# Recommendation of the IQAC for 2015-16

## Submitted to the Principal for Follow-up and Implementation

8/17/2015
IQAC, MAR IVANIOS COLLEGE

FOR THE ATTENTION OF STATUTORY AND NON-STATUTORY BODIES AND STAFF OF THE COLLEGE

FORWARDED TO THE PRINCIPAL FOR FOLLOW UP AND IMPLEMENTATION

Taking into consideration the fact that the College is going for re-accreditation in 2016, the IQAC recommends that the following activities be taken up in College under the seven criteria of the SSR:

## CRITERION 1: CURRICULAR ASPECTS

- The present curricula should be reviewed by a national subject expert of repute.
- Use a common format for review of syllabus; a draft version has been prepared by the IQAC for reference.
- Since the present UG and PG syllabi are w.e.f 2013, the University is due for revision of syllabus in 2016 for the academic year 2016-17. We should also plan for syllabus revision for 2016-17 and in such a way as to make the syllabi more innovative, and job and research oriented than what is offered by the University.
- 25% of the syllabus should be changed to make it more in tune with the aspirations of students. This could be done in the complementary/ elective courses.
- Self-financing courses should have new core and complementary courses from 2016-17. A Sub-Committee under the Academic Council may be entrusted with the task of identifying such courses and present a Feasibility Report to the Academic Council by December 2015.
- We should target to have at least one inter-disciplinary course, one dual degree and one twinning programme at least by 2017-18. A Sub-Committee under the Academic Council may be entrusted with the task of identifying such courses and present a Feasibility Report to the Academic Council by December 2015.
- Each department should offer at least one short-term add-on Certificate or Diploma course in an allied area to the department or to all the students in College in the academic year 2016-17. These could be created and offered by the department itself or could be offered in collaboration with institutes (for example, with the Press Club for Journalism/ English or Gulati Institute of Finance and Taxation for Commerce/ Economics). The Head of each department may form a departmental Sub-committee to plan such courses.
- Short term courses in Communication Skills in English and Computer Applications must be run for students from all programmes. The Academic Council/ Academic Programmes Committee may nominate members of the Staff to take the initiative to design and run these programmes.
- The Department of French should take the initiative to explore the possibility of setting up a Foreign Languages department with tie-ups with the Alliance Francaise, Goethe Institute and Gorky Bhavan, enabling students of the College to get certificates from these institutes by doing their courses in College after class hours. A Feasibility Report could be submitted to the Academic Council by December 2015.
- All courses in current FDPs and PGPs should have ONE curriculum enrichment module added to each course in their present syllabus. This could be in the form of a selected MOOC for the whole class, a lecture by an external expert, student presentations on selected topics, group

project, interviews/ panel discussions with experts, field work, internship etc. It shall be the responsibility of the Course Committees to design and run these enrichment modules.

- One Certificate course from IGNOU (Functional English/ Information Technology/ Environmental Studies/ Business Skills [for BCom students]) should be made mandatory for at least the self-financing FDPs (to be completed before Semester 4). Part of the course work for Functional English and Information Technology could be incorporated into the General English paper and the Informatics paper respectively in a modified syllabus. The College could enter into a tie-up with IGNOU and give credits to these papers of the IGNOU.

- Modules of the syllabus could incorporate the syllabus and question model types of common entry into service competitive examinations and exams like TOEFL, IELTS, GRE, GMAT, etc.

## CRITERION 2: TEACHING, LEARNING AND EVALUATION

- The Admission policy must be made public and put up on the College website (the policy must show strategies to increase access to socially and economically backward classes, physically challenged, outstanding sportspersons and artists).

- The Admissions Committee should have an annual document from 2014-15 onwards (Autonomy batches) which gives an analysis of students' profile (male/female, cut-off marks in merit for each programme, CBSE/ Kerala +2, English medium/ vernacular medium, merit/community/reservation, etc), demand ratio for various programmes, and an analysis of the admission process with steps taken to improve the admission process.

- The Students' Support Committee should plan the induction programme for new students every year, at the College level and the Class level.

- Faculty Advisors and Course Co-ordinators should be instructed to
  - identify the weaker students in class and design special remedial programmes for them; at least one Remedial Programme must be done before the Improvement exam and the details documented;
  - adopt the tutorial system in each class;
  - give course details and schedules to students at the beginning of the semester;
  - ensure at least one outside classroom mode of study in each semester (internet, internship, field work, interviews, etc);
  - give mandatory library/ reference work for students.

- Training should be given to teachers to adopt learner centred, innovative methods; in question paper designing, basic educational psychology, formulating learning outcomes, using ICT in the classroom, instilling creativity and scientific temper in students etc. The responsibility of organizing these training sessions may be given to the IQAC.

- It is strongly recommended that all teachers joining the College and teachers with less than 10 years of experience should do the IGNOU PG Diploma in Higher Education (equivalent to one 21 day programme of the UGC Human Resource Development Centre (ASC))

- An Examination/ Evaluation policy must be created and shared with teachers and students.

- A documented mechanism to monitor and evaluate teaching, learning and evaluation has to be created.

- Course Committees and Class Committees should be formed for every class. Heads of Departments shall be responsible for the effective functioning of these Committees. The guidelines of the IQAC for these committees may be followed.

## CRITERION 3: RESEARCH, CONSULTANCY AND EXTENSION

- PG students should be required to do at least one research paper presentation in a seminar or conference outside College; this should be made mandatory and part of course requirement.
- UG/ PG students should publish at least one individual paper or a joint paper with faculty in research journals.
- The College should bring out at least one research journal. The Research Committee shall be entrusted with this task. We should have at least two annual editions to place before the NAAC.
- The College should tie up with at least one national NGO in education to professionalize educational extension activities; the NSS should be entrusted with this task (Teach for India www.teachforindia.org/; Make a Difference <www.makeadiff.in>; Pratham <www.pratham.org>; Barefoot College-India <www.barefootcollege.org>; Cry <www.cry.org>; Nanhikali <www.nanhikali.org>). A Sub-committee should be set up to identify one potential partner, and submit a report to the Governing Body by December 2015)

## CRITERION 4: INFRASTRUCTURE AND LEARNING RESOURCES

- The College must have a composite 5 or 10 year plan for infrastructure development, which should be made public. The Governing Body and the Management Council shall be responsible for creating this document before re-accreditation.
- Adequate funds must be identified/ raised for maintenance of all equipment, especially IT resources.
- The Library should organize workshops/ classes for teachers, students and non-teaching staff and have a feedback system for library users.
- The Governing Body shall take up the offer of the UGC for VSAT for internet connectivity (after checking the efficacy and reliability of the system).

## CRITERION 5: STUDENT SUPPORT AND PROGRESSION

- All student support programmes should be carried out under an umbrella committee, Students' Support Committee. This will include:
    - The Career Guidance Cell;
    - The UGC Entry into Service Coaching Cell;
    - The UGC Remedial Courses Cell;
    - UGC Coaching for NET exams;
    - The Anti-Ragging Cell;
    - The Grievance Appeal Committee (a non-statutory body);
    - The Students' Welfare Committee (a non-statutory body);
    - The Women's Study Unit;
    - The Mentoring and Counselling Cell; and
    - The Life-Skills Development Centre (Soft Skills, Computer training, Communicative English, BEC, Connecting Careers, etc).
- The Students' Support Committee shall have the Co-ordinators of all these Cells as members and ensure that each cell functions effectively and documents all its activities.
- Students should be included in as many academic and administrative bodies as possible.

- The Grievance Appeal Committee shall create a common mechanism for registration of grievances. It shall consist of all the Co-ordinators of the various grievance cells (SC/ST, Sexual Harassment) and shall document all meetings and proceedings.
- Faculty Advisors should be entrusted with the task of maintaining a Student Progression Record in association with the Alumni association. This record must contain details of status of student after leaving college and of successful NET, Civil Services students.

## CRITERION 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

- The Governing Body shall ensure that all Statutory and Non-Statutory Bodies are functioning effectively, that meetings are taking place regularly and being documented.
- The following non-statutory have to be constituted at the earliest: the Grievance Appeal Committee, the Student Welfare Committee, the Planning and Evaluation Committee and the Academic Audit committee.
- The Extra-Curricular Activities Committee shall be jointly run by the Staff Advisors and the Physical Education department.
- An Academic Audit has to be done by the Academic Audit Committee before the re-accreditation.
- The Finance Committee (statutory) and the Planning and Evaluation Committee (non-statutory) should form a composite body.
  - Annual budgeting and allocating should be done by this composite body. It shall aggregate all the funds available annually from all sources (CPE, Autonomy, XII Plan, etc) and create a budget and a utilization report every year.
  - It shall seek the help of a financial consultant/ CA.
  - It is recommended that the co-ordinator/ convener of this composite body be given the title of Chief Financial Officer.
- The Women's Study unit should do a gender audit and conduct gender sensitization programmes.
- The Governing Body shall be responsible for ensuring that the College follows the recommended schedule of the UGC for the meetings of the Statutory Bodies. It shall create a calendar for the meetings of various bodies (recommended by the UGC), which shall be published.
- THE GOVERNING BODY SHALL BE RESPONSIBLE FOR CREATING DOCUMENTS SPECIFYING THE DUTIES AND RESPONSIBILITES OF ALL THE STATUTORY AND NON-STATUTROY BODIES AND SHALL ENTRUST A COMMITTEE WITH THIS TASK TO BE COMPLETED WITHIN A SPECIFIED TIME LIMIT. The IQAC may be entrusted with this task.

## CRITERION 7: INNOVATIONS AND BEST PRACTICES

- An Environment Study Centre must be set up on campus.
- They should do a green audit for the campus.
- They must undertake initiatives to make the campus eco-friendly through energy conservation, renewable energy, water harvesting, carbon neutrality, plantation, hazardous waste management, e-waste management, etc

IQAC COORDINATOR

For IQAC, MAR IVANIOS COLLEGE