	Marian Blog & Bloggers club	A one-stop information centre of the campus and to build a network of students, teachers and alumni.	Worldwide reach. All the stakeholders get information about the activities of the college. On an average 1000 hits per day
3.	Marian Expo - Theme based Class wise exhibition	A platform for students to showcase their creativity and to foster unity and team spirit among students	Created awareness on relevant themes like use of renewable energy, environmental protection etc.
4.	Entrepreneurship skill development activities like Cafeteria, C-Mart, Mug House	To provide practical hands-on experience in undertaking entrepreneurial ventures and to apply theoretical knowledge	Bridges the gap between theory and practice; Motivates the students to set up their own business ventures.
5.	Graduate attribute development /graduate attribute linked course plan	To have focus on curricular and co-curricular activities	Ensures the attainment of stated outcomes of the curricular and related activities.
6.	Marifit	To assess the overall physical fitness conditions of the students based on Body Mass Index and physical test	Initiated a process to increase health consciousness in the students and provides guidance for maintaining health and fitness
7.	METLE – Moodle Customization for Marian Course Management	To effectively implement teaching learning process	Promote student centric and ICT integrated teaching-learning process
8.	Gurumudra – an emblem of teachers adapted by Marian College	To enhance the pride of being a teacher and to create an opportunity to announce the professional identity	Rededication to the vocation of teaching. Enhanced motivation. Enhanced awareness of the

			significance of being a teacher. Greater love and self-respect
9.	Soft ware Development by students [Result Analysis , Student Profile , GA Analysis, Research Automation, Alumni Website, Mari-e-creations, METLE and higherangetimes.com]	To facilitate the smooth conduct of activities related to various criteria	Tapping the creative resources of the students and the staff. Enhancing student involvement in the quality initiatives of the college
10.	Good Morning Talk/Current Affairs Analysis/ ASK Programme	Attitude, Skill and Knowledge development through various programme	Employability of the students increased
11.	Club A	To enable the gifted and resource students to grow together mutual support	Catering to student diversity and addressing specific needs of both
12.	"Eve's day"/ Women wellness officer specially appointed in the college	To provide opportunity to girl students to participate in sports and games by earmarking every Thursdays for them -	Greater involvement of girls in sport and games and enhanced health conscious among them.
13.	Newsletters by MAGIS (Billet) and CSM (Magnificat]	To showcase the activities of these forums	Effective documentation and dissemination of information.
14.	House for the needy, 'Aksharadasamsam' (a contribution of faculty to purchase books for schools), 'Miss a Meal' and Matrix Inspire , School Outreach	To create opportunity to involve staff and students in charitable and socially useful endeavors	Facilitate the value clarification of the students through sensitization to socio-economic reality
15.	Mar Varkey Vithayathil Chair, Scholar on Campus	To provide a platform to thinkers, researchers, academicians, social workers, public servants and practitioners of a variety of fields to come together and share their knowledge, ideas and innovations.	Exposure to faculty and students in current areas of knowledge, research and social policy

16.	Marian Channel & Kiosk	Display Information regarding day to day activities of the college and provide access to general and student information	Prompt information display on the happenings of Marian.
17.	Mariglow	Competition funded by alumni and conducted to find the best outgoing girl and boy student from PG and UG	Enhancement of student motivation to perform Enhancement of institutional commitment to recognize proficiency
18.	MQM (Marian Quality Model)	Serve as a framework/ system for internal quality assurance and provide a road map for the development of the college	Helps the college to move towards becoming a Learning Organization which espouse systems thinking
19.	Open College	To utilize the human resources as well as infrastructural resources for the benefit of other educational institutions of our locality; especially the government aided schools.	Local community has greater access to the college and optimum utilization of college resources.
20.	Over a cup of tea - staff mentoring by Principal	Academic and personal mentoring	Better Rapport and improved performance
21.	'Read for Gold' 'Read and Dine' with the Principal	To promote optimum use of library resources by students	More students started using library, reading habits increased.
22.	*Set Sail* Programme	To induct newcomers to the culture of the campus To acquaint them to the vision, rules, and provisions To foster positive interaction between juniors and seniors	Students gain clarity about the systems and processes in the college and use them for their growth Foster positive regard to the College and staff Sustain a ragging free campus

23.	'*Snehathanal*'- a network of teachers and–'Gurusreshta Puraskar' Best Teacher award instituted by Marian	An initiative to support and network the teaching fraternity	Marian playing a lead role in recognizing and encouraging teaching excellence
24.	Pattumala shrine Padayatra (Annual pilgrimage on foot)	Inculate value of love and piety among Christian students.	Value education, team spirit and camaraderie
25.	Innovative use of Social media	To campaign for admission. To mobilize fund for helping a girl for higher studies. To advertise departmental fests.	Increased admission enquiries Generated one lakh rupees Wider publicity and more participation
26	'Tech Resource Pool' and ' Language Resource Pool'	To facilitate advanced skill development of students gifted in IT and English language	Developed new softwares for IQAC. Helped in proof reading of newsletters, website contents and reports
27	Display Boards - *Word-a-Day* (meaning and pronunciation) , *Management Concepts*	To improve vocabulary ,pronunciation and usage of management concepts	Improved vocabulary
28	Guruvaram	To motivate school students aspiring to be teachers	The programme was well accepted and students were motivated

7.3.1 Best Practice of the Institution – I

1. Title of the Practice

Marian Annual Academic Planning (MAAP).

2. Goal

The following list indicates the Goals and objectives of MAAP:

- To set the 'Motto' for the succeeding academic year and commit to work for it.
- To plan the annual academic activities, aligning to the 'Mission' and 'Vision' of the   college.
- To provide direction and purpose for all future activities.
- To identify potential opportunities and areas of improvement for the college and all the departments.
- To communicate the planned activities of every department with the rest of the faculty members.
- To strengthen the sense of cooperation and camaraderie between the management and faculty members.
- To help the coordination of various activities of the college in a prefixed time frame.
- To prepare Annual Corporate Action Plan ensuring active participation of the faculty.
- To provide a venue for expression of opinions, feedback, new ideas and valuable suggestions for improvement.
- To share Institutional Social Responsibilities.
- To provide the ideal induction of the new faculty members.

3. The Context

Marian Journey towards excellence begins with the process of MAAP which is conducted at the tail end of an academic year. This gives the Marian family an opportunity to introspect and take stock of the activities of the current academic year, get the errors corrected and move ahead with greater conviction and purpose. Since the Marian family believe that success comes with proper, realistic planning and timely implementation of the same, the MAAP process has gained popularity and significance over the years. In the context of Marian's quest for the best possible take-off, steady flight and ideal landing at the end of the academic year, MAAP process has proved to be of great help.

4. The Practice

MAAP is a two day residential programme organized for the entire teaching staff of Marian with the purpose of framing the academic activities for the succeeding academic year. Every Department of the college presents the activities done in the current academic year

and prospective plans. 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 curricular and co-curricular activities of the institution. MAAP also gives an opportunity to the new faculty members to announce their arrival in the Marian family, familiarize with the rest of the team, involve in the activities and give their commitment to work as a good team member.

5. Evidence of Success

- Clarity in academic schedule and ease of monitoring
- Systematic implementation of curricular and co-curricular activities as per planning.
- Regular stock taking and evaluation results in sustainability and quality enhancement.
- Ensures that all vital aspects of higher education are attended to
- Helps in identifying areas of emphasis and setting yearly goals for specific improvement.

6. Problems Encountered and Resources Required

MAAP is planned well in advance and during the days of MAAP university examinations are sometimes unexpectedly rescheduled which affects the participation of teachers.

7. Options

Input session by external experts and academicians arranged during the MAAP proves highly useful.

Conducive ambience for peaceful discussion and sharing is important.

Encouraging the sense of corporate identity and belonging help to promote collaborative planning and implementation.

Best Practice of the Institution – II

1. Title of the Practice

Campus Community Partnership (CCP) Programmes under Department of Extension Services

2. Goals and Objectives

- To help local self-governments to improve their quality of governance by effectively utilizing the resources, knowledge and skills available with them and the college.
- To support the local communities in tackling social and development issues they confront and promote community wellbeing and
- To inculcate social values and responsibilities among the students.
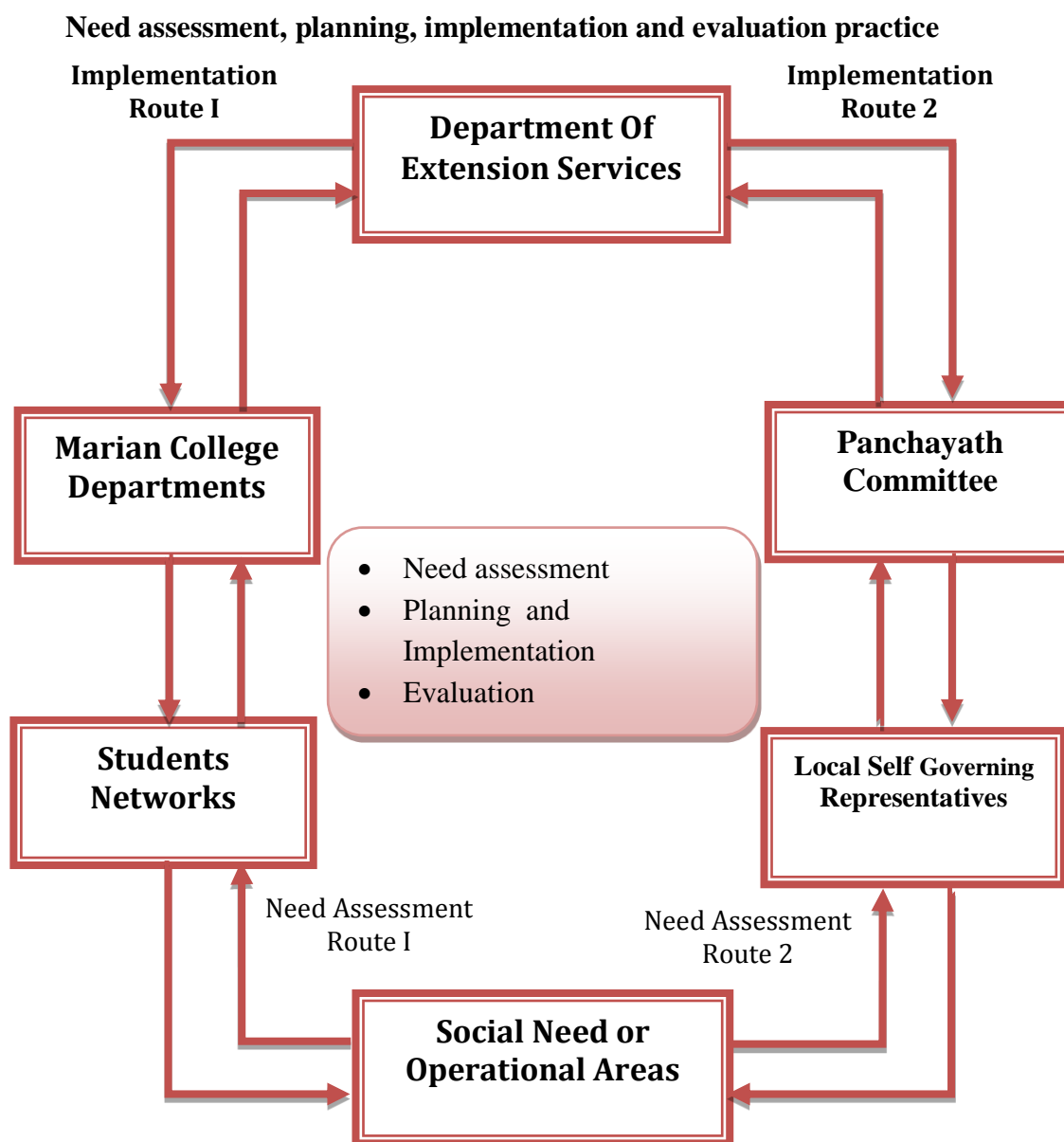
3. The Context

Idukki district is one of the backward districts in Kerala with a sizable population of migrant labourers, estate workers, scheduled Tribes etc. The local self-government leaders lack the required expertise to implement various community development programmes funded by the State Government which aims at economic, social and cultural development of the people in the district. Based on these realizations, Marian College thought of sharing the resources, knowledge and skills with the community and local government. It is also an opportunity for inculcating a sense of social responsibility among students in addition to learning academic subjects by involving in tackling socio-economic issues confronting the local communities.

4.The Practice

The specific operational area of Campus Community Partnership is confined to Peermade and Udumbanchola Taluk of Idukki district.

Need Assessment, Planning, Implementation and Evaluation – There are two routes through which social needs and problems are identified by the Department of Extension Services. Based on the need assessment the Extension Department Advisory Council identifies and plans the activities. The activities are implemented using the resources of the local self-government and the college. Evaluation is being done then and there at the end of each programme. These processes are depicted in the following diagram.

Need assessment, planning, implementation and evaluation practice

Implementation
Route I

Implementation
Route 2

Department Of
Extension Services

Marian College
Departments

Panchayath
Committee

- Need assessment
- Planning and Implementation
- Evaluation

Students
Networks

Local Self Governing
Representatives

Need Assessment
Route I

Need Assessment
Route 2

Social Need or
Operational Areas

5. Evidence of Success

The following are the evidences of success of the programme

- The local self- government leaders got more insights about their roles and responsibilities. For instance, on the basis of the initiative of the college, Pervanthanam Grama Pachayath leaders took active role in strengthening LP and UP schools under their control and earmarked more fund for the development purpose of the schools. They conducted training programmes for students, parents and teachers making use of the students and faculties of Marian. Programmes of similar nature are also conducted in Vandiperiyar and Ayyappancoil Grama Panchayaths.

- The public realized that the quality of programmes in their locality improved because of the active involvement of Marian College. This is evidenced from the feedback of parents in the PTA meeting and from the alumni in the alumni meeting.

- Other Grama Panchayaths approached Marian College for the involvement of the college in implementing their development programmes. For example, on the basis of media reports, Vandiperiyar Grama Panchayath contacted the college for implementing their social welfare programmes titled "PEASE", People's Education Against Social Evils. As part of this, a census survey was conducted to assess socio economic profile of the people and a sample survey to understand the status of women in the Panchayath. On the basis of these surveys, awareness classes were conducted by the students and teachers of Marian against social evils like alcoholism, substance abuse, misuse of social media etc. were organized.

- Students became more aware about the grass root level social realities and got inspiration from the outreach programmes. They got opportunities to interact with the public and enhanced their ability to work in teams, to face people and to communicate well.

- The college recently received '**Rev Dr T C George Puraskar'** [Runners-up] in 2013 for educational institutions in rural area rendering commendable services for social development through education.

6. Problems Encountered and Resources Required

- Leadership change in local self-government is one of the major problems faced. Whenever there is a change of leadership, the newly elected leadership, sometimes, is reluctant to continue and support the ongoing programmes. Therefore, greater effort and time is needed to convince them about the importance of continuing the programmes already implemented.

- Political rivalry between parties and within a party creates blocks which delay the implementation of programmes.

- Hectic academic schedules hamper the active involvement of faculty members and they sometime struggle to carry on with both.

EVALUATIVE REPORTS

OF THE

DEPARTMENTS

Department of MCOM-PGDM

1.	Name of the department	Department of MCOM-PGDM
2.	Year of Establishment	2001
3.	Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	M.Com, PGDM
4.	Names of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ semester/choice based credit system (programme wise)	M.Com CSS – Semester wise
6.	Participation of the department in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	PGDM - IGNOU Certification in Career Enhancement Training – School of Banking Kalady
8.	Details of courses/programmes discontinued (if any) with reasons	• Diploma in Banking and Finance reason for discontinuation - This certification is required only after employment in banking field • SAP reason for discontinuation Lack of resource persons

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	5	5

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Fr James Kozhimala	M.Com, M Phil	Assistant Professor	Accounting	Teaching -7, Industry - 5
Mr Thomas Patani	MBA	Assistant Professor	Finance and Marketing	Teaching 1, Industry - 6
Mr Jaymon M R	M.Com, ICWA	Assistant Professor	Accounting & Financial Management	Teaching 3, Industry - 5
Mr Bharathi Rajan [on leave]	M.Com	Assistant Professor	Responsible tourism	Teaching 3, Industry - 3
Mr Nebu cherian	M.Com	Assistant Professor	Financial Management	Teaching -2, Industry -2
Ms Rani Jacob	M.Com	Assistant Professor	Taxation and Operations Research	Teaching 2
Ms Shinta Sebastian [on leave]	M.Com	Assistant Professor	Financial Management	Teaching-2 Industry - 1

11. List of Senior Visiting Faculty

Faculty Name	Area of expertise
Prof K Kalyanaraman	Research Methodology
Dr Mary George	Budget Analysis
Dr Ashok Kumar	English
Dr K S Bastin	Numerical Ability
Prof M V Polachan	School of Banking Kalady
Prof Venkittaraman	Interview Techniques
Shri Abraham Kurien IPS	Current Affairs Analysis
Shri David Livingston	Logistics Management
Prof T C Thankachen	Teaching and Research Aptitude

Dr Paulose	English

12.	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	15%
13.	Student -Teacher Ratio (programme wise)	9:1
14.	Number of academic support staff (technical) and administrative staff; sanctioned and filled	Common
15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG	• M.Phil - One • Faculties doing Phd – Two • Faculty with PG- four
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Nil
17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18.	Research Centre /facility recognized by the University	Nil
19.	Publications:	
	Publication per faculty	Mr. Thomas Patani -1
	Number of papers published in peer reviewed journals (national /international) by faculty and students	1
	Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	Nil

Monographs	Nil
Chapter in Books	Nil
Books Edited	Nil
Books with ISBN/ISSN numbers with details of publishers	Nil
Citation Index	Nil
SNIP	Nil
SJR	Nil
Impact factor	Nil
h-index	Nil

20. Areas of consultancy and income generated

   ▸ Accounting , Entrepreneurship and Investment management , CA-CPT/IPCC, ICWA training

   Faculty as members in

21.
   a) National committees   Nil
   b) International Committees
   c) Editorial Boards….

22. Student projects

   Percentage of students who have done in-house projects including inter departmental/programme   100%

   Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

Year	% of the students
2009-11	10
2010-12	10
2011-13	32.5
2012-14	9.6

23. Awards / Recognitions received by faculty and students   Mcom MG University third rank- Anu Treesa George [2012]

24. List of eminent academicians and scientists / visitors to the department

Faculty Name	Area of expertise
Mr K I Varghese	General Manager, Federal Bank
Mr A J Rajan IAS	Secretary – Kerala Chamber of Commerce & Industry
Mr N V L Ratan	Deputy General Manager SBT
Dr Thomas Thoomkuzhy	Faculty, GIFT
Dr N Ramalingam	Faculty, GIFT
Dr C S Venkiteswaran	Faculty, GIFT
Mr Amod Mathew	Representative SEBI
C A Jomon K George	Faculty, Southern chapter of ICAI
CA C P Gireesh	Assistant GM South Indian Bank
CA Samuel Mathew	Finance Manager, HDFC
Shri CA Anil PA	Shamsudeen and Associates
Shri Shylendranath CA	CA firm Kotayam
Dr Thomas Issac	Former Finance minister
Shri K C Joseph	Rural Development Minister
Shri T P Sreenivasan IPS	Vice Chairman Kerala State Higher Education Council
Shri George Antony	Country Head, UAE Exchange
Shri Pramod Nair	Chairman CII- YI
Shri V G Rajeev	AGM SBT
Shri Venkitta Subrahmanyam	Rtd AGM, IOB

25. Seminars/ Conferences/Workshops organized & the source of funding

Topics	Year	Nature /source of funding
IFRS in Indian Scenario:- Issues and Challenges	2009	UAE exchange and financial services limited
Critical appraisal of tax reforms in the context of GST	2010	Federal Bank
Empowering the villages by financial inclusion	2011	State Bank of Travancore
Emerging Kerala : a paradigm shift from job seekers to job creators	2012	Kerala State Higher Education Council
Impact of new legislation in commercial and taxation laws on trade and industry	2013	SBI, Federal Bank and Lunar Rubber Limited
Research Methodology workshop Dr Sunnykutty Abraham	2010	Management
Research Methodology workshop by Prof MD Baby	2011	Management
SPSS	2011	Management
Research Methodology workshop by Prof Kalyanaraman	2012	Management
Interview Techniques by Prof Venkittaraman	2012	Management
Research Methodology workshop by Prof Kalyanaraman	2013	Management

26. Student profile programme/course wise:

Year	Name of the Course/programme (refer Q no. 4)	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2009-10	MCOM	62	30	18	12	72
2010-11	MCOM	65	30	16	14	100
2011-12	MCOM	68	31	17	14	100
2012-13	MCOM	75	31	16	15	94

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2009	MCOM	100	Nil	Nil
2010	MCOM	100	Nil	Nil
2011	MCOM	100	Nil	Nil
2012	MCOM	100	Nil	Nil

How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

28.

Batch	UGC- NET	Bank
2008 – 10	1	
2009 – 11	2	4
2010 – 12	3	9
2011 – 13	-	10

29. Student progression(average figures

	Against % enrolled				
Student progression	2009	2010	2011	2012	2013
UG to PG					
PG to M.Phil.	7.1			3.2	
PG to Ph.D.		4	3.2		
Employed • Campus selection • Other than campus recruitment	28.57 51.53	20 68	23.3 69.7	30 70	93.5 6.5
Entrepreneurship/Self-employment					

30. Details of Infrastructural facilities

Library	• Commerce and Management books : 3730 • International journals : 6 • National Journal : 34 • Management magazine :16 • Mathematics and Statistics : 630 • Law: 230
Internet facilities for Staff & Students	Wi-fi facility
Class rooms with ICT facility	2
Laboratories	[common]

31. Number of students receiving financial assistance from college, university, government or other agencies

Year	No of Students
2009 – 10	8
2010 – 11	4
2011-12	2
2012-13	3

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Research Methodology workshop by Prof K Kalyanaraman
- Training on interview techniques by Prof Venkittaraman
- Training on budget analysis by Dr Mary George
- Training on share trading by Listin Thomas (Officer, Syndicate Bank)
- Lectures on Capital Market by Shri George John (UAE Exchange)
- Personality development training by Siju P Thomas (Trainer)
- Personality development classes by Shri Thomas Abraham (TCI trainer)
- Training on entrepreneurship by Shri Issac Joseph (MD, Lunar Ltd)
- Investor awareness programme by Shri Amod Mathew
- Career Oriented Training by Shri M V Polachan
- Certification in Tally, Excel

33.	Teaching methods adopted to improve student learning	- Project based learning - Assignments - Seminars - Case studies - Peer teaching - Practical training
34.	Participation in Institutional Social Responsibility (ISR) and Extension activities	- M.Com 2008-10 Batch spend one day at Snehasadhan, Kanjirapally - M.Com 2009-2011 Batch spend one day at Assisi Bhavan Panachipally - M.Com 2010-2012 Batch worked one day in the coffee estate (Know the pain of work and share the fruit) and distributed the food in the Peermade Hospital - M.Com 2011-2013 Batch went for two day rural camp at Panakkachira - M.Com 2012-2014 Batch visited Pallikunnu Govt.School. - Students organized a Christmas card and cake fest in order to generate fund to set a reading room in Pallikunnu Govt.School - Food packets are served in Peermade Taluk Hospital on every Friday by Students - Survey conducted by 2011- 13 batch on Financial Inclusion among rural people in Idukki District.

35. SWOC Analysis of the Department and Future Plans

STRENGTHS	• Dedicated Faculty with industrial Exposure • Hardworking Students • Course Mix M. Com-PGDM • Career Enhancement Training • Daily Current Affairs Analysis • National conferences and management fest • Industry Interface and Live Project • C-Mart (Retail Experiment Lab) • Finishing School & Academic retreat • Academic Result and Placement • Unique Timing: 8.30am to 8pm
WEAKNESSES	• Tight Time Schedule • No Department Library
OPPORTUNITIES	• New Initiatives: Audit firm, Tax consultancy, Entrepreneurship projects • Expansion opportunities: C-mart as a supermarket • To develop as a top Commerce & Business School in the country
CHALLENGES	• Improper schedule of University Exam • Late admission procedure (CAP) • Delayed exam results
FUTURE PLAN	• Expansion of C-Mart In The Campus • Start poly-house farming • Registration for CS with Mcom • Collaborations and MoUs with more industries • Industrial visit in every semester

Post Graduate Department of Computer Applications (MCA)

1.	Name of the department	MCA
2.	Year of Establishment	2001
3.	Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	MCA
4.	Names of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ semester/choice based credit system (programme wise)	MCA– Semester wise
6.	Participation of the department in the courses offered by other departments	

Name of department	Course	Handled by
MMH	Computer Fundamentals	Sibi Jacob
MMH	Internet	Sibi Jacob
BCA	Hardware	Sibi Jacob
M Com	Office package	Win Mathew John
B Com	ICT & Web designing	Kochumol Abraham
BCA	Internet Web designing	Kochumol Abraham

7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Net, PHP, JAVA, Computer Networks and Android- IPSR Solutions, Kottayam
8.	Details of courses/ programmes discontinued (if any) with reasons	Nil
9.	Number of Teaching posts	

	Sanctioned	Filled
Professors	1	1
Associate Professors	3	3
Asst. Professors	8	7

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experien
Dr Mendus Jacob	M.Sc, M Phil, PhD	Professor	Operations Research	25
Mr Win Mathew John	MCA, M.Sc , M. Tech, Ph D (Pursuing)	Associate Professor	Cloud Computing	13
Mr Robins A Kattoor	MCA, M. Tech(Pursuing)	Associate Professor	Database Administration	15 In industry - 6
Mr Brijesh George John	M Sc, MBA, M Phil, Ph D (Pursuing)	Associate Professor	Management	13
Ms Reny Jose	MCA,M Phil, M. Tech	Assistant Professor	Neural Networks	10
Ms Raji R Nair	MCA, M. Tech	Assistant Professor	Algorithms	9
Mr. Satheesh Kumar	MCA	Assistant Professor	Software Engineering	10 In industry
Ms Kochumol Abraham	MCA, M. Tech	Assistant Professor	Cloud Computing	9
Sr Italia Maria Joseph	MCA, M. Tech	Assistant Professor	Networking	6
Mr. Sibi Jacob	MCA	Assistant Professor	Computer security	4
Ms. Dona Joseph	MCA	Assistant Professor	Computer architecture	1

11. List of senior visiting faculty

Faculty Name	Area of expertise
Dr. C. Thomas Abraham	T C I
Mr. Abraham Kurien IPS	IAS Academy Calicut
Dr. Sunil	Statistics
Dr. Rajendran	Computer Net woks
Mr Venugopal K R	Finance

	Mr Manoj	Mathematical Aptitude
12.	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	5%
13.	Student -Teacher Ratio (programme wise)	15:1
14.	Number of academic support staff (technical) and administrative staff; sanctioned and filled	4[Lab]
15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG	• PhD – 1 • MPhil – 2 • Faculty doing PhD – 2 • PG - 7
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Nil
17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18.	Research Centre /facility recognized by the University	Nil
19.	Publications:	
	Publication per faculty	Win Mathew -2 Kochumol Abraham - 2
	Number of papers published in peer reviewed journals (national /international) by faculty and students	2

	Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	Nil
	Monographs	Nil
	Chapter in Books	Nil
	Books Edited	Nil
	Books with ISBN/ISSN numbers with details of publishers	Nil
	Citation Index	Nil
	SNIP	Nil
	SJR	Nil
	Impact factor	Nil
	h-index	Nil
20.	Areas of consultancy and income generated	Software development - Websites and applications for various organizations.
21.	Faculty as members in a) National committees b) International Committees c) Editorial Boards….	Editorial board of Acumen-Dr Mendus Jacob
22.	Student projects	
	Percentage of students who have done in-house projects including inter departmental/programme	100%

Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

Year	% of the students
2009-12	95
2010-13	92

University second rank –

- Prasena P Prasenan (2010)
- Sijo Thomas(2012)

23. Awards / Recognitions received by faculty and students

Dr Mendus Jacob won the following awards

- IT Educational Excellence Award
- Best redhat award for training partner in India and overseas
- Best redhat training partner beyond RHCE

24. List of eminent academicians and scientists / visitors to the department

Faculty Name	Area of expertise
Mr. R Narayanan	Retd Vice President, TCS
Mr Sreenivasaprasad	Chief Technical Officer for ESCI
Mr. Aviz C S	Project Leader, Sutherland
Mr. R S Praveen Raj	Scientist, NIIST, Trivandrum
Mr Shyam Kumar N	Project Officer, KSCSTE
Mr. Safikh S	Project Scientist, KSCSTE
Shri Abraham Kurien IPS	IAS Academy Calicut
Mr. Abraham Thomas	Oracle Financials
Mr Joshi	Director,. Mission 10X Wipro

25. Seminars/ Conferences/Workshops organized & the source of funding

Topics	Date	Nature /source of funding
Intellectual Property Rights	16th July 2010	KERALA STATE COUNCIL FOR SCIENCE,

		TECHNOLOGY AND ENVIRONMENT
Role of KSCSTE & PIC-Kerala in promoting IPR in the state	16th July 2010	KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT
TCI is a concept for personality development and team work	15,16 November 2011	Marian
A seminar on "Research Methodology	8,9 February 2011	Marian
A seminar on incubator facility provided by the Techno park TBI and on budding entrepreneurs	4 may 2011	Marian
A workshop on android technology	19,20 September 2012	NYC
Mission 10X by Wipro	February 28& march 1, 2 2013	Marian
Thinking Beyond- A one day workshop on syllabus revision	September 5 2013	Marian

26. Student profile programme/course wise:

Year	Name of the Course/program (refer Qno. 4)	Applications received	Selected	Enrolled *M	*F	Pass percentage
2009-10	MCA	150	60	19	41	86.44
2010-11	MCA	155	60	18	42	88.20
2011-12	MCA	162	60	24	36	88.33
2012-13	MCA	158	60	36	24	Result Awaiting

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2009	MCA	100	Nil	
2010	MCA	100	Nil	
2011	MCA	100	Nil	
2012	MCA	100	Nil	

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Batch	Bank
2010-13	South Indian Bank (8)
2009 - 12	Federal Bank (2), SBI (2)
2008 - 11	South Indian Bank (4), Bank of Baroda (1)
2007 - 10	Federal Bank (3)

29. Student progression(average figures

Student progression	2009	2010	2011	2012
PG to M.Phil/MTech	1		1	
Employed • Campus selection • Other than campus recruitment	50 20	8 40	12 38	26 23
Entrepreneurship/Self-employment	1			

30. Details of Infrastructural facilities

Library	Common library with • Computer Science Books : 4510 • International journals : 7 • National Journal : 11 • Computer magazine :12 • Mathematics and Statistics : 630
Internet facilities for Staff & Students	WiFi broadband facility for all students WiFi and Lan connection for faculty
Class rooms with ICT facility	all class rooms have ICT facility
Laboratories	• Common computer Lab • Sez Lab • MICAS Lab

Year	No of students
2009 – 10	3
2010 – 11	8
2011-12	15
2012-13	21

31. Number of students receiving financial assistance from college, university, government or other agencies

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Placement training and group discussion training (Mr. Brijesh George)
- Aptitude training(Mr. Manoj, Brilliant)
- .Net training (Mr. Sudeesh, IPSR)
- Android training(Mr. Noble, IPSR)

33. Teaching methods adopted to improve student learning

- Project based learning
- Assignments & Seminars
- Case studies & Peer teaching
- Practical training

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Visited Sneha Ashramam, centre for mentally challenged children at Kattappana.
- Visited Akasa Parava, home for mentally retarded children at Kattapana
- Visited DARE, de-addiction and rehabilitation centre at Peermade.
- Launched 'Inspire', an innovative project to uplift the school students by the 2010-13 batch.
- students of 2009-12 batch visited Good Samaritan Ashramam, Kanjirapally
- students of 2011-14 batch visited Kozhimala for transfer of construction materials for a house.

Matrix Inspire

- MCA students visited Ladrum School and painted the School building walls with educational tips, portraits of social leaders of India etc. The students beautified the surroundings and had their lunch with the students.
- Students donated a stage curtain for the school.

35. SWOC analysis of the department and Future plans

STRENGTHS	• Academic Excellence • Placement Track Record • Technical Expertise • Experienced Faculty • Extension Activities • MATRIX
WEAKNESS	• Remoteness from IT hubs • Course getting delayed due to delayed examination results • Research
OPPORTUNITIES	• Add on programmes • Consultancy Services • Attracting students from other streams • Tie -ups and collaborations • Bringing the Alumni closer
CHALLENGES	• Mushrooming of engineering colleges. • Companies preferring BTech than MCA. • Lesser number of Campus Drives. • Recruitment of BCA /BSc students.
FUTURE PLAN	• To introduce new courses in computer and information Technology • To start Research Center • To start Integrated MCA • Providing consultancies in software Development • More Collaborations with industries, skill development agencies…etc.

Post Graduate Department of Hospitality and Tourism

1.	Name of the department	Post Graduate Department of Hospitality and Tourism
2.	Year of Establishment	2003
3.	Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	PG (Master of Management in Hospitality - MMH)
4.	Names of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ semester/choice based credit system (programme wise)	MMH : credit and semester system(CSS)
6.	Participation of the department in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Details of courses/programmes discontinued (if any) with reasons	Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	5	5

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Fr. Roy Abraham P	MBA, MS, PhD	Assistant Professor	Hospitality and Tourism for MS	16 years	2
Mr. Joby Cyriac	MA, English, MA Sociology	Assistant Professor	English & Sociology	15 years	Nil

Mr. Jacob Bose	MBA, MLM	Assistant Professor	Marketing and Labour law	10 years	Nil
Mr. Sajan N Thomas	M Com, PGDTM	Assistant Professor	Finance	17 years	Nil
Fr. Shaiju K S	MA Sociology	Assistant Professor	Sociology	5 years	Nil

11. List of senior visiting faculty

Adjunct Faculty

1. Dr. Rajasekharan (Former Principal, Kalamandalam, Cheruthuruthy)
2. Dr. B Vijayakumar (Principal, KITTS, Trivandrum)
3. Dr. Sunil (Associate Professor, Sree Chithira Music College, Trivandrum)
4. Mr. Mathew Kurian, (Former Faculty of IHM Mumbai)
5. Mr. Shyla Mathew, (Former Faculty of IHM Mumbai)

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

- Lectures Delivered : 20%
- Practical classes: 30%

13. Student -Teacher Ratio (programme wise)

12:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG

PhD: 1
PG: 5

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

- One UGC Minor Project of Rs. 90,000

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

- UGC funded
  Ongoing minor project : 1
  Completed Minor Project: 2

18. Research Centre /facility recognized by the University

Nil

19. Publications:

Publication per faculty

Number of papers published in peer reviewed journals (national /international) by faculty and students

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	Nil
Monographs	Fr. Roy Abraham P., - 3
Chapter in Books	Nil
Books Edited	Nil
Books with ISBN/ISSN numbers with details of publishers	1, Prakash Publications, Changanasserry,
Citation Index	Nil
SNIP	Nil
SJR	Nil
Impact factor	Nil
h-index	Nil

20. Areas of consultancy and income generated

Tourism, Ecology, Environment and Agriculture

Destination development

- District Panchayat, Idukki: Rs. 12, 23, 500
- Block Panchayat Azhutha : Rs. 12, 000

21.	Faculty as members in a) National committees b) International Committees c) Editorial Boards….	National Review committee member for review of value education book in India by AIACHE (Fr. Shaiju KS)

22. Student projects

Percentage of students who have done in-house projects including inter departmental/programme	Nil
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	Ms. Deepa Raju, V batch (2007-09) student is placed with United Nations Voluntary Programme (UNVP) for development consultancy

23. Awards / Recognitions received by faculty and students

   MG University Ranks secured by MMH students:

   2009-10

   > I Rank: Geethu Anna Jose

   > II Rank: Sr. Mareena

   2010-11

   > I Rank: Vaishnavi Vijayan

   > II Rank: Thanuja James

   2011-12

   > I Rank: Keerthana Roy

   > II Rank: Archa Raju

24. List of eminent academicians and scientists / visitors to the department

   - Dr. Harsha E Chacko, Graduate Coordinator, Hospitality, Restaurant and Tourism Management, University of New Orleans, USA
   - Dr. Sunny Luke - Program Director, International Education Research; Former Distinguished Scientist, Ortec International @ Columbia University
   - Abraham Kurien IPS
   - Shri. Kodiyeri Balakrishnan (Then tourism minister of Kerala State)
   - Shri. Anilkumar AP (Present Tourism Minister of Kerala State)
   - Dr. Gigy Thomas, Nature Education Officer, Periyar Foundation
   - Dr. Biju Dominic, CEO & Co-founder, Final Mile Consulting

25. Seminars/ Conferences/Workshops organized & the source of funding

Topics	Date	Nature /source of funding
Experiential Tourism	To be held in March 2014:	Amount sanctioned is ₹ 90,000 by UGC

26. Student profile programme/course wise:

Year	Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2009-10	MMH	45	30	20	10	70.85
2010-11	MMH	48	22	14	8	84.21
2011-12	MMH	75	31	24	7	90.47
2012-13	MMH	78	31	25	6	Results awaited

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2010-11	MMH	82	18	0
2011-12	MMH	68	32	0
2012-13	MMH	96	4	0
2013-14	MMH	87	13	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?   Nil

29. Student progression(average figures)

Student progression	2009	2010	2011	2012
PG to Ph.D.				2 students
Ph.D. to Post-Doctoral				
Employed • Campus selection • Other than campus recruitment	100 70 30	100 70 30	100 70 30	93% 60% 36%
Entrepreneurship/Self-employment				2%

30. Details of Infrastructural facilities

Library	Common library with Tourism and hospitality : 3970 Hospitality management magazines and journals :18
Internet facilities for Staff & Students	WiFi broadband facility for all students WiFi and Lan connection for faculty
Class rooms with ICT facility	2 classroom (LCD, PA system)
Laboratories	• 1 Food production lab • 1 Front office lab • 1 Housekeeping lab

31. Number of students receiving financial assistance from college, university, government or other agencies

Year	No of Students
2009 – 10	5
2010 – 11	0
2011-12	3
2012-13	10

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

   1. 2013 January, a three day Logical reasoning training was organized. Mr. Polachan Varghese
   2. 2012 December - Model interview and GD sessions were given to the final year MMH students
   3. 2012 - An interaction with Rani Lakshmibhai , Travancore palace was held to enlighten the students on the rich heritage of the Kerala society
   4. Three day induction programme based on TCI methodology was given to 2010-11, 2012-13 batches and Mr. Raju D Krishnapuram was the resource person
   5. Organised Industry interface, a platform where the professionals from industry meets the students, at Kochi and Bangalore. Three such interfaces were held at Kochi and one was held at Bangalore. About 45 professionals from various industries interacted with the students
   6. 'Starters and Movers' is a regular on campus activity where external experts such as entrepreneurs and professionals of the industry interacts with the students
   7. Two students of the XI batch (2013-15) attended the TIE workshop held at Hotel Abad Kochi
   8. During 2010 and 2012, Kerala Travel Mart, the biennial event that showcases Kerala, was attended by the students of MMH and interacted with the various industry players participated in the KTM B2B meet
   9. Special lectures organized

      * 2009-10
        Mr. Babu A, KITTS, Trivandrum

        Dr. Sunil, Swathy Thirunal College of Music, Thiruvananthapuram

      * 2010-11
        Mr. B Vijayakumar, Principal, KITTS, Trivandrum
        Dr. Sunil, Swathy Thirunal College of Music, Thiruvananthapuram
        Dr. Rajasekharan, Former Principal, Kerala Kalamandalam
      * 2011-12
        Dr. Giji Thomas, Nature education officer, Thekkady
        Mr. Babu A, KITTS, Trivandrum

Dr. Sunil, Swathy Thirunal College of Music, Thiruvananthapuram

- 2012-13
  Dr. Sunil, Swathy Thirunal College of Music, Thiruvananthapuram

  Mr. B Vijayakumar, Principal, KITTS, Trivandrum

  Dr. Giji Thomas, Nature education officer, Thekkady

  Dr. Rajasekharan, Former Principal, Kerala Kalamandalam

33.	Teaching methods adopted to improve student learning	- External seminars are given on selected topics - Creative assignments to enhance learning process - Peer teaching to facilitate learning of difficult topics - METLE for course delivery - Role play is provided for management subjects - MOOC- students are encouraged to register for courses related to the subjects they learn - Case studies are regularly conducted

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- The IX batch of students organized a Christmas celebration at an Orphanage to spread the message of Christmas to destitute
- On 2012 September 7th & 8th a Gender audit to study the tourist safety was conducted at Kumily Panchayath
- To express the solidarity to the affected people in the potential disaster area of Mullapperiyar dam, the students joined for hunger strike
- As part of the outreach programme, the students participated in the construction of the house for the needy.
- On October 2nd, and on world tourism day Destination cleaning programmes were organized at at Parunthumpara and Kuttikkanam

35. SWOC analysis of the department and Future plans

STRENGTHS	- Unique programme blending tourism and hospitality - Periodical Revision of the syllabus - High industry linkage & Effective placements - Diversity of students - Multi disciplinary programme - Extended class timings - Residential students and good number of faculty staying in the campus - Government aided PG programme - Optimal faculty student ratio - Excellent academic facilities (ICT, table and seating arrangements, labs) - High involvement of industry and academic experts and professionals - Industry Internships at the end of each semester - National / international tour as part of the curriculum - Participation in international seminars by the students - Local community support and involvement in the tourism issues around the neighboring places
WEAKNESS	- Location of the institution in a remote area - Students are primarily from Kerala - No industry sponsored students - Majority of the faculty members do not have PhD - Very minimal international collaborations
OPPORTUNITIES	- Secure research funding - Corporate and government level consultancy - Research and extension activities - Undertake community programmes such as: - Capacity development programmes for local community - Publications by the department - Organize programmes for Health, Hygiene and food habits for local community

CHALLENGES	- Timely conduct of exam - Lack of awareness among the public about the new programme - Negative perception about hotel jobs (especially for girls parents) - UGC norms regarding promotions (stipulation that research must be in concerned departments thus poor inter disciplinary research)
FUTURE PLANS	- Enhance international collaborations with universities - Ensure student diversity by securing admission from students of other states and other countries - To get industry sponsored candidates to do their post-graduation in MMH department - Make Publications of high standard in the field of Tourism and Hospitality - To improve the infrastructure for the department in the campus. - To undertake research projects focusing on the development of the immediate neighborhood through tourism development

School of Social Work

1. Name of the department — School of Social Work

2. Year of Establishment — 2002

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

PhD
MPhil in Social Work
P.G – Master of Social Work (MSW)
U.G. – Bachelor of Social Work (BSW)

4. Names of Interdisciplinary courses and the departments/units involved — Nil

5. Annual/ semester/choice based credit system (programme wise)

MSW- CSS
BSW- CBCSS
MPhil- Semester System
PhD – Semester System

6. Participation of the department in the courses offered by other departments
   - Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.
   - Ryerson University, Canada

8. Details of courses/programmes discontinued (if any) with reasons — Nil

9. Number of Teaching posts — Eight n

	Sanctioned	Filled
Professors	1	1
Associate Professors	1	1
Asst. Professors	6	6

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr Cherian P Kurien	MA(SW), PhD	Professor	Medical & Psychiatry	30	6

Dr John Johnson	MSW, MPhil, PhD	Assistant Professor	Medical & Psychiatry	27	Nil
Mrs Princy T. Sebastian	MSW, MPhil PhD-Pursuing	Assistant Professor	Medical & Psychiatry	11	Nil
Mr Ajesh P. Joseph	MSW, MPhil PhD-Pursuing	Assistant Professor	Rural & Community Development	10	Nil
Fr. Alex J Vellappally	MSW, Certification In Addiction Counseling, Utah, USA PhD-Pursuing	Assistant Professor	Medical & Psychiatry	5	Nil
Dr. Shajimon Peter	MSW, PhD	Assistant Professor	Generic	9- NGO Experience, 1-Tertiary Level	Nil
Dr. Saleel Kumar	M S W, Ph D	Assistant Professor	Rural & Community Development	7 yrs teaching 3 yrs professional	Nil
Mr Jobi Babu	MSW, MA Sociology, MA Pub Adm ,Ph D - Pursuing	Assistant Professor	Rural & Community Development	3 yrs	Nil
Ms Renjini Jose	M S W	Assistant Professor	Medical & Psychiatry	6 months	Nil

11. List of senior visiting faculty

Adjunct Faculty

- Dr. Francis Abraham, Former Director of International Studies, University of Louisiana, USA
- Dr. Gemma Beckley, Professor and Chair, Rust College Mississippi, USA
- Dr. Hubby Mathew, Director, Peermade Development Society (PDS), Idukki, Kerala
- Mr. Abraham Kurian M. A (English) IPS, DGP (Retired)
- Dr. Sibi Joseph, PDS, Peermade
- MR. Joseph Mathew, PDS, Peermade
- Fr. (Dr) Prasant, S H College, Thevara
- Fr. Wilson Bodhana, Tiruvella

Visiting Faculty

- Dr. Scott W Boyle, Professor, School of Social Work, University of Utah, USA
- Dr. Joseph Sebastian, Executive Director, IGSSS, New Delhi
- Dr. Emma Gross, Professor, School of Social Work, University of Utah, USA
- Dr. Helen Leta, Professor, School of Social Work, University of Utah, USA
- Dr Purnima George, Professor, School of Social Work, Ryerson University, Canada

12.	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	Nil
13.	Student -Teacher Ratio (programme wise)	BSW: 1:17 MSW: 1:10
14.	Number of academic support staff (technical) and administrative staff; sanctioned and filled	[Common]
15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG	PhD – 4 MPhil-1 P.G - 4
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	e-PG Pathshala for Social Work Education, Funded by Ministry of HRD, implemented by UGC.
17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18.	Research Centre /facility recognized by the University	Doctoral Research Centre, School of Social Work, recognized under M.G. University
19.	Publications:	
	Publication per faculty	• Mr.Ajesh P.Joseph - 1 • Dr.P.Saleel Kumar – 9 • Dr.Cherian P. Kurien – 1 • Mr.Jobi Babu – 15 • Dr.John Johnson -- 12

	Number of papers published in peer reviewed journals (national /international) by faculty and students	31
	Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	• Dr.Shajimon Peter – A Critical Examination of Values Education Perspectives on Non-Formal Education in India, Published online vide University of New Castle's digital repository named NOVA in 2013.
	Monographs	Nil
	Chapter in Books	• Dr.P.Saleel Kumar - 7
	Books Edited	Nil
	Books with ISBN/ISSN numbers with details of publishers	Nil
	Citation Index	Nil
	SNIP	Nil
	SJR	Nil
	Impact factor	Nil
	h-index	Nil
20.	Areas of consultancy and income generated	Rural development, Project Planning and management, Social Marketing, Women and Child Development and HR

21. Faculty as members in   a)National committees   b) International Committees   c) Editorial Boards….

Dr.Cherian P. Kurien

- o KAPS (Kerala Association of Professional Social Workers)
- o MASWE (Maharastra Association of Social Work Educators)
- o Associate Editor, Acumen- Marian Journal of Social Work ISSN NO: 0975 – 6981.

Dr. Shajimon Peter

- o Assistant Editor, Accumen, ISSN NO: 0975 – 6981.
- o KAPS (Kerala Association of Professional Social Workers)

Mr.Jobi Babu

- o Life Member of ICSW (Indian Council for Social Welfare)
- o Life Member of AIACHE (All India Association of Christian Higher Education)
- o KAPS (Kerala Association of Professional Social Workers)
- o Life member in Indian Sociological Society

Mrs.Princy T Sebastian

- o Life Member of ICSW (Indian Council for Social Welfare)
- o Member of NAPSWI (National Association of Professional Social Workers in India)
- o KAPS (Kerala Association of Professional Social Workers)

Mr.Ajesh Joseph

- o Life Member of ICSW (Indian Council for Social Welfare)
  KAPS (Kerala Association of Professional Social Workers)

22.	Student projects	
	Percentage of students who have done in-house projects including inter departmental/programme	100%
	Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	100%
23.	Awards / Recognitions received by faculty and students	Dr. Shajimon Peter received a scholarship from journal of moral education to attend a seminar in china
24.	List of eminent academicians and scientists / visitors to the department	• Dr. Poornima George – Ryerson University Canada • Dr. Gemma Beckely, Rust College Mississippy • Dr. Christina Gringery, Univeristy of Utah • Dr. Mary Paiva, Univeristy of Utah

25. Seminars/ Conferences/Workshops organized & the source of funding

Topics	Year	Nature /source of funding
Sustainable Livelihood".	2009	Indo-Global Social Service Society (IGSSS), New Delhi
Child Rights and Millennium Development Goals: Role of Social Work Profession	2010	In association with UNICEF
Resilient Youth for Resilient Society'	2011	Management
Sustainable Child Development	2012	Management
International conference on Social Protection: perspectives and policies	2012	International Council on Social Welfare, UNESCO, KSSF and KILA

26. Student profile programme/course wise:

Year	Name of the Course/programme (refer Q no. 4)	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2009-10	MSW	63	36	19	17	80.7
2010-11	MSW	35	30	19	11	80.55
2011-12	MSW	40	30	19	11	56.6
2012-13	MSW	34	29	18	11	Results awaited

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2009	MSW	99	1	
2010	MSW	99	1	
2011	MSW	100	0	
2012	MSW	99	1	

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

NET: 3students

JRF: 2 students

29. Student progression(average figures

Student progression	2009	2010	2011	2012
PG to M.Phil	1			
PG to Ph.D.		1	1	1
Employed • Campus selection • Other than campus recruitment	23	33	26	7
Entrepreneurship/Self-employment	2	2		

30. Details of Infrastructural facilities

Library	Common library with • Sociology , social work, physiology health etc : 4470 • Social work journals and magazine : 49
Internet facilities for Staff & Students	Wi-fi facility
Class rooms with ICT facility	4
Laboratories	Common computer lab and Research lab

31. Number of students receiving financial assistance from college, university, government or other agencies

Year	No of Students
2009 – 10	6
2010 – 11	5
2011-12	4
2012-13	1

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

	TITLE
1	Theatre Training
2	Basic Life Support (Red Cross)
3	Transactional Analysis (TA). Level -1
4	Team Building
5	Effective Public Speaking
6	Personal Grooming
7	Human Sexuality
8	Event Management
9	Technical Skills – Computer, Verbal and Written Communication Skills in English
10	Documentation and Report Writing
11	Gender and Development
12	Counselling Skills & Practice
13	Transactional Analysis (TA). Level-2
14	Life Skill Training: Critical Thinking, Creative Thinking, Decision Making, Problem Solving, Interpersonal Relationship, Effective Communication, Coping with Stress, Self-awareness, and Empathy
15	Participatory Learning and Action (PLA)
16	Research Methodology and SPSS
17	Qualitative Research
18	Behaviour Therapy
19	Family Therapy
20	Participatory Project Planning, Proposal/Grant Writing & Management

21	Para Legal Training
22	Disaster Management
23	Social Policy Analysis
24	Employability Enhancement Programme (this includes CV writing, Interview, group discussion, etc)
25	De-addiction Services/Intervention
26	Project Evaluation
27	Family Life Education

33.	Teaching methods adopted to improve student learning	- ICT enabled Class Room - Course plan and discussion - Activity oriented Learning - Student Research - Social Action Programme
34.	Participation in Institutional Social Responsibility (ISR) and Extension activities	College has an extension department with which the School of Social work has collaborative works. Field Action Projects- Childline Nodal Agency, DARE- De-Addiction Centre, Marian Rural Health Programme(MRHP) and Campus Community partnership(CCP)
35.	SWOC analysis of the department and Future plans	

STRENGTHS	• Residential program • MSW -Optimal faculty –student ratio • Team work • Participatory decision making • International academic collaboration • Effective Placements • Separate Field Practicum Division • MoUs with practicum agencies • Doctoral research center • Student Mentoring • Quality of teaching faculty • Adequate library resources • Functional autonomy • Field Action Projects
WEAKNESS	• No databases for research • Poor maintenance of physical facility • No administrative staff in the School • Students primarily from Kerala
OPPORTUNITIES	• Increase research activity and publications • Semester abroad programme • Training in international social work • Integrated MPhil-PhD • Bring more programmes in related areas • More field action projects • Online courses • Increase consultancy services
CHALLENGES	• Faculty turn over • Delay in admission process and timely conduct of university exams • Limited intake of students
FUTURE PLAN	• New courses related to Social Work and Health Sciences • Research promotion and resource center • Social Labs in different critical social issues

Department of Commerce

1.	Name of the department	Department of Commerce
2.	Year of Establishment	1995
3.	Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	B Com [2 batches], M Com[started in 2013]

4. Names of Interdisciplinary courses and the departments /units involved

Interdisciplinary courses (Open Course)	Departments involved
Capital Market and Investment Management	BBA, BCA

5. Annual/ semester/choice based credit system (programme wise)

BCom, MCom- Choice based Credit and Semester System

6. Participation of the department in the courses offered by other departments

Programme	Semester	Name of the Course
BCom	five	• Investment Management(BBA) • Web designing and cyber law(BCA) • English for career(department of English) • Physical health and life skill education(department of physical education)
• Faculty members of Commerce department engage regular classes in BBA department.		

7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Add-on course on Tally ERP 9 is conducted in association with Tally academy Kanjirapplly which is an accredited body of Tally India Pvt Ltd Bangalore.
8.	Details of courses/ programmes discontinued (if any) with reasons	Nil
9.	Number of Teaching posts	

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	3	3
Asst. Professors	1	1

Number of Teaching posts [Un-Aided/Self-financing]

	sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr Jojo K Joseph	M Com, B Ed, PhD	Associate Professor & HOD	Finance	19	Applying soon for research centre
Dr Chackochen J Njavallil	M Com, M Phil, PhD, TCI, P G Dip. in Journalism	Associate Professor	Finance	20	
Mr Ajimon George	M Com, M Phil. PhD(thesis submitted)	Associate Professor	Finance	15	
Dr K V Thomas	M Com, B Ed, PhD	Assistant Professor	Finance	15	
Dr Soosy Joseph	MA, M Phil, PhD	Associate Professor	Hindi [common core]	18	
Dr Marykutty Thomas	MA, M Phil, PhD	Associate Professor	Malayalam [common core]	18	
Boban T Augustine	M com B Ed	Assistant Professor	Finance	21	
Sherin Pius	M com PGDM	Assistant Professor	Finance	2	
Jinu Mathew	M com PGDM	Assistant Professor	Finance	2	

11.	List of senior visiting faculty	Nil
12.	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	Add-on programme on Tally is conducted by temporary faculty. Number of Lecture hours per week and practical sessions per week are four each.
13.	Student -Teacher Ratio (programme wise)	B Com [Aided] 18:1students/6trs] B Com [Self-financing] 23:1
14.	Number of academic support staff (technical) and administrative staff; sanctioned and filled	[Common]
15.	Qualifications of teaching faculty with DSc/ DLitt/ PhD/ MPhil / PG	PhD - 5 [Aided] PhD thesis submitted -1 PG –3[self-financing]
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Two faculties
17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	• One Major Research Project of Dr Chackochen J Njavallil –Rs. 1,75,000 • Funding from ICSSR for research publication received by Dr Chackochen J Njavallil- Rs. 50,000/ • Two Minor Research Projects from UGC to Dr Soosy Joseph Rs. 65,000 + 1, 40,000.
18.	Research Centre /facility recognized by the University	Applying soon for research centre
19.	Publications:	

Publication per faculty

Sl. No	Name of the faculty	Publication details	Peer reviewed
1	Dr Jojo K Joseph	4 books + 5 journal articles	4
2	Dr Chackochen J Njavallil	1 book + 4 articles	4
3	Mr Ajimon George	5 books + 16 articles	12
4	Dr K V Thomas	5 articles	3
5	Dr Soosy Joseph	1 article	1
6	Dr Marykutty Thomas	Nil	Nil

	Number of papers published in peer reviewed journals (national /international) by faculty and students	Faculty publication - 31 Student publication - 05
	Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	Nil
	Monographs	Nil
	Chapter in Books	Nil
	Books Edited	Nil
	Books with ISBN/ISSN numbers with details of publishers	10
	Citation Index	Nil
	SNIP	Nil
	SJR	Nil
	Impact factor	Nil
	h-index	Nil
20.	Areas of consultancy and income generated	Income Tax Consultancy Income generated- Nil
21.	Faculty as members in a) National committees b) International Committees c) c) Editorial Boards….	Dr. Chackochen J Njavallil is the Chief Editor of research journal -Acumen, Dr. Jojo K Joseph, Mr. Ajimon George and Dr. K V Thomas are members of the Editorial board.
22.	Student projects	
	Percentage of students who have done in-house projects including inter departmental /programme	100%

	Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	Nil
23.	Awards / Recognitions received by faculty and students	• Mr Ajimon George got selected for 3 years deputation to Royal Government of Bhutan under the Colombo Plan by the govt. of India. • ICSSR accepted the thesis of Dr.Chackochen J Njavallil for publication by giving a grant of Rs. 50,000/= • Joicey Joy[2012] received YMCA youth icon award
24.	List of eminent academicians and scientists / visitors to the department	• Dr Sibychen K Mathew IRS and Advisor to TRAI • Mr Tinu Kurian Research scholar at Cambridge University • Mr Jais Jacob, Chartered Accountant Kuwait • Mr VNS Pillai, an expert in Insurance field • Shankar P Panikkar, Chartered Accountant • Mr Sandeep Joseph, Assistant Manager, Federal Bank • Col. Radhakrishnan & Burothaki • Mr C Balagopal IAS, MD, Terumo Penpol • Dr V K Vijayakumar, Investment strategist. Geojith PNB Paribas
25.	Seminars / Conferences / Workshops organized & the source of funding	• National Seminar on Small and Medium Entrepreneurship-Challenges and Opportunities in the Emerging Knowledge Economy- UGC sponsored – Rs. 85,000/
26.	Student profile programme/course wise:	

year	Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2009-10	B Com Govt aided	420	65	29	36	96.55
2010-11	B Com Govt aided	425	61	30	31	89.47
2011-12	B Com Govt aided	1349	64	29	35	95.16
2012-13	B Com Govt aided	1619	72	35	37	91.37

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2009-10	B Com [Aided]	90	0	10
2010-11	B Com [Aided]	91	3	6
2011-12	B Com [Aided]	97	1	2
2012-13	B Com [Aided]	88	1	11
2012-13	B Com [S/f]	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- 6 students have cleared NET who were UG students here.
- Deepu George Indian Navy, 2012

29. Student progression

Student progression	Against % enrolled				
UG to PG	94	93	95	92	95
Employed • Campus selection • Other than campus recruitment	3.2 1.2	2.1 0.75	1 0.5	1.3 1.25	1.8 1.36

30. Details of Infrastructural facilities

Library	Common library with commerce and management books • commerce and management books : 3730 • International journals : 6 • National Journal : 34 • Management magazine :16 • Mathematics and Statistics : 630 • Law : 230
Internet facilities for Staff & Students	Wi-Fi broadband facility for all students Wi-Fi and Lan connection for faculty
Class rooms with ICT facility	All class rooms have ICT facility
Laboratories	Common Lab with 76 systems

31. Number of students receiving financial assistance from college, university, government or other agencies

Year	No of Students
2009 – 10	78
2010 – 11	80
2011-12	68
2012-13	89

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Need based Personality Development Programmes for each batch- 18 such program during the last five years
- Finishing School for outgoing batch – 4 such programmes
- National seminar on relevant topics
- Invited talks by Entrepreneurs
- Panel Discussion Budget on Union Budget by faculty members

33.	Teaching methods adopted to improve student learning	- Lecture with Multimedia support - Discussion method - Novel assignments - Small research projects - Students seminars
34.	Participation in Institutional Social Responsibility (ISR) and Extension activities	- Faculties take active participation in discharging responsibilities of the institution. Refer college Calendar & MAAP Proceedings - Outreach programmes - Charity box- We Share - Helping hands programme- Fund raising and services at Navajeevan Kottayam - Marian Expo - Day@marian - Mullaperiyar protest - AksharaDashamsham - Nanmaudeepookalam

35. SWOC analysis of the department and Future plans

Strengths	All senior faculties with Ph. D, talented students
Weaknesses	Lack of Research Centre
Opportunities	Potential for growing to full-fledged research centre
Challenges	- Availability of qualified faculty in self-financing stream - Accommodating all students who want to undergo our programme
Future plan	- To become a school of commerce which offers various UG programs, PG programs, M.Phil. and PhD - To raise the department's research journal – Acumen - to international standards

Under Graduate Department of Business Administration (BBA)

1.	Name of the department	BBA
2.	Year of Establishment	1995
3.	Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	Bachelor of Business Administration

4. Names of Interdisciplinary courses and the departments/units involved

Interdisciplinary courses (Open Course)	Departments involved
Investment Management	BCom and BCA

5.	Annual/ semester/choice based credit system (programme wise)	BBA is a six semester programme conducted in Choice based credit system
6.	Participation of the department in the courses offered by other departments	During V semester students from BBA are having the choice to attend a 4 credit open course offered by other departments.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Details of courses/programmes discontinued (if any) with reasons	Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors		

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Jojy George	MBA	Assistant Professor	Banking and Finance	18	Nil
Joshy John	MBA, Mcom, Mphil	Assistant Professor	Marketing & Finance	17	Nil
Melby Joseph	MBA	Assistant Professor	HR & Finance	10	Nil

11. List of senior visiting faculty   Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty   0.12%

13. Student -Teacher Ratio (programme wise)   26:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled   Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG   PG: 2, M.Phil.: 1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received   UGC minor projects: Sanctioned:2 (Completed:1, Ongoing: 1)

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received   Nil

18.	Research Centre /facility recognized by the University	Nil
19.	Publications:	
	Publication per faculty	Joshy John :3
	Number of papers published in peer reviewed journals (national /international) by faculty and students	Nil
	Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	Nil
	Monographs	Nil
	Chapter in Books	Nil
	Books Edited	Nil
	Books with ISBN/ISSN numbers with details of publishers	Nil
	Citation Index	Nil
	SNIP	Nil
	SJR	Nil
	Impact factor	Nil
	h-index	Nil
20.	Areas of consultancy and income generated	

21.	Faculty as members in a)National committees b) International Committees c) Editorial Boards….	Nil
22.	Student projects	
	Percentage of students who have done in-house projects including inter departmental/programme	Nil
	Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	All students from BBA are undertaking an industry project along with their one month internship during the final year
23.	Awards / Recognitions received by faculty and students	Nil
24.	List of eminent academicians and scientists / visitors to the department	Nil
25.	Seminars / Conferences / Workshops organized & the source of funding	

Year	Item	Source
2009	National seminar	UGC
	Radiance	Sponsorship from community and industry
2010	Radiance	Sponsorship from community and industry
2011	Radiance	Sponsorship from community and industry
2012	Radiance	Sponsorship from community and industry

26. Student profile programme / course wise:

year	Name of the Course / programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2009-10	BBA	305	64	34	30	69.35
2010-11	BBA	316	59	32	27	70.17
2011-12	BBA	1042	64	31	33	93.54
2012-13	BBA	1175	66	38	28	92.85

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2009	BBA	93	2	5
2010	BBA	88	3	9
2011	BBA	92	1	7
2012	BBA	96	1	3

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Exam	Year	Attended	Score above 80%
CAT	2010	30	12
CAT	2011	20	8
CAT	2012	24	10
MAT	2010	30	16
MAT	2011	20	13
MAT	2012	24	17

29. Student progression (average figures)

Student Progression	2009	2010	2011	2012
UG to PG	69%	80%	85%	87%
PG to MPhil	-	-	-	-
PG to PhD	-	-	-	-
Employed:	20%	20%	15%	13%
Campus Selection	5%	0	2%	8%
Other than Campus Selection	15%	20%	13%	5%
Entrepreneurship/Self-employment	1%	1%	2%	1%

30. Details of Infrastructural facilities

Library	Common library with commerce and management books
	• commerce and management books : 3730
	• International journals : 6
	• National Journal : 34
	• Management magazine :16
	• Mathematics and Statistics : 630
	• Law: 230
Internet facilities for Staff & Students	WiFi broadband facility for all students WiFi and Lan connection for faculty
Class rooms with ICT facility	3
Laboratories	Common UG Lab

31. Number of students receiving financial assistance from college, university, government or other agencies

Year	No of Students
2009 – 10	65
2010 – 11	62
2011-12	73
2012-13	86

Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Expert Lectures-2009-10

- Sri. Christo George(M D Hykon Group)
- Justice(Rtd) Radhakrishna Menon
- Sri Biju Mathew(Help Age India)
- Sri. Alexander Thomas(TIME Kottayam)
- Dr.K Goplalakrishnan(Professor in English, Govt College Thiruvananthapuram)
- Sri. John Joseph(English Academy Kanjirappally)
- Dr. Santhosh Koshy Thomas(Executive Director, Hykon Group)
- Mr. Siju Thomas(HR trainer-Wings to Win Kochi)

2010-11

32.
- Mr.Pradeep Kumar K N(State Head-WBO)
- Mr.Biju Joseph Dominic(CEO Final Mile Consultancy Mumbai
- Prof. G M tharakan(Director, School, of Managemnet Studies, SJCET Palai
- Dr.Chandrashekhar(Director-IMK Thiruvananthapuam)
- Mr.Riju Antony(HR Hear- Reliance Fresh Kerala)
- Mr. P Gopakumar (CEO, SBL Global)
- Mr.Vijaya Raj(Vice President- SBL Global)
- Mr. Siju Thomas(HR trainer-Wings to Win Kochi)
- Mrs. prema Thomas(trainer in English Communication)
- Sri. John Joseph(English Academy Kanjirappally)
- Mr Anil menon, (G M, SB Global Consultants Kochi)
- Mr Shaffi Methor(Vice President, Methor Group kochi)

2011-12

- Dr. Joshy V Cherian(M D, Omega Ecotech pvt Ltd Coimbatore)
- Mr. Jose Thomas(MD, Choice Group Kochi)
- Mr.George C Mathew, HR Trainer

2012-13

- Mr Kurian John Melamparampil(M D Melam Group)
- Prof. G M Tharakan(Director, School, of Managemnet Studies, SJCET Palai
- Mr. K A Mohammed Saleem (M D, Asset Homes)
- UGC Sponsored Add on Programme in Banking Insurance and Retail Management
- Certificate Course in Research Methodology in Collaboration with School of Social Work

33.	Teaching methods adopted to improve student learning	- Lecture method - Seminars by students for all courses - Group discussions - Case analysis - Role plays - Activity Assignments - Article reviews - Industrial Visits Interaction with experts from industry and Academia

34.	Participation in Institutional Social Responsibility (ISR) and Extension activities

- Outreach programmes
- Mukthi, Jyothirgamaya
- Charity box
- Helping hands programme- Fund raising and services at Navajeevan Kottayam
- Marian Expo
- Day@marian
- Mullaperiyar protest
- Akshara Dashamsham
- Value education classes for high school students

35. SWOC analysis of the department and Future plans

STRENGTHS	- Supportive, united and committed faculty - Diversity in curriculum - Brand leader in BBA colleges - Professional approach
WEAKNESS	- Voluminous work and less faculty members - Weak Research Base
OPPORTUNITIES	- Well placed alumni - Presence of MIIM can attract meritorious students - Research and consultancy - Emerging global economy
CHALLENGES	- Lack of awareness regarding opportunities for a BBA graduate among potential candidates - Lack of awareness about BBA programme among higher secondary teachers
FUTURE PLANS	- To emerge as a center which provides professional management education of global quality at UG and PG level - Develop a strong research initiative among the faculty and students leading to doctoral engineers and to create research partnership with university - Promote inclusive growth by actively participating in community empowerment program

Under Graduate Department of Computer Applications (BCA)

1.	Name of the department	BCA
2.	Year of Establishment	1995
3.	Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	Bachelor of Computer Applications (BCA)

4. Names of Interdisciplinary courses and the departments/units involved

Interdisciplinary courses (Open Course)	Departments involved
Internet, Web Designing and Cyber laws	BBA, BCom

5. Annual/ semester/choice based credit system (programme wise)

Bachelor of Computer Applications (BCA): Choice Based Credit and Semester System

6. Participation of the department in the courses offered by other departments

Programme	Semester	Name of the Course
BBA	3	Basic Informatics for Management

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

Nil

8. Details of courses/programmes discontinued (if any) with reasons

Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	nil
Associate Professors	Nil	nil

Asst. Professors	8	7

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ms.Rajimol A	MCA	Assistant Professor	Web mining	18	nil
Mr. Binu Thomas	MCA	Assistant Professor	Data Mining	15	nil
Ms. Amruth K John	MSc Comp. Science	Assistant Professor	Networking	15	nil
Ms, Lumy Joseph	MCA	Assistant Professor	Data Mining	15	nil
Ms. Benymol Jose	MSc Comp. Science	Assistant Professor	Data Mining	14	nil
Ms. Juby George	MCA	Assistant Professor	Image processing and data mining	10	nil
Mr. Santo Cherian	MCA	Assistant Professor	Image processing	12- PG self financing 1-UG	nil
Gladstone Raj*	MTech, PhD	Assistant Professor	Image processing	13	nil
∗ He was relieved from duty on 21-12- 2011					

11. List of senior visiting faculty   Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty   Theory- 8%

13.	Student -Teacher Ratio (programme wise)	16:1
14.	Number of academic support staff (technical) and administrative staff; sanctioned and filled	Technical Assistant -1 (On leave)
15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG	MPhil – 2, PG - 5
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	2

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Sl.No	Name	Project Title	Amount Sanctioned	Year	Funding Agency
1.	Mr. Gladston Raj S & Ms Juby George	"Leaf Classification System for Grading Tea"	1,45,000/-	2009-11	UGC
2.	Ms.Lumy Joseph	"Data Mining Classification Approach to Study the Self Concept of Adolescence Girls"	1,55,000/-	2013-15	UGC
3.	Mr. Binu Thomas	"A Data Mining Analysis on the effect of social networking Websites in increasing the employability"	1,00,000/-	2013-15	UGC

18.	Research Centre /facility recognized by the University	Nil

19. Publications:

Publication per faculty

- Ms. Rajimol A : 5
- Mr. Binu Thomas : 12
- Mr. Gladston Raj S : 7
- Ms. Lumy Joseph : 1
- Ms. Juby George : 3

Number of papers published in peer reviewed journals (national /international) by faculty and students

- Ms.Rajimol A :4
- Mr.Binu Thomas :5

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- Ms.Rajimol A :4
- Mr.Binu Thomas :7

Monographs

Chapter in Books

Books Edited

Books with ISBN/ISSN numbers

with details of publishers

Citation Index

- Mr.Binu Thomas :32

SNIP

SJR

Impact factor

- Mr.Binu Thomas :3.2&1.2

h-index

20. Areas of consultancy and income generated

Faculty as members in

21. a)National committees

    b) International Committees

c)Editorial Boards….

22. Student projects

Percentage of students who have done in-house projects including inter departmental/programme	100%
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	Nil

23. Awards / Recognitions received by faculty and students

Aleena Joseph – First rank (2009)

Shabana Bashir- second rank (2010)

24. List of eminent academicians and scientists / visitors to the department

- ❖ Dr. Unnikrishnan, Scientist(G), Associated Director,NPOL, Cochin
- ❖ Dr. P Nagabhushan, Head Department of Studies in Computer Science, University of Mysore
- ❖ Dr. Nagendra Swamy, Department of Studies in Computer Science, University of Mysore
- ❖ Dr. G Raju, Professor, SCMS Ernakulam
- ❖ Dr. Wilscy Philipose, Head, Dept.of Computer Science, University of kerala.
- ❖ Dr. Rajesh R, School of Computer Science and Engineering, Barathiar University
- ❖ Dr. M A Jayaram, Professor and HOD,SIT, Karnataka
- ❖ Dr. Shivanandham, professor and Head PSG Tech
- ❖ Dr N Krishnan, professor and head Dept. of IT, MS University
- ❖ Dr. Sreekrishnakumar, Director, AICTE
- ❖ Mr. Satheesh Babu, President, INAPP Information Technologies, Technopark
- ❖ Mrs. Mini Ullanat, Lecturer, Cochin University of Science and Technology.
- ❖ Mr. Sreenivasan R,Co-founder and Director cellapp technologies, Technopark
- ❖ G.Raju, Head Department of Computer Science and Information Technology, Kannur University.
- ❖ Mr. Noble Cherian Institute of Professional Studies and Research.

25. Seminars/ Conferences/Workshops organized & the source of funding

Topics	Date	Nature /source of funding
Pattern Recognition Analysis and Applications	March 18,19,20, 2009	UGC funded National Seminars
Soft Computing	January20,21,22, 2010	UGC funded National Seminars
Green Computing	20,21 January 2011 85,000/-	UGC funded National Seminars
Mobile Computing	19,20 September 2012	UGC funded National Seminars
Cloud Computing	To be held	UGC funded National Seminars

26. Student profile programme/course wise:

Year	Name of the Course/ programme (refer Q no. 4)	Applications Received	Selected	Enrolled		Pass percentage
				*M	*F	
2009-10	BCA	265	66	34	32	95.45
2010-11	BCA	302	64	33	31	95.31
2011-12	BCA	726	62	27	35	100
2012-13	BCA	1278	55	22	33	94.33

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2009-10	BCA	98	1	1
2010-11	BCA	97	1	2
2011-12	BCA	98	1	1
2012-13	BCA	99	1	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?   Arun V Babu, Indian Navy, 2012

29. Student progression

Student progression	Against % enrolled				
UG to PG	66.12	68.18	58.20	39.68	50.94
Employed • Campus selection • Other than campus recruitment	13.24 20.59	16.67 15.15	21.21 21.21	31.75 31.75	37.35 11.32

30. Details of Infrastructural facilities

Library

Common library with
- Computer Science Books : 510
- International journals : 7
- National Journal   : 11
- Computer magazine   :12
- Mathematics and Statistics : 630

Internet facilities for Staff & Students

WiFi broadband facility for all students
WiFi and Lan connection for faculty

Class rooms with ICT facility

All class rooms have ICT facility

Laboratories

76 systems

31. Number of students receiving financial assistance from college, university, government or other agencies

Year	No of Students
2009 – 10	121
2010 – 11	131
2011-12	121
2012-13	129

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Yearly Career Orientation By Mr. Brijesh George John
- Placement officer Marian College Kuttikkanam.
- Finishing School for final year students
- Induction for first year
- Theater workshop
- ASAP training.
- Training for Interview Techniques By Mr. Joji George, HOD ,Dept. of Business Administrations
- Communication Skills Training By Mr. Vipin V Roldant, Psychologist
- Training for Interview Techniques By TIME, Kottayam
- Six days intensive training for campus recruitment (05-12-11 to10-12-11)
- Two days training for GD and interview skills was arranged for second year BCA students on 15th and 16th of December 2011.
- Training for Resume preparation by Ms. Shyamini,Amal Jyothi College of Engineering on 22th June 2012
- Three day aptitude training programme from 25th 27th july 2012 By TIME.
- Placement Training Programme from sep10 to 13,2012 by Career Launchers,Thodupuzha.
- Special training on Aptitude and Logical Reasoning from nov12 to Nov15, 2012 by Career Launchers
- 'Mind Power Study Techniques' on March 1 and 2nd 2013 By Mr.Jojo Kanjirakkadan, Brain storme international, Calicut.
- "How to get Placed" By Mr. Brijesh George John,Placement Officer Marian College Kuttikkanam on Aug 1st 2013.
- GD, presentation Skill and Communication Skill By Syamini Binu, on 6th 7th July 2013
- Logical and Mathematical Skills by TIME on Aug 12th and 13th 2013.

33. Teaching methods adopted to improve student learning

- Preparation of course plan
- Use of ICT in delivering classes
- Group discussion
- Peer Teaching
- reference list to online resources

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Highest number of participants in NCC
- Active involvement in NSS
- NSS Coordinator from department
- Conduct village outreach programs
- Extending service to nearby school
- Proactive involvement in environmental issues

- Physical labor and other support extended to less privileged
- Philanthropic involvement in the needs of society – lead house construction for the needy

35. SWOC analysis of the department and Future plans

STRENGTH	- Maximum number of Rank Holders in the College. - Dedicated and qualified faculty. - Good infrastructure support. - Tremendous opportunity for student growth
WEAKNESS	- Weak Research Base - Need for regular Updation of Syllabus
OPPORTUNITIES	- Diverse students. - Good placement. - Well placed Alumni. - Reputed MCA in the campus.
CHALLENGES	Not recognized as a feeder course to MCA.
FUTURE PLAN	- Offer PG Program in Information Security - Organize international seminars - More teachers to obtain PhD - Publish papers in international journals

Under Graduate Department of English

		English
1.	Name of the department	English

2.	Year of Establishment	2013

3.	Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	BA English Literature, Communication & Journalism(Triple Main)

4.	Names of Interdisciplinary courses and the departments/units involved	English literature, Communication and Journalism, English& Journalism

5.	Annual/ semester/choice based credit system (programme wise)	Choice Based Credit and Semester System (CBCSS)

6.	Participation of the department in the courses offered by other departments	The Department assists other departments in conducting their programmes by handling the English courses in their curricula.

7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil

8.	Details of courses/programmes discontinued (if any) with reasons	Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	2	2
Asst. Professors	3	5

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Ruble Raj	MA, PhD, DPR	Principal	Literature, Language, Public Relations ,HR Training	32	NA
Siju P. T.	MA	Assistant Professor	English Language& Literature	13	NA
Pauline Joseph	MA, B.Ed	Assistant Professor	English Language& Literature	13	NA
Allen George Podipara	M.A English	Assistant Professor	Phonetics and Communicative Skills	4	NA
Syama John	MA	Assistant Professor	Literature, Grammar	1 year 10 Months	NA
Diana Joseph	M A English with Communication Studies	Assistant Professor	Journalism and communication	3 months	NA

11. List of senior visiting faculty

Prof. K. Gopalakrishnan (Journalism)

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

NA

13. Student -Teacher Ratio (programme wise)

17 **: 1(for** BA English Literature, Communication & Journalism**)**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Nil

15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG	**PhD-2, PG-5**
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL
17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18.	Research Centre /facility recognized by the University	Nil
19.	Publications:	
	Publication per faculty	Nil
	Number of papers published in peer reviewed journals (national /international) by faculty and students	Nil
	Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	Nil

	Monographs	Nil
	Chapter in Books	Nil
	Books Edited	Nil
	Books with ISBN/ISSN numbers with details of publishers	1. "World Literature Anthology E-book"- Diana Joseph, published by Christy University, BANGLORE.(ISBN978-93-82305-04-0) 2. "Business Communication and Management Information Systems", Siju P. T. & Anish Thomas, Kalyani Publishers, New Delhi. (ISBN978-93-272-1624-0)
	Citation Index	Nil
	SNIP	Nil
	SJR	Nil
	Impact factor	Nil
	h-index	Nil
20.	Areas of consultancy and income generated	**English Language Training, Soft Skill training, Quizzing**
21.	Faculty as members in a)National committees b) International Committees c) Editorial Boards….	Nil
22.	Student projects	Nil
	Percentage of students who have done in-house projects including inter departmental/programme	Nil

| | Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies | All students from BBA are undertaking an industry project along with their one month internship during the final year |

23. Awards / Recognitions received by faculty and students

Dr Ruble Raj

i. World Malayalee Council's **Best Educationist and Youth Trainer Award** -2012.
ii. Winner of the **John Paul II Award for Best Educationist-2011**.Awarded by the Catholic Federation of India.
iii. Winner of **Rev Dr Geevarghese Panicker Award for the Best Principal**. Awarded by Rev Fr Geevarghese Panicker Foundation, Mavelikara-2011.
iv. Winner of the **Air-India-Malayala Manorama Adhyapaka Prathibha Puraskaram** – State Runner Up and Kottayam District Winner-**2008**.

24. List of eminent academicians and scientists / visitors to the department

Ms Maria Paiva , University of Utah

25. Seminars / Conferences / Workshops organized & the source of funding

One-day Seminar on Journalism was organized on Oct 22, 2013 with Prof. K. Gopalakrishnan as the chief resource person. It was funded by the management.

26. Student profile programme / course wise:

year	Name of the Course / programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	

2013	BA English Literature, Communication & Journalism	50		34	9	25	NA

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2013	BA English Literature, Communication & Journalism	100	-0-	-0-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Nil

29. Student progression (average figures)

Nil

30. Details of Infrastructural facilities

Library	The central library has nearly 20000 books; apart from that, the department maintains a small library for its staff and students by pooling in books from the private collection of the staff members
Internet facilities for Staff & Students	WiFi broadband facility for all students WiFi and Lan connection for faculty
Class rooms with ICT facility	1

Laboratories	Language Lab with 32 student terminals

31. Number of students receiving financial assistance from college, university, government or other agencies

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

    i.   A two day communications Skills Enhancement Workshop (25 & 26th July 2013);

    ii. A special Lecture by Ms. Maria Paiva, on " Library as a Learning Resource"

33. Teaching methods adopted to improve student learning	Brainstorming Lectures, Discussions, Quizzes, Seminars, Power Point Presentations, outbound training, media/industry visits, Audio-Video Clips
34. Participation in Institutional Social Responsibility (ISR) and Extension activities	1. Dr Marykutty Thomas: Associate NCC Officer, Additional Chief Superintendent for Exams 2. Siju P T: Staff-in-charge, Quiz Club; Staff-in-charge, Language Lab 3. Allen George Podipara: staff-in-charge of Marian Cultural Forum and College Magazine 4. Syama John: Staff-in-charge, Women's Cell

35. SWOC analysis of the department and Future plans

STRENGTHS	Dedicated faculty. Willingness to learn. Their ability to adapt themselves to varied demands and requirements.
WEAKNESS	Research and publications
OPPORTUNITIES	The ever increasing demand for good communication skills
CHALLENGES	The general neglect of the Humanities and Languages in particular
FUTURE PLANS	IGNOU certificate course in creative writing Add-on programme on travel writing

POST ACCREDITATION INITIATIVES

The internal quality assurance cell of Marian College was established on 04-02-2004 as per the NAAC guidelines, with a view to spearhead the quality sustenance and enhancement initiatives of the College. Over the years IQAC of Marian has served as a forum for creative and critical reflection on the institution's academic and administrative efficacy, and is driven by a spirit of continuous improvement and outcome focused action. IQAC has evolved an internal quality assurance system (IQAS) in the institution bringing together inputs and feedback from its various stakeholders. The IQAS of Marian College consists of mechanisms and procedures developed cooperatively and progressively fine-tuned for ensuring quality and probity in the multifaceted operations of the institution.

The post reaccreditation activities of the College are in line with the Vision and Master Plan of the College to grow into an autonomous institution in the near future and in the long run to become a Deemed to be University. The reaccreditation process facilitated an honest criticism and sensitive appreciation of the strengths and weaknesses of the institution. The activities of IQAC thereafter, are in the line of building on the positives and strengthening the weak areas.

2009-10

- ❖ Marian Annual Academic Planning (MAAP) was conducted on 21st and 22nd May 2009 at Cardinal Padiyara Renewal Centre Kaloor, Cochin under the leadership of the Principal Rev.Dr. A.J George.The academic plan was prepared compiling annual plans of all departments, corporate responsibilities of the faculty members and annual calendar of the college.
- ❖ Prepared an action plan based on NAAC recommendations and priority areas were identified by the faculty members during MAAP with the participation of all the seven departments.
    - IT Committee was formulated to develop plans for enhancement of IT use among faculty and students and to look into the automation requirements of the College.
    - Mentoring Support Committee was formed to prepare the mentoring manual
    - Research Committee was entrusted to guide and promote research activities among the faculty members and to support faculty research activities by providing funding.
    - Library - decisions to improve the data bank system, subscribe new journals, and to make topic-specific information available.
    - Implementation of Choice Based Credit and Semester System and Grading in the College.

- Teaching Learning Process: decisions to improve on course plan details, to encourage peer teaching, improve the use of ICT, encourage students to use library and Internet.
- Alumni association: Decision to update data periodically, establish chapters at various places including foreign countries, create group ID of every passing out batch.

❖ Initiated the Communication Skills Enhancement campaign among the students and held a competition for the same. The IQAC team visited each class and evaluated their performance in this area based on the plans developed by the students. The best three classes were given prizes.

❖ Initiated a competition for development of the Quality Policy for the College. The efforts of compiling and preparation of Quality Policy for the college was initiated.

❖ On receiving 'A' Grade with 3.45 GPA for the second cycle of accreditation of the College, a mega event - "Mariotsav"- was organized in acknowledgment of the NAAC recognition and in order to boost the team spirit among the staff.

❖ Faculty development initiatives:

- Organized a one day session by Dr Mary IPe (IBS-Cochin) on 'Learning Outcomes-Need &Practice' on 21st May 2009.
- Organized a 2-day faculty development workshop for teachers on Teaching Effectiveness on 19-20 March 2010.
- Started faculty development programme with University of Utah

❖ Marian IQAC submitted application for College with Potential for Excellence to UGC in 2009.The proposal was prepared after visiting Colleges and Universities of Excellence in Tamil Nadu and studying their systems and facilities.

❖ CPE Status was bestowed on 18 March 2010 with fund allocation to the tune of one crore rupees. Action Plan was submitted on 28 April 2010 and the fund was transferred in two phases.

❖ UGC sanctioned 25 Lakhs rupees Grant under Additional Assistance for Colleges during XI Plan Period.

❖ UGC funded ₹ 46, 64,000 under general development scheme, ₹ 9, and 00,000 under Career Oriented Programme.

❖ UGC sanctioned ₹ 6, 00,000 for women's hostel and ₹ 5, 00,000 for sports equipment during the XI plan period.

2010-11

- ❖ MAAP was organized under the leadership of Dr. Ruble Raj, the new Chairman of IQAC on 24th and 25th May 2010, at Hotel Royale Park, Alappuzha. Special Input sessions and discussions on College with Potential for Excellence and UGC 11th Plan Projects were conducted. "Together towards Excellence" was chosen as the motto for the years' activities.
  - ❖ Quality Sustenance and Enhancement Drive 2010 was conducted in the college with the following goals.
    - Formulation of the Quality Policy for the college in a participatory method
    - Quality standards in Teaching Learning and Evaluation were developed for implementation
    - The computer aided system for student feedback of the faculty was revised.
    - The Zeta Q Principles for quality enhancement (the initial draft of the Marian Quality Model) was discussed.
- ❖ 'Scholar on Campus' programme was initiated
- ❖ 'Open College' was initiated.
- ❖ 'Read for Gold' program started
- ❖ 'Marian Pulse' the official blog of the College was hosted.
- ❖ Road Safety Club started functioning.
- ❖ Department of Resurgence Education was established
- ❖ IQAC Seminar on 'Quality Enhancement in Education' by Col. P S James, Director, STGITS Institute of Management, Kottayam
- ❖ AQAR 2009-10 was prepared and sent to NAAC on 22-Sept-2010
- ❖ The IQAC chairman was invited to speak on educational excellence in various forums:
  - Youth and Career Guidance" at Rajiv Gandhi national Institute for Youth Development, Chennai-2010.
  - "The Role of Teachers in Value Development" in the National Seminar at Newman College Thodupuzha-2010.
  - "The Resilient Youth" in the National Seminar conducted by Marian School of Social Work, Kuttikkanam-2010.
  - "The Role of the Teacher in the Information Age" in the National Seminar conducted by the Department of Computer Applications, Marian College, Kuttikkanam-2010.

2011-12

- ❖ Marian Annual Academic Planning (MAAP) was conducted on 25st and 26th May 2011 at Maria Rani Center, Trivandrum. An input session on the 'Role of Teachers in Students' Personal Development' was taken by Dr. Ruble Raj. "Overall Excellence through Individual Excellence" was chosen as the theme for the year.
- ❖ A Quality Sustenance and Enhancement Drive was launched by IQAC and the following initiatives were taken up:
  - Initiated Training programs for enhancing the employability of students
  - Text book on English by Marian faculty was published to be used in language proficiency classes at the PG level
  - Anti-ragging committee was formed.
  - Legal awareness programmes for students were conducted
  - UGC Network resource Centre was established
  - Open courses under the CBCSS were commenced.
- ❖ AQAR 2010-11 was prepared and submitted to NAAC on 11-Nov-2011
- ❖ CPE expenditure of 2010-11 was presented and CPE fund utilization Plan for 2011-2012 was discussed in the staff meeting.

- ❖ Other initiatives during the Academic year :
  - Marian Channel: LCD Electronic displays installed in the Campus for exhibiting the happenings in the campus - forthcoming events, brief reports of past events, staff birthdays etc.
  - 'Read and Dine': An initiative to encourage reading habits and promote maximum utilization of books among students
  - 'Over a cup of tea'- An initiative to discuss career development of faculty members and to foster interpersonal relationship with the Principal.
  - 'Back to Nest': Parent Effectiveness programme offered during PTA meetings.
  - 'Growth Time' programme for first year undergraduate students initiated.
  - 'Thursday Club': A personal and professional development programme exclusively for second and third years.
  - Installed 'Phonetics Board' in the Academic Block

❖ Administrative Excellence Awards received by the Principal

- **John Paul II Award for Best Educationist-2011**.Awarded by the Catholic Federation of India.
- **Rev Dr Geevarghese Panicker Award for the Best Principal**. Awarded by Rev Fr. Geevarghese Panicker Foundation, Mavelikara-2011.

❖ IQAC Chairman as Resource Person Contributing to institution building:

- 'Effective Teaching: The Changing Roles of Teachers' in the All India School Principal's Conference in Kochi-2011.
- "Principals as Change Agents" in the School Principal's Conference, Kochi-2011

2012 -13

❖ Marian Annual Academic Planning (MAAP) was conducted on 23rd^t and 24th May 2012 at Green Berg Resorts, Nadukani, and Kulamavu. Input session on Academic Tie-ups was given by Prof. Gemma Beckley, Rust College, Mississippi, USA, and discussion was conducted on NAAC revised Guidelines by Dr. Anish K. R, Asst. Professor, Rajagiri School of Social Sciences, Cochin. "Excellence: Our Passion & Commitment" –was chosen as the motto of the year.

❖ Status Quo Analysis of the College in the context of the revised Guidelines for Accreditation was conducted by IQAC in this academic year. The SWOT Analysis of the college was done from a 'Systems Thinking' perspective involving all the faculty members teamed up into Criteria committees. The output of the status Quo analysis was consolidated and an IQAC Action Plan was prepared and implemented. The details are enumerated below:

❖ MAAP was revamped differentiating two aspects – Annual Stock taking('***Retrospect'***) and Planning for the next Academic year('***Prospect***")

❖ The Internal Quality Assurance System (IQAS) frame work was modified and presented to the stakeholders as the Marian Quality Model (MQM). The various components of the MQM System are under different stages of implementation.

❖ From a systems perspective of a learning organization, certain new strategies for quality enhancement were initiated –

- Graduate Attributes (GA) were developed in a participatory process;
- Policy documents were drafted/revisited and on approval from the Management, implementation started;
- MARIFIT – total physical fitness evaluation of all the students in the Campus.

- New instruments for Skill assessment of Students were developed.
❖ Corporate responsibilities were reviewed, streamlined, assigned. The roles and tasks were clarified and described.
❖ The website of the College was reviewed by the faculty and students. Incorporating the suggestions the site was revamped.
❖ The Criterion Committees were revamped and new members were included.
❖ IQAC student team was expanded inducting members from all the departments. The student team was given/ input training sessions on Quality in Education, NAAC guidelines etc. A Student Quality Circle was also formed to facilitate greater participation and continuous improvement.
❖ Student Charter was drafted in a participatory mode, involving students and other stake holders
❖ Acting on student suggestions more Boards were put up in different parts of the building, displaying key aspects like Vision, Graduate Attributes, and Student Charter etc.
❖ '*Retrospect'* was conducted on 4th & 8th April, 2013 involving the criteria committee conveners in the team which visited the departments for review. 11. The activities of the Student Clubs, Associations and other forums were also reviewed and their functioning streamlined.

Research Committee Initiatives:
❖ Research strengthening by initiating college level funding for research and constituting awards for student and faculty research
❖ Seminar on Research Methodology by Dr Gladstone S Raj and Dr G Raju
❖ 'EndNote for Research' training for the teaching faculty by Dr. Shajimon Peter

Faculty development Training
❖ 'Teacher Effectiveness Workshop' for the recently joined teachers of the College by Dr. C Thomas Abraham on 7 February 2013
❖ Mission 10X, three-day training workshop by Wipro technologies from 28 February 2013

Software development by IQAC student Team and staff
❖ Marian Pulse – Official Blog of the College
❖ Student Profile and Academic Results Analysis Software
❖ METLE - Marian e ware for Teaching Learning and Evaluation
❖ Online Tracking for infrastructure maintenance
❖ Graduate Attributes Analysis Software

❖ 'Marian e- creations' for online publication

Other Activities
- ❖ Academic tie-up with Rust College, Mississippi was formalized with the visit of Prof Gemma Beckely.
- ❖ Green Audit and identification of the Flora and Fauna of the Marian Campus
- ❖ 2011-12 AQAR prepared and uploaded on 27ᵗʰ Sept 2012.
- ❖ 'Mariglow' a new initiative to adjudge the best outgoing UG and PG students of the college. Two boys and two girls were titled Mariglows in March 2013, on College Day. The fund for this was from the contributions of College Alumni, UAE Chapter.
- ❖ 'Snehathanal' was a new initiative of the college to recognize and honour deserving teachers of the Panchayath. First fellowship was conducted on 14 November 2012. Special motivation and personality development classes for SC/ST students on 31 January 2013 by Dr Ruble Raj

Recognitions to the Principal for Administrative and Educational Excellence

- ❖ Member, **Committee for Autonomy and Affiliation** of **Kerala State Higher Education Council**
- ❖ The **Dr Sam Higginbottom Award for the Best Principal** of All India Association for Christian Higher Education (AIACHE) Institutions.
- ❖ Executive Committee Member, **Kerala Principals' Council**
- ❖ **Best Educationist and Youth Trainer Award** instituted by World Malayalee Council-2012.

IQAC Coordinator as resource person for Academic Retreat

- ❖ The IQAC Coordinator was invited to Trinity College Jalandhar, Punjab (in 2012 and 2013) as a resource person and facilitator of the three-day Annual Academic Retreat of college.

2013-14

- ❖ Marian Annual Academic Planning-MAAP- ('*Prospect'*) was conducted on 11 and 12 April 2013 at Hotel Windsor Castle Kottayam. The motto '"Performance with purpose" was chosen for the year, in the context of the NAAC Reaccreditation.

- ❖ AQAR 2012-13 was prepared and uploaded in the NAAC website.

- ❖ Seminars / sessions conducted by IQAC on Quality related themes
  - o 'Managing Quality in Higher Education: Our Roles and Responsibilities' by Prof. K T Chacko IAS (Retd.) on 27 September 2013
  - o "Issues and Challenges of College Autonomy" by Dr Geetha Swaminathan, Vice Principal, Stella Maris College, Chennai on 6 November 2013.

- *'Marian stars'* – An interaction of PhD holders of the College with the young faculty for motivation and guidance for taking up research.

- Gurusreshtra award for outstanding teacher in Kerala was constituted and was awarded on 11 November 2013.

- XII plan funding proposal amounting to ₹1, 52, 75, and 000 was submitted to the on UGC on 10th June 2013.

- CPE Phase I - Evaluation Report was prepared and sent to the UGC in October 2013.

- CPE Phase II proposal was submitted in October 2013.

- Application for Indoor Basketball stadium was placed and ₹20, 00,000 was sanctioned by UGC.

- The criterion committees, the administrative staff and the various departments took an active role in the process of self-assessment and report preparation. The documentation system in the Departments, Administrative Office and the IQAC facilitated the compilation of data. The Steering Committee coordinated the entire process and fine-tuned the report incorporating the feedback and comments from different stakeholders. The cover page was designed and the layout of the entire report was done by the students of the College. The entire fraternity of management, staff and the students' team worked together to bring out the Self-study Report.

Institutional Response to the Peer Team (2nd Cycle) suggestions:

The college has positively acted upon the suggestions given by the previous NAAC peer team. The areas like Research which needed attention was given priority and steps were taken.

NAAC Peer Team Suggestions	Action taken
Introduce new career oriented courses in emerging areas	The College started BA Communicative English, BCom taxation, BSW, MCom and MPhil in Social Work The College has applied for new courses in 2013 -14 (BA Psychology , BA Economics ,MCJ,BCJ)
Introduce short-term courses such as Disaster Management, Event Management, Entrepreneurship, web designing, computer skills etc.	The College is offering Open Course in Web Designing, Advanced Diploma in Business Computing, PG Diploma in Advanced Social Work competencies Module on Event Management included in the MMH syllabus revision. IQAC has proposed 'Student Entrepreneurship incubation Centre' in CPE/CE Phase II
Continue and Strengthen faculty & student exchange programmes with foreign universities	Tie up with the University of Utah, USA is continued. Faculty and student exchange with Rust College, Mississippi, USA & Ryerson University, Toronto, Canada were initiated.
Strengthen Health Centre	Appointed fulltime Nurse, ensured availability of Doctor on all Wednesdays and equipment were purchased MARIFIT program was introduced to monitor student health
Appoint Faculty from other states	Two faculty members from other states have joined the College (Sri. J T Jayasingh & Dr. Saleel Kumar from Tamil Nadu)
Training for competitive exams	Training for CPT, UGC-NET, various exams like PSC, SSE, and Bank Test etc. introduced.
Research Area	Research Committee is taking efforts to strengthen research in the College

Towards the third cycle of NAAC Accreditation – An Overview

Sl. no	Areas	2009-10 (Marian at the Age of 14)	2013-14 (Marian at the Age of 18)
1.	Students Strength	875	1114
2.	No of Faculty	52	60
3.	No of Courses	7	13 + MBA
4.	No of Teachers with PhD	7	13 + 3 (thesis submitted)
5.	No of Teachers with MPhil	6	11
6.	Doctoral Research Centre	Nil	1 (Social Work)
7.	No of Books and in the Library	14825	20375
8.	No of Journals	130	205
9.	No of computers	290	315
10	No of Conferences attended by faculty	130	169
11	No of Research Papers Presented	53	58
12	Built up area	6814 sq.mts.	19715.236 sq.mts.
13	Major Research Projects	0	2
14	Minor Research Projects	3	11
15	Scholarships and Endowments	39,88,730	81,08,421
16	Tie ups with community	1 Panchayath (Ayyappan Kovil)	2 Panchayaths (Peruvanthanam and Vandiperiyar)
17	Software for Research support	1 (SPSS)	4 (SPSS, Clementine , EndNote, NVivo)
18	Intake in Hostels	599	900
19	International Tie ups	1 (University of Utah)	4 (Utah; Ryerson, Rust College &, Texas,
20	Collaborations	8	17
21	Field Action Projects (Social Labs)	2	4
22	Placements (PG students)	68 Percent	74 Percent
23	Placements (UG students)	12 Percent	18 Percent
24	Staff family Accommodation	Nil	Facility Purchased

marian college kuttikkanam

Reaccreditation Steering Committees

Dr Ruble Raj, Principal, (Chairman IQAC)

Mr Sabu Augustine, Assistant Professor in Mathematics (Vice Principal)

Mr Joby Cyriac, Assistant Professor, Department of Hospitality and Tourism (Coordinator IQAC)

Curricular Aspects

Mr Ajesh P Joseph (Convener), Assistant Professor, School of Social Work

Dr Fr Roy Abraham (Joint Convener), Assistant Professor, Department of Hospitality and Tourism

Ms Syama John (Secretary), Assistant Professor, Department of Languages

Ms Benymol Jose, Assistant Professor, UG Department of Computer Applications

Ms Dona Joseph, Assistant Professor, PG Department of Computer Applications

Dr Saleel Kumar Assistant Professor, School of Social Work

Ms Rani Jacob, Assistant Professor, Department of M Com-PGDM

Teaching-Learning And Evaluation

Dr Soosy Joseph(Convener), Associative Professor, Department of Languages

Mr Santo Cherian (Joint Convener), Assistant Professor, UG Department of Computer Applications

Mr Allen Podipara (Secretary), Assistant Professor, Department of Languages

Ms Amruth K John, Assistant Professor, UG Department of Computer Applications

Ms Kochumol Abraham, Assistant Professor, PG Department of Computer Applications

Mr Manoj Thomas , Administrative Staff

Mr Joby Jose, Administrative Staff

Dr Marykutty Thomas, Associative Professor, Department of Languages

Mr Nebu Cherian, Assistant Professor, Department M Com – PGDM

Ms Princy T Sebastian, Assistant Professor , School of Social Work

Mr Sajan N Thomas, Assistant Professor, Department of Hospitality and Tourism

Fr Shaiju K S, Assistant Professor, Department of Hospitality and Tourism

Mr Siju P T, Assistant Professor, Department of Languages

Research, Consultancy And Extension

Dr Thomas KV (Convener), Assistant Professor, Department of Commerce

Dr Shajimon Peter(Joint Convener), Assistant Professor, School of Social Work

Mr Jaison Mathew (Secretary), MAGIS Coordinator

Dr Jojo K Joseph, Assistant Professor, Department of Commerce

Dr Jose James, Director, Department of Planning and Development

Mr Lipson P P, Coordinator- Campus Community Partnership, Extension Department

Dr Mendus Jacob, Director, P G Department of Computer Applications

Ms Rajimol A, Assistant Professor, U G Department of Computer Applications

Ms Renjini Jose, Research Assistant, School of Social Work

Fr Robin Pattarukalayail, Director, , Extension Department

Mr Nidheesh Kurien, District Coordinator, Childline, Idukki

Infrastructure And Learning Resources

Mr Biju P Mani (Convener), Assistant Professor, Department of Law

Mr Satheesh Kumar (Joint Convener), Assistant Professor, P G Department of Computer Application

Ms Juby George (Secretary), Assistant Professor , U G Department of Computer Applications

Fr Alex Vellappally, Assistant Professor, School of Social Work

Mr Jobin Jose , Librarian

Mr Robins A Kattoor, Associate Professor, P G Department of Computer Application

Mr Win Mathew John, Associate Professor, P G Department of Computer Application

Mr Jinu Mathew, Assistant Professor, Department of M Com – PGDM

Student Support And Progression

Mr Binu Thomas(Convener), Assistant Professor , U G Department of Computer Applications

Mr Joshy John(Joint Convener), Assistant Professor, U G Department of Business Administration

Ms Diana Joseph(Secretary), Assistant Professor, Department of Languages

Mr Boby K Mani, Assistant Professor, Department of Physical Education

Mr Brijesh George John, Associate Professor, PG Department of Computer Applications

Mr Jacob Bose, Assistant Professor , Department of Hospitality and Tourism

Mr Boban T Augustine, Assistant Professor , Department of Commerce

Ms SharanyaS , Counsellor

Ms Nikhitha KS Assistant Professor, U G Department of Statistics

Ms Sonia Scaria, Woman Welfare Officer

Ms Diana Joseph, Assistant Professor, Department of Languages

Ms Pauline Joseph, Assistant Professor, Department of Languages

Governance, Leadership And Management

Fr James Kozhimala (Convener), Director, Department of M Com-PGDM

Mr Thomas Pattani (Joint Convener), Assistant Professor, Department of M Com-PGDM

Ms Suzanna Binu Joseph, (Secretary), Public Relations Officer

Mr Joji George, Assistant Professor, U G Department of Business Administration

Dr Cherian P Kurien, Professor , School of Social Work

Ms Melby Joseph, Assistant Professor, UG Department of Business Administration

Mr Reny Jose, Assistant Professor, PG Department of Computer Applications

Mr Jyothis M Jacob, Assistant Professor, Department of Commerce

Mr Sibi Jacob, Assistant Professor, PG Department of Computer Applications

Innovations And Best Practices

Mr Ajimon George (Convener), Assistant Professor, Department of Commerce

Ms Lumy Joseph (Joint Convener), Assistant Professor, U G Department of Computer Applications

Sr Regina (Secretary), Assistant Professor, P G Department of Computer Applications

Dr Chackochan J Njavallil, Assistant Professor, Department of Commerce

Mr Jayamon George, Assistant Professor, Department of M Com-PGDM

Mr Joby Babu, Assistant Professor, School of Social Work

Ms Raji R Nair, Assistant Professor , P G Department of Computer Applications

Ms Sherin Pius, Assistant Professor, Department of M Com-PGDM

IQAC Student Core Team

Sony N Scaria (III MCA)

Muhammed Abdul Rahman(II MCA)

Sweetha Pramod (BA ENG)

Bineetha Brahmanandan (III BBA)

Adil Mary (III BBA)

Aswathy Dev (III BCom)

Vivek Venugopal (III MMH)

Parvathy Nair (III BCA)

Marian Quality Policy

Purpose of Policy
The purpose of Marian College Quality Policy is to announce to staff, students and other stakeholders the current guiding principles of the College's quality strategies and systems known collectively as the "**Marian Quality Model**"- **MQM**.

Policy
Marian College is committed to tireless striving towards perfection in all aspects of higher education.

Contribution to realizing the vision, mission and motto of the college
This Policy contributes to the vision mission and motto of the college by declaring our commitment to continuous improvement in our efforts and activities towards transforming students and community for bringing social change and wellbeing i.e., facilitating and celebrating the 'full flowering of life in abundance'.

Implementation
Marian college is committed to implementing the "**Marian Quality Model**" (MQM) and it is operationalized and found expression through the following nine key areas:

a. Marian Vision, Mission, Motto and Core values and its dissemination
b. Periodic review of Policies, Procedures and Standards for quality enhancement
c. Mechanisms for regular Feedback, Analysis, Review and Improvement (Kaizen)
d. Institutional Practices and Monitoring
e. Outcome focus and Result orientation
f. Performance Management
g. Communication, Participatory Approach and Transparency
h. Documentation and
i. Technology Integration

Person responsible for MQM implementation – Principal (Chairman, IQAC)

Monitoring and Impact Measurement
The effective implementation of the Marian Quality Model will be subject to ongoing monitoring by the IQAC. The criteria for evaluating effectiveness will be the Key Performance Indicators (KPI) and stakeholder satisfaction rates measured periodically.

Policy Review schedule
Policy Review to be done during the MAAP

List of Abbreviations

AIACHE	All India Association for Christian Higher Education
ASAP	Additional Skill Acquisition Programme
ASK	Attitude, Skill & Knowledge
AV	Audio Visual
CAP	Centralized Admission Process
CBCS	Choice Based Credit System
CSS	Credit and Semester System
CCP	Campus Community Partnership
CIF	Childline India Foundation
CIP	Curriculum Implementation and Planning
CPT	Common Proficiency Test
CSM	Catholic Students Movement
DTPC	District Tourism Promotion Council
ELPAQ	English Language Proficiency Assessment Questionnaire
ERP	Enterprise resource planning
GA	Graduate Attributes
GRC	Grievance Redressal Cell
HRD	Human Resource Development
ICSSR	Indian Council of Social Science Research
ICSW	International Council of Social Welfare
IPCC	Intergovernmental Panel on Climate Change
ISR	Institutional Social Responsibilities
ITPAQ	Information technology Proficiency Assessment Questionnaire
KPCR	Kumara Pilla Commission Report
KSAIDS	Kerala State AIDS Control Society
LSG	Local Self Government
MAAP	Marian Annual Academic Planning

MAGIS	Marian Training and Development Division
MCF	Marian Cultural Forum
MCICP	Marian Corporate and Institutional Collaboration Policy
METLE	Marian E-ware for Teaching Learning &Evaluation
MGU	Mahatma Gandhi University
MICAS	Marian International Centre For Advanced Studies
MMH	Master of Management in Hospitality
MOOC	Massive Open Online Course
MOODLE	Modular Object-Oriented Dynamic Learning Environment
MQM	Marian Quality Model
MRCSED	Marian Research Committee for Social and Economic Development
MRHP	Marian Rural Health Project
NCFM	NSE's Certification in Financial Markets
NGO	Non-Governmental Organizations
NIMHANS	National Institute of Mental Health and Neuroscience
OPHI	Oxford Poverty and Human Development Initiative
PAS	Public Addressing System
PDS	Peermade Development Society
PEASE	People Education against Social Evils
PEP	Personal and Professional Excellence Plan
PGDASWC	Post Graduate Diploma in Advanced Social Work Competencies
PGDHO	Post Graduate Diploma in Hotel Operations
PGDM	Post Graduate Diploma in Management
SAQ	Soft-skill Assessment Questionnaire
SHG	Self Help Group
TCI	Theme Centered Interaction
VOSARD	Voluntary Organization for Social Action and Rural Development

marian college kuttikkanam

(Affiliated to Mahatma Gandhi University, Kottayam)
NAAC Reaccredited with A Grade

Kuttikkanam P. O., Peermade, Idukki Dt., Kerala - 685 531

<u>Declaration by the Head of the Institution</u>

I certify that the data included in this Self Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the Institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the Peer Team visit.

Signature of the Head of the Institution
Principal
Marian College, Kuttikkanam

Kuttikkanam
26 November 2013

Tel: 04869 - 232203, 232654. Fax: 04869 232438
Email: mariancollege@sancharnet.in
web: www.mariancollege.org
www.mariancollege.ac.in

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **Marian College Kuttikkanam, Peermade, Idukki, Kerala** fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation/recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University Affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

27 November 2013
Kuttikkanam

Principal/Head of the Institution
Principal
Marian College, Kuttikkanam

Tel: 04869 - 232203, 232654. Fax: 04869 232438
Email: mariancollege@sancharnet.in
web: www.mariancollege.org
www.mariancollege.ac.in

ANNEXURE

Annexure I   Certificate of Recognition u/s 2(f) and 12(B) of the UGC Act

Annexure II   Letter of Approval from AICTE

Annexure III   Declaration of College with Potential for Excellence (CPE) from UGC

Annexure IV   Certificate of Accreditation by NAAC, March 2003

Annexure V   Peer Team Report, February 2003

Annexure VI   Certificate of Accreditation by NAAC, June 2009

Annexure VII   Peer Team Report, March 2009

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002.

F. 8-63/2000 (CPP-I)   January, 2001

The Registrar,
Mahatma Gandhi University,   1 0 JAN 2001
Kuttikkanam Peermade,
Kerala-685 531.

Sub:- List of Colleges prepared under Section 2(f) and 12-B of the UGC Act-1956.
Inclusion of New College.
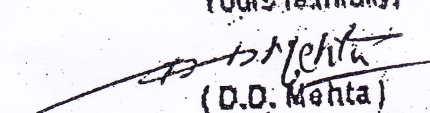
Sir,

I am directed to refer to the correspondence resting with your letter No.
CD.I.717/Marian/2(f) list dated 17th July, 2000 on the subject cited above and to say that
the name to the following College has been included in the above list under Non-
Government College teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Marian College, Kuttikkanam, Kuttikkanam P.O. Peermade, Kerala-685 531 (Prof. Augustin Thamas)	1995	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the UGC Act, 1956.
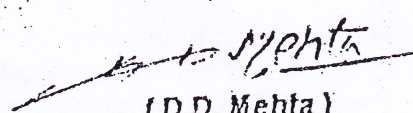
The Indemnity Bond and other documents in respect of the above College have
been accepted by the Commission.

Yours faithfully,

(D.D. Mehta)
Under Secretary

Copy forwarded to:-

1. The Principal, Marian College, Kuttikkanam , Kuttikkanam P.O. Peermade,
Kerala-685 531.
2. The Secretary, Government of India, Ministry of Human Resource Development,
Department of Education, T-14 Section, Shastri Bhavan, New Delhi-110 001.
3. The Deputy Secretary, UGC South-Western Regional Office, Presanna Kumar Block,
Palace Road, Bangalore-560 009.
4. All Sections, UGC.
5. S.O. (FD-III Section) UGC, New Delhi.
6. D.T.P. Cell, UGC, New Delhi.
7. Guard file.

(D.D. Mehta)
Under Secretary

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

F.No. South-West/1-1359528973/2013/EOA

Date: 19-Mar-2013

To,
The Principal Secretary,
Deptt. Of education, Govt. of Kerala,
Govt. Sectt. Annexe,
Thiruvananthapuram-695001

Sub: Extension of approval for the academic year 2013-14

Ref: Application of the Institution for Extension of approval for the academic year 2013-14

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2012 notified by the Council vide notification number F-No.37-3/Legal/2012 dated 27/09/2012 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Regional Office	South-West	Application Id	1-1359528973
		Permanent Id	1-4673355
Name of the Institute	MARIAN COLLEGE KUTTIKKANAM	Institute Address	KUTTIKKANAM P.O KUTTIKKNAM PEERMADE IDUKKI DIST., PEERMADE, IDUKKI, Kerala, 685531
Name of the Society/Trust	PEERMADE DEVELOPMENT SOCIETY	Society/Trust Address	PEERMADE P.O PEERMADE IDUKKI DISTRICT KERALA,PEERMADE,IDUKKI,Kerala,685531
Institute Type	Unaided - Private		

Opted for change from Women to Co-ed	No	Opted for change of name	No	Opted for change of site	No
Change from Women to Co-ed approved	Not Applicable	Change of name Approved	Not Applicable	Change of site Approved	Not Applicable

to conduct following courses with the intake indicated below for the academic year 2013-14

Note: This is a Computer generated Extension of Approval Letter. No signature is required.

Letter Printed On:17 April 2013.

Printed By : ae2103791

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

Application Id: 1-1359528973			Course	Full/Part Time	Affiliating Body	Intake 2012-13	Intake Approved for 13-14	NRI	PIO	Foreign Collaboration
Program	Shift	Level								
MCA	1st Shift	POST GRADUATE	MASTERS IN COMPUTER APPLICATIONS	FULL TIME	Mahatma Gandhi Unversity , Kottayam	60	60	No	No	No

- Validity of the course details may be verified at www.aicte-india.org>departments>approvals

The above mentioned approval is subject to the condition that MARIAN COLLEGE KUTTIKKANAM shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

(Dr. Kuncheria P. Isaac)

Member Secretary, AICTE

Copy to:

1. **The Regional Officer,**
   All India Council for Technical Education
   Health Centre Building
   Bangalore University Campus
   Bangalore - 560 009, Karnataka

2. **The Director Of Technical Education,**
   Kerala

3. **The Registrar,**
   Mahatma Gandhi Unversity , Kottayam

4. **The Principal / Director,**

Application Number: 1-1359528973*

Page 2 of 3

Note: This is a Computer generated Extension of Approval Letter. No signature is required.

Letter Printed On:17 April 2013.

Printed By : ae2103791

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

MARIAN COLLEGE KUTTIKKANAM
KUTTIKKANAM P.O
KUTTIKKNAM
PEERMADE
IDUKKI DIST.,
PEERMADE,IDUKKI,
Kerala,685531

5. **The Secretary / Chairman,**
PEERMADE DEVELOPMENT SOCIETY
PEERMADE P.O
PEERMADE
IDUKKI DISTRICT
KERALA,
PEERMADE,IDUKKI,
Kerala,685531

6. **Guard File(AICTE)**

Application Number: 1-1359528973*

Page **3** of **3**

Note: This is a Computer generated Extension of Approval Letter. No signature is required.

Letter Printed On:17 April 2013.

Printed By : ae2103791

Dr. P. Prakash
Joint Secretary

SPEED POST

D. O. No. F. 12-1/2008 (NS/PE)

March, 2010

1 8 MAR 2010

Dear Sir, /*Madam*

    This has reference to your communication recommending five colleges under the Scheme **"Colleges with Potential for Excellence"** (CPE). The proposals of the colleges recommended by your University were evaluated by the Working Group appointed for the above purpose. Arising out of the evaluation, the Standing Committee on CPE had recommended Colleges to be awarded CPE status during Phase-III.

    I am happy to inform you that the following colleges affiliated to your University have been selected for the award of CPE status during Phase-III:-

1. St. Thomas College,
   Arunapuram P. O. Palai Dist., Kottayam
   Kerala – 686 574 **(Kerala)**

2. Maharaja's College,
   Ernakulam, Cochin - 11, Dist., Ernakulam,
   Kerala – 682 011**(Kerala)**

3. Marian College, Kuttikkanam,
   Dist.Kuttikkanam P.O.,
   Kerala – 685 531 **(Kerala)**

4. Mar Athanasius College,
   Kothamangalam College, P.O., Ernakulam Dist.,
   Kerala – 686 666, **(Kerala)**

5. St. Teresa's College,
   Ernakulam,Cochin,
   Dist., Ernakulam **(Kerala)** – 682 001

    The Principal(s) of the College(s) may please be requested to send a Certificate to UGC that the data provided by them in the proposal is factually correct and the College is a grant-in-aid/Government/Constituent College and if the data submitted by the College(s) are found to be incorrect, the CPE status would be revoked, as per the provision in the Guidelines on CPE.

    The CPE tenure is for the XI Plan period from the date of approval of the Budget of the colleges. **You may request the College(s) to prepare an Action Plan for the years 2010-2011, 2011-2012 and send the same to me along with the budgetary requirements in accordance with the CPE Guidelines (a copy of which has already sent to you and also available on UGC website).**

    The Visiting Committee shall visit each of the provisionally recommended colleges to discuss and finalize the Action Plan and Budget of the College for CPE scheme. Further details of visit will be sent to the College(s) in due course.

Contd...2/-

If the selected college(s) has/have not obtained autonomous status, you may advise them to take immediate steps in this regard. In case your University Act does not provide for conferring autonomous status to the colleges, I request you to take necessary steps to introduce suitable amendments in your University Act.

Finally, I would like to inform you that wherever the slots fixed for a State/Union Territory has not been filled up during the phase-III also, fresh proposals will be invited in due course to fill up the vacant slots. For further details regarding selection of colleges under CPE kindly refer to UGC Website www.ugc.ac.in (concerned universities).

An 'on account' grant is being released separately.

Receipt of this letter may kindly be acknowledged.

With regards,

Yours Sincerely

_Sd_

(P. Prakash)
Joint Secretary

The Vice-Chancellor,
Mahatma Gandhi University,
Kottayam –686 560
(Kerala)

Copy to:-

1. Principal,
   St. Thomas College,
   Arunapuram P. O. Palai Dist., Kottayam
   Kerala – 686 574 **(Kerala)**

2. Principal,
   Maharaja's College,
   Ernakulam, Cochin - 11, Dist., Ernakulam,
   Kerala – 682 011**(Kerala)**

3. Principal,
   Marian College, Kuttikkanam,
   Dist.Kuttikkanam P.O.,
   Kerala – 685 531 **(Kerala)**

4. Principal,
   Mar Athanasius College,
   Kothamangalam College, P.O., Ernakulam Dist.,
   Kerala – 686 666, **(Kerala)**

5. Principal,
   St. Teresa's College,
   Ernakulam,Cochin,
   Dist., Ernakulam **(Kerala)** – 682 001

10.3.10

(Uma Bali)
Under Secretary

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

EXCELLENCE • CREDIBILITY • RELEVANCE
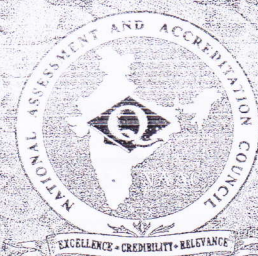
NAAC

for Quality and Excellence in Higher Education

Certificate of Accreditation

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

on the recommendation of the duly appointed

Peer Team is pleased to declare the

Marian College

Kuttikkanam, affiliated to Mahatma Gandhi University, Kerala as

Accredited [1]

at the B[++] level [2].

(among the Affiliated / Constituent Colleges)

Date : March 21, 2003

Director

---

1. This certification is valid for a period of *Five* years with effect from the academic year 2002 - 2003.
2. An institutional score (%) in the range of 55-60 denotes C grade, 60-65 -C[+]grade, 65-70 - C[++]grade, 70-75 - B grade, 75-80 -B[+] grade, 80-85 - B[++] grade, 85-90 - A grade, 90-95 - A[+] grade, 95-100 - A[++] grade

Quality Profile

Name of the Institution : Marian College
Place : Kuttikkanam, Kerala

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	83	10	830
II. Teaching-learning and Evaluation	83	40	3320
III. Research, Consultancy and Extension	80	05	400
IV. Infrastructure and Learning Resources	90	15	1350
V. Student Support and Progression	80	10	800
VI. Organisation and Management	80	10	800
VII. Healthy Practices	80	10	800
		100	$\Sigma C_i W_i = 8300$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{8300}{100} = 83.00$$

Director

DRAFT REPORT OF THE PEER TEAM ON INSTITUTIONAL ACCREDITATION OF MARIAN COLLEGE, KUTTIKANAM, KERALA

3RD & 4TH February 2003

SECTION A: Introduction

Against the backdrop of the green cover provided by the Sahyadri hills at an altitude of 3,500 feet is Kuttikanam village in the Idukki district of Kerala. The place abounds in tea plantations and the people residing in the area include early settlers from the plains of Kerala and Tamil Nadu who are generally uneducated.

In 1995, the Marian College, Kuttikanam affiliated to the Mahatma Gandhi University, Kottayam was established with three undergraduate courses. Later three post-graduate courses were added. In Feb. 2003, there were 41 faculty members, 19 non-teaching staff and 640 students. The UGC granted recognition to the institution under section 2(f) and 12 (b) of the UGC Act on 10-01-2001.

To develop a 'competitive edge in the globalised world', the Marian College felt the need for undergoing assessment and accreditation by the National Assessment and Accreditation Council and submitted the Self Study Report in December 2002. The NAAC constituted a Peer Team with Prof. K. Aludiapillai, former Vice-Chancellor, Madurai Kamaraj University, as Chairperson and Prof. G.H. Gidwani, Principal, St. Mira's College for Girls, Pune and Dr(Mrs.) N. Yesodha Devi, Principal, P.S.G.R. Krishnammal College for Women, Coimbatore as members. The Peer Team made an on site visit to the College on the 3rd and 4th Feb. 2003 and had detailed and useful discussions with the Principal, faculty, members of the governing body, students, alumni and parents and went round the campus and saw the range of infrastructure facilities provided. Based

on the self study report, on-site visit, discussions and observation the following criterion wise remarks are offered.

SECTION B: CRITERIA WISE ANALYSIS

CRITERION I: CURRICULAR ASPECTS

The goals and objectives of Marian College are crisply stated as follows:

Vision – "To be a center where knowledge enlightens through incessant 'sadhana' and empowers its constituents to bring about 'life in abundance' in the universe".

The motto of the College is "Information, Formation, Transformation".

To achieve the above, fourteen objectives have been spelt out. The courses offered are management and information technology based. They are compatible with the stated goals and objectives.

The BCA, BBA and B.Com courses are supported by grants from the State Government. The three post-graduate programmes MCA, MSW and M.Com are offered as self-financing courses. In addition, need based certificate courses related to computer skills, transactional analysis and personal effectiveness are offered by a software firm IPSR and SCS academy. These varied offerings available in the campus provide an opportunity to the students to acquire skills needed in the employment market.

In particular, the offering of M.Com with the college designed-PGDBA as a five semester course is an innovative combination involving value addition to the plain M.Com degree of the MG Univeristy. Similarly the offer of E-commerce for BBA programme and computer applications for the B.Com course indicate the concern for skill orientation even at the under-graduate level.

By establishing joint ventures with a software firm and a Human Resources Development Centre, programming skills and personality development training value addition to the degree programs is provided for. Providing a subsidy by the College Management for course fee payable by the students to the extent of 60% is commendable.

The college provides special training for improving various skills of the students, teachers and non-teaching staff. In addition to the programmes aimed at increasing employability, the college also equips the students spiritually through chapel prayer and special retreats.

The ratio between knowledge and skills imparted being 1:1 is a healthy feature in the curriculum. Similarly project work relevant to the societal needs being taken up by students like 'Crisis in the Tea Estates in Peermedu Taluk', provide the link between 'town and gown'.

In each course, there is a built-in element of hands on experience and skill development and conduct of various competitions, shows, seminars and festivals enhance such opportunities.

Certain special features of flexibility in the schedules relating to working hours for the fully residential PG courses from 8 AM to 5 PM and offer of options in languages for B.Com course were noted by the Peer Team.

By being members of the Committees or Board of Studies for recasting the syllabus in BCA, BBA, B.Com and M.Com courses, the faculty were able to exercise influence over their restructuring.

The college-industry-neighbourhood-network has been established for the different programs. The linkage is used for field visits,

demonstrations, experiments and on the job training of the students. The gap between theoretical and practical knowledge is effectively bridged by inviting experienced people from industry as guest lecturers.

CRITERION II – TEACHING – LEARNING AND EVALUATION

While the marks obtained in the Higher Secondary Examination are the basis for admission to undergraduate courses, for M.Com the marks secured in the Degree examination, for MCA the position secured in the State Entrance Examination and for MSW the marks obtained in the separate test, group discussions and interviews in addition to marks in the degree examination are taken as the basis.

Remedial classes are conducted by the faculty members for weak students. Advanced learners take classes, undertake extra curricular and leadership activities, do certificate courses and participate in seminars, competitions and training programmes.

Teaching plan is prepared well ahead of the commencement of each academic year, syllabi are unitised and tests are conducted on completion of each topic.

Audio visual aids, OHP, assignments, seminars, quizzes, projects, role plays, case-study, etc., are some of the teaching aids/techniques used by the faculty. The Peer Team is pleased to note that each class has an OHP and VCD, LCD, multimedia facilities are available in the College apart from a fully furnished computer lab.

Regular evaluation of the students is made and the parents are invited to the campus to discuss the progress. Personal counselling is provided to the students.

Recruitment of faculty for government aided courses is done as per the norms of the government and for self financing courses, and temporary teachers are recruited by a selection committee using specific parameters evolved by the management.

Students evaluate teachers and feed back is also collected from parents. Suggestion boxes are kept. The participation of students in running the affairs of the college has resulted in good and cordial relationship between faculty, students and management. Many of the suggestions of the students have been accepted and acted upon.

A range of faculty development and awareness programmes has been conducted and in many of them all the teachers have participated. Twenty teachers have attended national and international conferences.

The Peer Team is impressed with the learner-centred teaching going on in the campus and the 100% residential PG programmes and healthy teacher-taught relationship.

During the interaction with students, alumina and parents, the peer team got the definite message that the faculty was strongly committed and functioned as friends, philosophers and guides of the students.

CRITERION III – RESEARCH, CONSULTANCY AND EXTENSION

Research is given an important place both in the undergraduate and postgraduate courses either as part of the syllabi or outside the syllabi. Nearly 35% of the faculty is actively involved in research. The research work undertaken is closely related to the needs of the society.

Faculty pursuing research are granted study leave and flexible schedules in other academic activities. The management provides

Rs.10,000/- to each teacher engaged in research for purchase of books and journals.

Each undergraduate student in BBA course takes up 2 projects as a part of the curriculum.

Consultancy services are offered in areas like career counselling, personality development, information technology, Neuro linguistic programming training to ISRO scientists, transactional analysis, computer awareness to school teachers, etc.

The Peer Team is happy to note that a wide range of extension activities have been undertaken by the college with a full time Director appointed by the Management. Improving the quality of life of plantation workers and providing relief to unemployed workers by students deserve special mention. Regular camps are conducted in villages and activities such as literacy camps, road construction, health and hygiene awareness are undertaken.

Community development works undertaken through the Shepherd Programme, Clean Kuttikanam Project, etc., deserve commendation. Apart from NSS, other units like Nature club, Cultural Forum, etc., take up a number of social outreach programmes. Students also work with organisations like Mary Knoll Society, Peermedu Development Society, Indian Farmers Movement, local hospitals, Navjeevan Trust and government departments to improve the lot of the local people. The high degree of motivation of the staff and students in participating in extension, research and consultancy was evident during the Peer Team's interaction with various stakeholders.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

Situated in the western ghats range, the Marian College has a 20 acre campus in a rural lush green setting with all the needed buildings, laboratories, etc. The campus has been aesthetically developed and an eco-friendly focus is visible in planning anything.

Necessary staff are in a position to maintain the facilities in the campus. External agencies also used the facilities resulting in their optimum utilisation.

The library extends over 4,000 sq.ft and has 7,100 books. It is open from 6 AM to 10 PM. Reprographic, CD, Audio Video and computer facilities are available therein. Linkage has been established with the British Council Library for borrowing books, etc. Activities relating to the library are been automated.

Two hostels for women run by nuns and two hostels for men run by the college provide accommodation to 70% (nearly 450 students) of the total strength. All the postgraduate students are hostellers. Two student inmates are appointed hostel directors and are paid for their services.

Auditorium and conference hall are the other facilities managed by teams of students and kept in a trim condition.

A total of 143 computers have been installed in the Computer Centre which is open from 6.30AM to 10.00 PM. A separate computer laboratory with 60 systems has been provided for MCA students.

Three shuttle badminton courts of which two are indoor, basket ball court, volley ball court, weight training hall cum gymnasium, athletic track are some of the facilities in sports and games. Taking advantage of the location, students go on trekking and

mountaineering expeditions. Students have been participating in various University level teams and District teams. The Mary Knoll Systems – the computer assembling and maintenance unit in the campus is well equipped and gives the students, the much needed hands on experience.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

The college which is just seven years old has had good percentage of passes in all the University examinations. Many alumni are pursuing higher studies in the UK, France, Australia, Holland and the USA.

Annual prospectus with all the details needed by the students is published regularly. More than a dozen scholarships/fee concessions are available and 160 students got the benefit of these in 2001 –2002.

In addition, the management is granting concessions in tuition fees, hostel fees, etc., to students in self-financing courses to the tune of Rs.4 lakhs per annum. This indicates the concern the management has for the economically disadvantaged groups.

A career and placement cell is operated in the college. Scores of students are benefited by this. Group discussions, mock interviews, quizzes, career counselling are some of the activities of the cell. Fourteen students got jobs through placement cell in 2001- 02.

'Earn while you learn' scheme is in operation through undertaking data entry work, selling of flowers, tender coconuts, etc., and computer related activities.

Alumni association meets to convey their suggestions for development and facilitate interaction with industry and also conduct seminars on various themes.

Students have wide opportunities to develop their talents, creative skills and communication skills through the activities of the Associations, fora and clubs. Even driving is taught to staff and students after college hours. Women's cell is quite active.

CRITERION VI – ORGANISATION AND MANAGEMENT

All the activities in the College are well planned and executed with an eye for the detail. A number of Committees with specific tasks function under the guidance of the faculty. Regular meetings of the committees are held on appointed days in the month and every activity is monitored.

The Governing Council is a 14 member body with important functionaries like the Bishop of Kanjirapally as Patron and Vicar General as Manager.

A committee prepares the Academic Calendar and there is transparency in all activities. A well established grievance redressal mechanism is in operation. There is no place for politics in the campus. Non-teaching staff undergo professional development programmes.

The College follows the fee regulations prescribed by the Government in respect of aided as well as unaided courses. The prospectus indicates all these clearly.

Good coordination between the various departments, college office and the management has resulted in the functionaries understanding their roles, duties and responsibilities without any ambiguity. Documentation of all activities impressed the Peer Team. A performance appraisal system is in operation.

A substantial amount has been pumped in by the management to provide all the needed infrastructure. Loans from banks have been availed by the College for meeting the financial needs. Internal audit is conducted to monitor the financial aspects of management.

Quarters for staff in the campus, chit fund for the staff, canteen, recreational facilities, etc., are some of the staff welfare measures provided.

A special feature that impressed the Peer Team is the allocation of one lakh of rupees for each department every year for its extra academic training programmes and other activities. The College readily shares its facilities with the local organisations and makes them feel that they are an important segment of the College fraternity.

CRITERION VII – HEALTHY PRACTICES

The college originally offered only Government aided courses. From 2001, it has also started offering self-financing courses mostly of a market-driven nature.

The links with the local community are strong. The Peermedu Development Society and other organisations have close interaction with the College.

Even under the affiliating system, the College has been able to offer skill based extra inputs to students to make them acquire knowledge and skills simultaneously.

The College has very clearly spelt out goals and objectives and the strategy to attain them. Ambience for quality education is evidenced in every academic activity.

Extensive documentation of all the items of work executed, help the authorities and the stakeholders to have a clear picture of every activity undertaken.

Transparency in all dealings lends credibility and reposes faith in the functioning of the institution on the right lines.

Close links and interaction between faculty, non-teaching staff and management has facilitated growth on sound lines.

Concern for the people around the College, sharing their lot in many ways and empathising with them in their difficulties has tuned up the sensitivity of students. They will have social concern as an important point of attention in all that they do.

SECTION C: *OVERALL ANALYSIS AND SUGGESTIONS*

Situated in a backward district in Kerala in a rural setting, Marian College which is just eight years old has impressed the Peer Team as a college with a difference. What would normally be considered by many as handicaps, constraints or disadvantages in location, this college has converted into an opportunity, advantage and privilege to effect a transformation through information and formation.

The total identification of the academia with the local populace consisting mainly of uneducated plantation workers and their concerted efforts through intervention and interaction with various Government and non-government organisations to improve their lot is commendable. Giving special importance to value education, making students realise the dignity of labour, taking up projects to improve quality of life of the people in Kuttikanam and at the same time imparting skills which will help the students to take up a career is

what the college is doing and it is a real tough task. The commitment of staff – teaching and non-teaching, the progressive management and generous financial support received from various quarters has contributed to the effective functioning of the institution right from the beginning.

Involving all members of staff and students in every activity through the committee system, proactive role of the management in generously funding and encouraging the activities, good system of appreciation and reward – all these have put the institution on very solid foundations.

The following suggestions may be considered by the authorities of the College for suitable action:

(i)   Drawing a master plan for the next ten years keeping in view the plans already made for the immediate future spelling out the academic programmes and thrust areas.

(ii)   Taking advantage of the location, ecology preservation and environment protection related courses, research and projects may be planned.

(iii)   Funds from Department of Science and Technology, Department of Bio-technology and Department of Environment and Forests may be got for projects apart from the UGC grants for minor research projects.

(iv)   Separate Committee for research and projects may be constituted to explore and take up programmes.

(v)   Strengthening of the library as already planned may be given top priority.

(vi)   Since the College is already 70% residential and is likely to become 100% residential in the next few years, innovations in the teaching learning process and curriculum design by offering skill based courses

throughout the period of stay in the College using online and virtual learning facilities can be thought of.

(vii) Linkages with institutions in India and abroad leading to student – teacher exchanges, use of laboratory and research facilities may be useful.

The Peer Team wishes to place on record its thanks to the Management, Principal, Faculty, staff, students and all the stakeholders who interacted with them during the visit. In particular, the steering committee which prepared the Self-Study Report and the documents annexed to it deserve appreciation.

Prof. K. Aludiapillai   Prof. G.H. Gidwani   Dr (Mrs.) N. Yesodha Devi

(Chairperson)   (Member)   (Member)

I agree with the observations made in the report.

Signature & Seal of the Head of the Institution   04/02/2003

Principal
Marian College Kuttikkanam

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वयत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

on the recommendation of the duly appointed

Peer Team is pleased to declare the

Marian College

Peermade, Dist. Idukki, affiliated to Mahatma Gandhi University, Kerala as

Accredited

with CGPA of 3.45 on four point scale

at A grade

valid up to June 14, 2014

Date : June 15, 2009
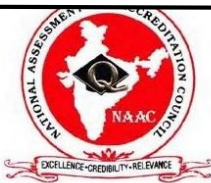
Director

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Marian College

Place : Peermade, Dist. Idukki, Kerala

Criteria	Weightage (W_i)	Criterion-Wise Grade Point Averages (Cr_iGPA)	$W_i \times Cr_iGPA$
I. Curricular Aspects	050	3.00	150
II. Teaching-Learning and Evaluation	450	3.63	1634
III. Research, Consultancy and Extension	100	3.10	310
IV. Infrastructure and Learning Resources	100	3.55	355
V. Student Support and Progression	100	3.40	340
VI. Governance and Leadership	150	3.30	495
VII. Innovative Practices	050	3.30	165
Total	$\sum_{i=1}^{7} w_i = 1000$		$\sum_{i=1}^{7}(W_i \times Cr_iGPA) = 3449$

$$\text{Institutional Score} = \frac{\sum_{i=1}^{7}(W_i \times Cr_iGPA)}{\sum_{i=1}^{7} W_i} = \frac{3449}{1000} = \boxed{3.45}$$

Grade = $\boxed{A}$

Descriptor = $\boxed{\text{VERY GOOD}}$

Date : *June 15, 2009*

Director

- This certification is valid for a period of *Five* years with effect from June 15, 2009
- An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer

EC/49/RAR/09

Peer Team Report

On

Institutional Re-Accreditation

Of

MARIAN COLLEGE KUTTIKKANAM,
Peermade, Kerala

(Dates of Visit: 24-26 March 2009)

National Assessment and Accreditation Council

Bangalore-560 072, India

PEER TEAM REPORT ON
Institutional Re-Accreditation of
MARIAN COLLEGE KUTTIKKANAM,
Peermade, Idukki
Kerala

Criterion I: GENERAL	Information
1.1 Name & Address of the Institution:	Marian College Kuttikkanam Peermade. Idukki, Kerala Pin Code- 685 531
1.2 Year of Establishment:	10th March 1995
1.3 Current Academic Activities at the Institution (Numbers) • Faculties/Schools: • Departments/Centres • Programmes/Courses offered • Permanent Faculty • Permanent Support Staff • Students (2008-09)	Faculties-04(Arts, Science, Commerce, Management) Departments-07 07 (UG-03, PG-04), Diploma/Certificate-16 Permanent-49, Temporary.-09 33 (Administrative-29, Technical-04) 902 (UG-580, PG-322) including 64 NRI and 02 foreign students)
1.4 Three Major features in the institutional Context (As perceived by the Peer Team)	• A Co-Education college with scenic environment in a hill station, affiliated to Mahatma Gandhi University, Kerala, offers only professional courses in Commerce, Management and Information Technology both at Under Graduate (UG) and Post Graduate (PG) levels. • Excellent infrastructure. • Well nourished tradition of community centered outreach programme. • All the PG programmes are residential.
1.5 Dates of Visit of the Peer Team (The visit schedule is attached)	24-26 March 2009
1.6 Composition of the Peer Team which undertook the on-site visit:	
Chairman:	Prof. Uttam B. Bhoite
Member:	Sr. Philomena Cardoza
Member-Coordinator:	Prof.(Mrs.) Mamata Satapathy
NAAC Officer	Dr. Sujata P. Shanbhag

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Section II: CRITERION WISE ANALYSIS	
2.1 Curricular Aspects:	
2.1.1 Curricular Design & Development:	• Curricula designed and developed by the University, adopted by the college. A few senior teachers, as members of University BOS, contribute to curriculum designing. • The course curriculum of the Master of Management in Hospitality (MMH) Programme was developed by the faculty members and approved by the university. • ICT integration in all courses.
2.1.2 Academic Flexibility:	• Offers 03 UG and 04 PG and 16 Diploma/Certificate add-on courses (1 UGC sponsored). Three PG courses are self-funded. • One PG (MMH) course and 13 add-on courses were introduced during the post accreditation period. • For all UG and PG courses, except one, semester pattern is followed. Credit and grade system is yet to be introduced.
2.1.3 Feedback on Curriculum:	• Feedback on curriculum from students and alumni is obtained through structured questionnaires. • Feedback from parents, and employers is obtained through meetings and interactions. • Analysis of feedback through in-house developed software is made and recommended to University for follow up action.
2.1.4 Curriculum Update:	• The curricula are updated by the University as per the guidelines of UGC/State Govt. No prescribed time interval. • Most of the courses offered by the college were revised during 2006-2008. The syllabi of add-on courses are updated regularly by the college faculty and its Academic Council.
2.1.5 Best Practices:	• Continuous updating of the syllabi of add-on courses by the college faculty. • Additional diploma/ certificate courses introduced as value additions.

2.2 Teaching-Learning and Evaluation:

2.2.1 Admission Process and Student Profile:	• The college ensures wide publicity of admissions through prospectus, college website, brochures, and blog spot. • Follows Govt./University/AICTE guidelines for admissions. For PG admissions, students are selected from the State/ University Entrance Examination merit list. • The demand ratio for admissions is about 1:5 for UG and 1:3 for PG courses.
2.2.2 Catering to Diverse Needs:	• Students' learning level is assessed by the marks obtained in the qualifying and entrance examinations and interviews. • Induction program for new entrants is organized. • Slow and fast learners are identified. Remedial coaching and Peer teaching for slow learners. Challenging assignments, seminars, for fast track learners. • Tutorial and Mentoring systems are adopted.
2.2.3 Teaching-Learning Process:	• Institutional Academic Plan is prepared on the basis of Departmental plans. • Conventional method of teaching is supplemented by more interactive learning processes like Theme Centered Interaction (TCI), seminars, group discussions, case studies, project work, job training, etc. • Modern Educational Technology including OHP, LCD, Computer, Internet, Multimedia is used in teaching- learning process.
2.2.4 Teacher Quality:	• Out of 49 permanent and 09 temporary teachers, 09 are Ph.D, 07 M.Phil, and 17 NET/SLET qualified. Teachers are computer literate. • Management encourages the teachers to participate in international/national seminars, conferences and provides full/partial financial support. • During last five years four teachers presented papers in international conferences and 04 more faculty availed UGC's FIP scheme for higher studies. • The college organized 04 international seminars and 15 national seminars

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2.2.5 Evaluation Process and Reforms:	• Examination schedule and evaluation methods are communicated to the students at the beginning of the academic year through intranet and Students' Handbook. • Students' academic progress is monitored by the class teachers and is communicated to their parents. • Internal Assessment Scheme is introduced for all subjects.
2.2.6 Best Practices in Teaching-Learning Evaluation	• Induction program for new entrants. • Efforts to improve the English language skill of the students are made. • Introduction of Monitor's Diary, and award for the Best class.

2.3 Research, Consultancy and Extension:

2.3.1 Promotion of Research:	• Established the Marian Research Centre for Social Development involving faculty members and external experts to plan out and monitor research activities. • Seed money of Rs.10, 000/-is given to each faculty member involved in research work. • Two faculty members are recognized as research guides by MG university.
2.3.2 Research and Publication Output:	• Department of Social Work is recognized as research centre recently. • During last five years faculty members together have published 10 books, 02 papers in international, 02 in national refereed journal and 01 in college journal. • At present there are 06 ongoing minor research projects with total outlay of Rs.3,45,000/- from UGC and 07 college funded projects with Rs.70,000/-and one industry sponsored project with Rs.21,500/- During last five years, a few research projects with total outlay of Rs.2,13,500/- have been completed. Three faculty members have received Ph.D degrees and 04 M. Phil degrees. • The college has started publishing a research journal, ACUMEN since 2008.
2.3.3 Consultancy:	• Established Marian Centre for Training and Development (MAGIS) through which consultancy services are provided.

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	• The college through its community college wing provides consultancy services to a number of institutions in India and also in Maldives. During last two years a sum of Rs.1, 00,000/-has been earned as consultancy fee.
2.3.4 Extension Activities:	• Extensive Extension activities and outreach programmes are carried out by various departments of the college as well as by its NSS and NCC units. • These activities include construction of houses for the needy, village adoption for development, Health Care, student sponsorship programme and the like. • Through its active Community College Wing some short term skill oriented and vocational courses are being conducted for the under privileged candidates and college drop outs in the neighborhood community.
2.3.5 Collaboration:	• Collaborative linkages with other institutions, industries and NGOs are established for students' field placement, project work, job training, internship, etc. • Academic tie ups with 03 Universities in USA and Mid-Sweden University, Sweden for faculty and student exchange programme; with Ruth Cohn Institute, Switzerland, for Theme Centered Interaction (TCI) related courses. • Research collaborations are yet to be established.
2.3.6 Best Practices in Research, Consultancy & Extension (if any):	• An incentive grants of Rs.10, 000/-is given to faculty members for research work. • A teacher who publishes research paper in a refereed journal is given an award of Rs.1000/-. • All students are compulsorily involved at least in one extension activity in a year.

2.4 Infrastructure and Learning Resources:

2.4.1 Physical Facilities for Learning:	• A well structured and aesthetically designed landscape college campus, covering an area of 25 acres of land. Impressive college buildings accommodate well equipped class rooms, computer labs., language lab., hardware lab., food production lab, air-conditioned conference hall, an auditorium, audio-visual room etc. • Sports facilities with grounds and courts for football, volley ball, basket ball, etc, as well as a multi-gym., and space for indoor games are available.

	• Infra structure is optimally used by the college for itself as well as by other agencies for conducting examinations, cultural, spiritual and academic programmes. • During post accreditation period the college has augmented its infrastructure with an expenditure of more than Rs.05 crores
2.4.2 Maintenance of Infrastructure:	• Sufficient funds allocated for maintenance of infrastructure. • Well maintained campus. Separate technical and maintenance staff for buildings, gardens and other infrastructure.
2.4.3 Library as Learning Resources:	• Central Library has 15050 books (11,700 titles) including 1500 text and 3000 reference books and it subscribes to 49 Indian and 13 foreign journals and has 600 CDs. • It has open access and its working is monitored by Optical Character Recognition (OCR) ID cards and closed circuit camera. • Library is automated using Campus Net Software. It has digital section, computers with 5mbps band width internet connectivity, DELNET, Wi-fi and reprographic facilities.
2.4.4 ICT as Learning Resources:	• The College has in all 290 computers, having LAN facility, and 245 with internet connectivity. All the departments have their own computers with internet facility. • The college has central computing facilities with high performance PC workstations with different computing environments: Widows, Linux. • The College has launched its own website with a webpage for each department; regularly updated. • PG Department of Computer Applications offers training programme called MCAT to school children to know their aptitude for computer learning. UG students give classes in computer fundamentals to local non-computer students under Maria Jyothi Scheme. There is a separate computer lab for all computer certification programme.
2.4.5 Other Facilities:	• The college has 02 hostels for boys and 02 for girls with total accommodation for 311 boys and 335 girls, with recreational, outdoor and indoor games facilities. Girls' hostel is provided with Gym. • There is a Health Centre with a full time Nurse and a Doctor on call.

	• The college has a cafeteria run by the students of MMH course, an excellent guest house, common rooms for students, office rooms for faculty members, women rest rooms, prayer hall, staff recreation room, vehicle parking shed, generator, purified drinking water, herbal garden, vehicles, etc.
2.4.6 Best Practices in the development of Infrastructure and Learning Resources (if any):	• Wi-fi facility is available in the campus. • Cafeteria and a stationary shop managed by the students. • Multi-gym facility in girls' hostel. • A well developed Rain Water Harvesting system is established for continuous water supply.

2.5 Student Support and Progression:

2.5.1 Student Progression	• The average pass percentages during last five years in UG examinations vary from 65 to 84 and in PG 80 to 93, and are higher than the University average. A fairly large number of students are in first class and distinction brackets. The drop out rate is minimal. • The college monitors students' progression. More than 90% of the UG students and 5-10% of PG students go for higher studies and about 3 -10% of UG students and 90% of PG students go for employment. • During the last three years, 07 students have passed UGC NET, 53 CAT and 55 TOEFL/IELTS.
2.5.2 Students Support:	• College annually updates its prospectus, calendar and hand book (Campus Companion) and publishes a biannual news letter 'Marian Vibes'. • Besides state and Central Govt. scholarships, few needy scholars are provided scholarships from the management. Concession in tuition fee, mess fee, etc. for the economically weaker students has been given. • The College, being a part of the Consortium of professional colleges, organizes campus recruitment drive, career hunt workshop, career counseling and interview training etc. through its Placement and Counselling cell. • Professional counsellor is appointed to deal with the personal problems of the students.

2.5.3 Student Activities:	• Students' Union, organizes annual sports day, cultural fests and various competitions. In addition, departmental students' associations annually organize fests. • Students also participate in University and Inter-University level sports tournaments, youth festivals, and bag prizes and trophies. • College publishes its annual magazine, an in-house news letter Marian Tidings and an environment news letter Green Leaf etc.
2.5.4 Best Practices in Student Support and Progression (if any)	• Free lodging and boarding facilities are provided in the hostel for sports and economically backward students. • Earn While You Learn Scheme is instituted for economically disadvantaged students by the management. • For support staff and deserving students 'Life in Abundance Fund' is instituted for financial assistance • Active departmental associations and clubs.

2.6 Governance and Leadership:

2.6.1 Institutional Vision and Leadership:	• Well defined vision and mission to make the institution a dynamic centre for achieving its motto of "Information, Formation and Transformation" • Management's commitment and leadership ensuring quality is evident in college activities. • Principal plays a pivotal role in all the developmental activities taking his colleagues along with him.
2.6.2 Organizational Arrangements:	• The Governing Board of the college is the apex policy making body. The Manager is its Chairman and Principal is the ex-officio Secretary. They play complementary roles. The Staff Council, College Development Council and various Committees are other functional bodies looking after the academic programmes and administration. • The Grievance Redressal Cell and a Cell for Prevention of Sexual Harassment are in place.
2.6.3 Strategy Development and Deployment:	• The college has prepared a well thought out perspective plan for the decade 2003-2013 in consultation with various stakeholders. • Teaching and non-teaching staff are involved in the planning process.

	• During last five years many plan proposals are implemented and some new have been initiated.
2.6.4 Human Resource Management:	• Transparent recruitment policy following University, UGC and State Govt. norms is adopted. All the vacant posts are filled up by the Management on its own. • Automated performance appraisal system through in-house developed modules for self-appraisal of teachers, peer evaluation, students feedback on teachers' performance, etc . • The college organises professional development and skill up gradation programmes for teaching and non-teaching staff.
2.6.5 Financial Management and Resource Mobilization:	• Good financial discipline through strategic budget planning. Resource mobilization, through UGC, State Govt, Self-funded courses, Alumni, Parent Teachers Association (PTA) and donations. • Regular internal audit by Chartered Accountants and statutory audit by State Govt. and AG office. • Finance system is fully computerized. A latest version of Tally software is used for accounting purpose.
2.6.6 Best Practices:	• Modules for self appraisal, peer evaluation, students' feedback on teachers' performance etc. • Introduction of Think Tank meet, facilitating institutional governance. • Computerization of financial system • Skill up-gradation programme for non-teaching staff.
2.7 Innovative Practices:	
2.7.1 Internal Quality Assurance Systems:	• Internal Quality Assurance Cell (IQAC) is activated since 2003. Prepared IQAC manual, laid down quality norms, and introduced personal and professional excellence plan. • Academic audit and Social audit by external academic experts and social scientists to ensure quality. • Offers value added courses on skills, personality development and entrepreneurship • The college involves students in quality enhancement process through feedback system.
2.7.2. Inclusive Practices:	• Students from underprivileged sections are provided with remedial coaching (UGC sponsored), book bank facility, institutional scholarships and concessions in tuition and mess fee.

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	• Gender sensitization workshop was conducted by Women Cell. • The college has a high percentage of girl students (64%). However the percentage of SC/ST students (7.5%) is very low.
2.7.3 Stakeholder Relationship:	• The ambience, academic programmes, infrastructure, discipline etc. are up to the satisfaction of the stakeholders. • College alumni is a registered association and departmental alumni associations are activated since few years. • Cooperation and participation of Parent-Teachers' Association is invoked in developmental activities. • Cordial relationship and good coordination among management, teachers, staff and students. • Fairly well developed college, industry, neighbourhood interaction network.

Section III: OVERALL ANALYSIS

3.1 Institutional Strengths:	• Excellent ambience, impressive infrastructure, propitious for academic pursuits. • Stakeholders' active involvement and concern in institution's planning, growth and development. • Dedicated management, committed faculty, efficient staff and disciplined students. • ICT enabled and value added courses, a wide spectrum of innovative practices, laudable extension and outreach programmes with societal relevance. • Appreciable track record of Students' academic performance and placement. • Innovative activities: Academic and Social audit by external experts. • Large number of NRI students.
3.2 Institutional Weaknesses:	• Limited research activities with a small number of Ph.D qualified teachers and less number of research publications in international and national refereed journals. • Less number of SC/ST students. • Absence of courses on basic sciences and humanities.

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3.3 Institutional Opportunities:	• Ample land and infrastructure for further programme diversification. • Scope for tapping the support of alumni for students' placement and developmental programmes. • Greater possibility for interdisciplinary/ multidisciplinary studies and research. • Opportunity for more societal development activities through Community College. • Scope for developing linkages in research with other institutions and industries. • Scope for introduction of courses in emerging areas. • Scope for becoming an autonomous college under UGC scheme.
3.4 Institutional Challenges;	• To cross over the constraints on developmental activities set by the statutory norms. • To strengthen research activities and consultancy services. • Recruit best quality teachers. • To activate the faculty members for more involvement in research activities. • To work for implementation of more inclusive admission policy.

Section IV: Recommendations for Quality Enhancement of the Institution

- The college may introduce new career oriented UG/PG courses in emerging areas.
- The college may think of introducing some short term courses such as Disaster Management, Event Management, Entrepreneurship, NGO management, Dynamics of Social changes, web-designing, computer automation for enhancing the employability or self employability of students.
- Research profile of the college needs to be strengthened further with more Ph. D holding faculty, more research publications, research funding from national agencies, research collaboration etc.
- Special drive for admitting more students from disadvantaged communities.
- The faculty and student exchange programmes with foreign institutions, initiated by the college must continue and strengthen with reciprocation from both sides.
- The college may plan to introduce foreign language programmes.
- Health centre may be strengthened.
- Institutionalized programmes of coaching for NET/SLET, GATE, GRE, TOEF, Competitive Examination for State and national level services.
- Basic science and social science courses may be introduced.
- With a view to project the college as an institute of national stature, it may make endeavour to recruit well qualified teachers from other states as well.

- The college may make concerted efforts to provide ample sports facilities including coaching exclusively for girls students. It also needs to develop special play grounds for various outdoor games.
- Students may be encouraged to participate in large numbers in inter-collegiate, inter university and national sports events and cultural activities.

I agree with the observations of the Peer Team as mentioned in this report.

Signature of the Head Of the Institution

Fr Dr A. J GEORGE
PRINCIPAL
KUTTIKKANAM

Seal of the Institution

Signatures of the Peer Team Members:

Name and Designation		Signature with Date
Prof. Uttam B. Bhoite (Former VC, YCMOU & Bharati Vidyapeeth), Executive Director, Bharathi Vidyapeeth Pune- 411 030, Maharashtra	Chairman	26/3/09
Sr. Philomena Cardoza Principal Jyothi Nivas Autonomous College, Bangalore- 560 095, Karnatak	Member	26/3/09
Prof.(Mrs.) Mamata Satapathy Former Head & Professor Department of Physics, Utkal University, Bhubaneswar-751004, Orissa	Member-Coordinator	Mamata Satapathy 26.03.2009
Dr Sujata P. Shanbhag Assistant Advisor	NAAC Officer	

Place: Kuttikkanam, Idukki, Kerala
Date: 26 March 2009

marian college kuttikkanam

(Affiliated to Mahatma Gandhi University, Kottayam)
NAAC Reaccredited with A Grade

Kuttikkanam P.O., Peermade, Idukki District, Kerala, India - 685 531
Tel: 04869 - 232203, 232654, Fax: 04869 232438
E-mail: mariancollege@mariancollege.org
Campus Blog: www.marianpulse.in
www.mariancollege.org