MAR IVANIOS COLLEEGE (AUTONOMOUS)

DEVELOPMENT OF POLICY AND STRATEGY

Preamble

Mar Ivanios College currently has more than 2400 students on its rolls on 26 acres of campus for its First Degree (UG), Post-Graduate and PhD programmes in Arts, Science and Commerce. There are currently ten aided FDP programmes in Arts, Science and Commerce, two self-financing FDP programmes in English and Commerce, two B.VocProgrammes in Software Development and Tourism & Hospitality Management, eight PG courses in Arts, Science, Commerce and Tourism, and six Ph.Dprogrammes in Maths, Physics, Chemistry, Zoology, English and Commerce.

Organizational structure

The College has a well-organized management structure honed out of years of administrative experience. In addition to the Head of the institution, the Principal,the College has two Vice Principals (Academics and Student Affairs) and a Dean of Academics. The Statutory Bodies are the Governing Council, the Academic Council, the Boards of Studies, the Finance Committee and the College Council. There are regular Staff Meetings,

departmental staff meetings and Student Union meetings to ensure that policy decisions reach all stakeholders and are implemented.

Academic Programmes

The College has started ten add-on, skill-oriented certificate and diploma courses. It has been one of the best performing Business English (Vantage) Certificate test centres of Cambridge University with 100% pass in the last few years. It also has one of the best-run FLAIR (Fostering Linkages in Academic Innovation and Research, an initiative of the Dept of Higher Education, Govt of Kerala) programmes, achieving accolades for its performance in their Additional Skills Acquisition Programme (ASAP), Walk with a Scholar (WWS) and Scholar Support Programmes (SSP). The College has 12 Boards of Studies and took up its first curriculum review activity in 2014 and framed its own curriculum. University, Industry and Research Institutes guided the curriculum framing activity.

Physical Infrastructure

The College has reasonable infrastructure presently but will need to, and is planning for, significant expansion to cater to the demands of new programmes and batches. The College has eight blocks with total built-up area of 2.36 lakh sq.ft. It has 64 class rooms (25
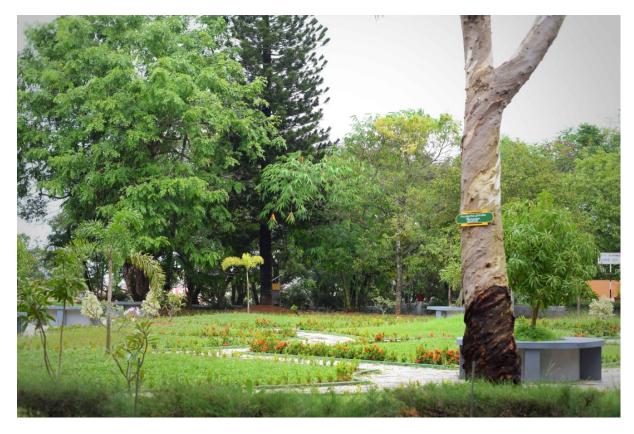
with ceiling mounted projectors, and 8 with Smart Boards), 16 staff rooms, 16 laboratories, one main library with built up area of 10400 sqft (with an additional four departmental extensions), with around 68000 books and a seating capacity of 230.

All staff rooms have toilets and there is a separate waiting room for girl students. The library has access to INFLIBNET, DELNET, ProQuest and a variety of open access databases. The College has 6 computer labs and a total of 244 computers on campus. The campus is a Wi-Fi campus with 10 mbps speed. The College has a boys' hostel with a capacity of 175, and two ladies' hostels with a combined capacity of 450. The College has an auditorium which can seat 1000 students and 4 Academic Halls in which all programmes are held. Work on the Research Centre is in progress; 10 classrooms of the self-financing and B.Voc courses are housed in this building.

Additional buildings which came up in the last five years include the fully furnished and secure Controller of Examinations Office and an extension of the administrative block which has a new Principal's room, a Conference Hall and two new class rooms. The College has a cricket field which is also used for track and field events, two basketball courts, a volleyball court, nets facility for cricket coaching, and a gym for recreational facilities. One of the basketball courts was renovated recently at an expense of Rs 15 lakhs.

Student support programmes

These include NET coaching, Civil Services coaching, coaching for entry into service, different mentor services, career guidance, counseling services with two full time qualified counsellors, Communication Skills in English coaching, etc. The college offers the Business English Certificate of Cambridge University and the Additional Skills Acquisition Programme of the Dept of Higher Education, Govt of Kerala.The College strongly promotes arts and culture and spends an average of Rs 8 lakhs every year to train students for the Kerala University Youth Festival, where we have been overall champions 8 times in the last 10 years. The College also has seen a lot of its students participating and winning accolades at the International, National and State/ University level in both arts and culture items and in sports and games.The College has 20 Student Affairs Committees which organizes a variety of club activities. The College has a strong alumni association, AMICOS (Association of Mar Ivanios College Old Students), which has contributed significantly to the free noon meal programme on campus. It also acts as a strong motivator by giving away proficiency prizes for curricular and extra-curricular achievements. It has also instituted an annual award in the name of Archbishop Mar Gregorios, the first Principal of the College, to an eminent, national, socially committed personality.

Funding schemes

The College has been quick to take advantage of many schemes put forward by the UGC and other funding agencies. It is the alacrity of the management and the staff which has helped the College apply for and receive the UGC CPE status, DST-FIST support, the DBT Star College scheme, the UGC DDU Kaushal Kendra and Autonomy status.

Major activities during the last 5 years

The college and various departments have organized a good number of conferencesThere are 42 eminent researchers visited the campus and delivered lectures on different research topics..There are a total of 103 research scholars on the rolls during the current year, registered with 33 faculty members in the research centres on campus. During the last five years, faculty members have undertaken/ongoing 19 minor projects and 18 major research projects sanctioned by various funding agencies. There are 442 research papers published in international and national peer reviewed journals and 250 papers in conference proceedings.In the last four years the college has raised ~Rs200 lakhs as financial support from completed extramural research projects including minor & major projects.
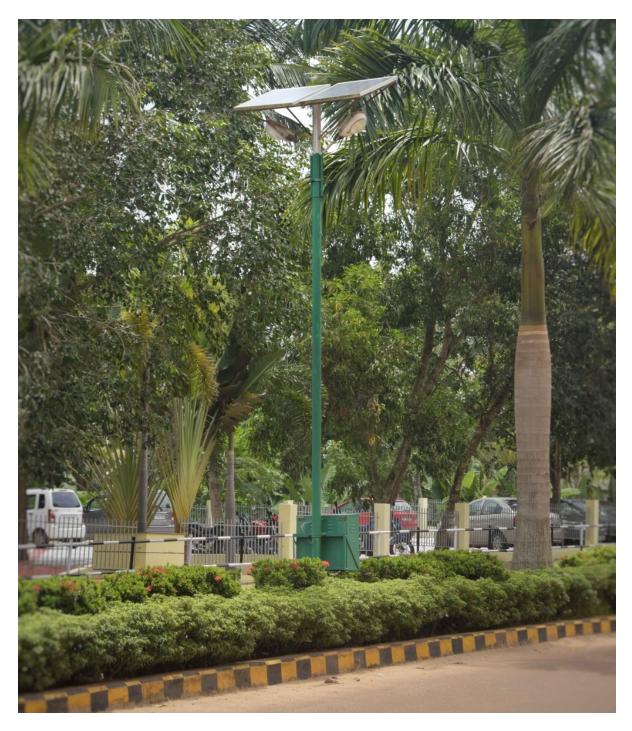

Currently there are also 12 ongoing minor projects and 6 ongoing major projects supported by various funding agencies. The total grant received for Minor projects (completed and ongoing together) was Rs.22.45 lakhs. The total grant received for Major Projects was 239.59 lakhs.The institution has set up a Molecular Biology Laboratory of national standards with the support of DBT Star College Scheme. The laboratory provides state-of-the-art experimental research facility for Molecular Biology, Animal Cell culture lab, Microbiology lab. The Animal House established in accordance with the CPCSEA regulation is also one among the unique facilities of the college.There are 16 research laboratories under the 6 research centers in the college, which house several instrumentation facilities of international standards; this includes Spectrophotometers, characterization equipment.

Recently created/ under construction facilities during the past 5 years are

- Office of the Controller of Exams with an area of 9000 sq.ft;
- Two floors of Mar Ivanios Centre for Advanced Research are completed and the third and fourth floors are under construction.
- It has provisions for Modern Conference Hall, Lecture Rooms, Faculty Rooms, Tutorial Halls, Discussion rooms and Computer Labs;
- New rooms for Principal's Office and Conference Hall;
- 2 new class rooms in the main bock;
- Class rooms have been provided with Smart Board and ceiling mounted LCDs;
- 2 new class room for commerce block and 1 new room for library store;
- The computer Centre was renovated with more computers, a high capacity printer and a new server has been installed;
- Wi-Fi facility has been renovated;
- Networking and computerization has been upgraded;
- On-line admission application system has been introduced;
- Entry of students' daily attendance and CE marks are computerized;
- New basketball court has been built in the campus at an expense of Rs.15 lakhs;
- New water tank has been constructed with a capacity of 40,00,000 litres for rain water harvesting for Mar IvaniosVidya Nagar campus;
- Regular paintings of the buildings have been undertaken;
- Beautification of the campus by planting trees, developing gardens, installing interlocking tiles to the commonly used pathways;
- New and improved security system has been provided in the entire Campus;
- New spacious parking facility for students has been constructed;

- Improved Health Centre has been set up with 2 qualified nurses on the non-teaching staff;
- Establishment of 2 Counseling Cabins with permanent counselors;
- Office of the UGC DDU KAUSHAL KENDRA has been set up;
- Renovation of main block with attractive flooring has been completed.

The Strategic plan framed to fulfill the vision, mission and goals of the institution

The vision and mission of the College

Motto: VERITAS VOS LIBERABIT" (Truth shall liberate you)

VISION:

- *To be an internationally recognized institution of excellence in higher education, inculcating the values of truth and charity for the protection and promotion of human dignity, and of a cultural heritage, through teaching, research, and extension activities dedicated to society.*

MISSION:

- *To produce intellectually trained, morally upright, socially committed, spiritually inspired and ecologically conscious young men and women, irrespective of caste, creed, gender or nationality, who would be dedicated to working for the good of society, the nation and the world;*

- *To create a vibrant academic community known for its innovation, intellectual rigour and social commitment through internationally validated teaching-learning, research, co-curricular and outreach processes in the faculties of Arts, Science and Commerce; and*

- *To ensure the academic, social, and spiritual development of students who belong to the Malankara Syrian Catholic Church into responsible citizens of India and the world, thus actualizing the dreams of the Venerable Founding Fathers.*

Strategic plan and Deployment

Curriculum development

- New self-financing courses would be started at the UG and PG level taking into account the needs of society, industry requirements and the recommendations of subject experts. There would a simultaneous attempt to ensure adequate infrastructure for the identified programmes. At least one self-financing course would be started every new academic year.
- At least one twinning programme and one dual/ integrated degree programme would be started within the next two years.
- At least one new skill oriented add-on course would be started every year.
- The e-content modules and model syllabi created by the NSDC should be incorporated in the programmes in Tourism and Computer Science.

Infrastructure

- A 10 year infrastructure plan would be prepared taking into account projected new courses for the next 10 years. Blueprints and architectural drawings would be put in the public domain.

Teaching and learning

- Faculty development programmes on teaching and learning would be conducted at least once every year;
- Training would be given to teachers to incorporate ICT more efficiently into their

classroom practices;
- New teachers would be encouraged to do the Post Graduate Diploma in Higher Education of IGNOU.

Research and development

- Teachers would be strongly encouraged to do as many Major and Minor research projects as possible. Every department should have at least two major research projects and three minor research projects in a 5 year period.
- Every department should organize at least one international conference and 2 national conferences in a 5 year period.
- Every teacher should have at least one conference proceeding publication/ publication in a peer-reviewed research journal every year.
- Research departments should have formal tie-ups MoUs with industry and national research institutes; at least one tie-up should be established every year.
- Focus in the next five years should be on inter-disciplinary research.

Community engagement

- Every department should plan their community engagement programmes at the beginning of the academic year and submit it to the Principal. These could include adoption of a class in a school to teach students, visits to hospitals, old age homes or orphanages with clear objectives, support for areas suffering from natural calamities every year (like fisher-folk in coastal areas), etc.
- The College should establish tie-ups with established NGOs.

Human resource planning and development

- Taking into account projected new programmes, the Management would plan to identify teachers of department/ retired teachers/ fresh candidates as teachers for these programmes. Planning would be done in advance to ensure that good candidates are selected for these programmes.
- Training/ orientation sessions would be given to all teachers by senior faculty.

Industry interaction

- Every effort would be made to collaborate at different levels with representatives of industry. This could be through representation on BoSs, forming department-industry interfaces to work on the requirements of industry, etc.

Internationalization

- All departments would seriously explore the possibility of international student exchange programmes through accredited organizations which cater to this need, like the ISSAC.
- All departments would explore the possibility of entering into MoUs with international colleges/ universities for twinning degree programmes and credit transfer.

- All departments would plan to include internationally valid course modules into their curriculum which would help students gain admission in foreign universities.
- The English department could consider the possibility of incorporating IELTS/ TOEFL modules into the UG English language programmes.

Planned proposals initiated/ implemented

Around 10 proposals were initiated/ implemented
- The UGC accepted and sanctioned the proposal for third phase of UGC College with Potential for Excellence status;
- DBT accepted and sanctioned the proposal for second phase of Star College Scheme for the College;
- Scheme of autonomous college: Mar Ivanios College was granted autonomous status by the UGC on 13th June 2014.
- B.Voc and M.VocProgrammes: UGC sanctioned two B.Voc courses in Tourism and Hospitality Management and B.Voc in Software Development in the year 2014. M.Vocprogrammes in the above streams are also sanctioned. Classes will start soon.
- DDU Kaushal Kendra was implemented in 2015. M.Voc courses are sanctioned by Kaushal Kendra.
- Self financing courses: We have two self-financing courses: B.Com and B.A (English)
- M.Phil in Malayalam and Physics have been sanctioned in the current academic year
- Proposal for UGC Aided Women's hostel has been accepted.
- The construction of the Centre for Research building is in progress.

Quality policy

College has a formally stated quality policy as highlighted in its Vision and Mission Statement and motto. Every possible measure is taken to ensure qualitative dissemination of knowledge in the pursuit of creating a responsible generation. The institution has a decentralized responsibility pattern with due accountability to its key positions.
- The Principal and IQAC ensure that the policy objectives and statements are well communicated to all levels for implementation.
- The steps initiated by different departments in implementing the policy objectives are periodically reviewed by the Principal, Dean and the IQAC members and necessary directions are given for revision if needed.
- Constant review of performance of faculty, motivation for acquiring higher academic and research degrees and use of innovative teaching methods to be at par with the young techno savvy generation.
- Constant upgradation and revision of syllabus and teaching learning process.
- Collaboration with other institutes of repute and with industry.
- Formation of various clubs ensuring the active participation of its members with view to nurture and strengthen extra-curricular activities.
- A Student Excellence Committee has been formed and different awards and endowments are declared for acknowledging the excellence of students in curricular and co-curricular activities.

PROPOSAL FOR FACULTY EMPOWERMENT THROUGH EDUCATIONAL DEVELOPMENT (FEED) PROGRAMME:

REQUEST FOR FUNDING

Introduction

The IQAC intends to initiate a unique programme to improve the quality of teachers through teacher education. This is intended to be achieved through two streams:

1. Acquiring professional qualification which is relevant to teaching in general or the teaching of a discipline through the open education channel;
2. Training teachers through classes by experienced teachers.

Since acquiring a professional degree through correspondence involves a cost to the teachers, it is proposed that the Management could provide 50% of the funds for the course, under certain stipulated conditions, with the faculty member contributing the balance. This would be seen as a unique quality initiative of the Management.

This proposal focuses on the first of the two streams above.

Background

The quality of any academic institution is ultimately judged by the quality of its teaching and learning, and therefore by the quality of its teachers. Since teacher training is almost completely absent in the higher education sector, with refresher courses being the only mode of training, this area is of crucial importance in improving the quality of teachers and of the teaching-learning process.

Coupled with this is the fact that the IQAC has chosen the area of Teaching, Learning and Evaluation as an area of its focus for 2014-16.

It is under these circumstances that the IQAC decided to initiate the FEED Programme.

About the Programme

The Faculty Empowerment through Educational Development Programme intends to raise the quality of the teaching-learning process by empowering teachers to become more professionally competitive academic mentors by acquiring professionally relevant educational qualifications and by participating in training sessions conducted by experienced teachers.

The courses which teachers can pursue have been identified by the IQAC; teachers also have the option of recommending new courses to the FEED programme.

Since the College is a Study Centre of IGNOU, presently only courses from IGNOU have been chosen for the FEED Programme. Currently the following courses have been included in this programme:

NO	COURSE	AGENCY	DURATION	COST
1	P.G DIPLOMA IN HIGHER EDUCATION	IGNOU	1 YEAR	RS. 2500/-
2	P.G DIPLOMA IN EDUCATIONAL TECHNOLGY	IGNOU	1 YEAR	RS. 5500/-
3	P.G DIPLOMA IN EDUCATIONAL MANAGEMENT AND ADMINISTRATION	IGNOU	1 YEAR	RS. 5500/-
4	CERTIFICATE IN ADOLESCENT HEALTH AND COUNSELLING	IGNOU	6 MONTHS	RS. 2000/-
5	CERTIFICATE PROGRAMME IN VALUE EDUCATION	IGNOU	6 MONTHS	RS.1500/-
6	CERTIFICATE IN TEACHING OF ENGLISH AS A SECOND LANGUAGE (FOR ENGLISH TEACHERS)	IGNOU	6 MONTHS	RS. 2000/-

Proposal for funding

- The P.G Diploma in Higher Education is an extremely relevant course and it can be considered an equivalent to the B.Ed course for schools. It is therefore strongly recommended that this Diploma be made mandatory for all teachers in the college with less than 10 years of service. It is proposed that at least 50% of the teachers with less than 10 years of service be covered in the first three years. It has been accepted as equivalent to one Orientation/ 21 day course by the UGC.
- Similarly it is strongly recommended that the CTE be made mandatory for the teachers of English with less than 10 years of service.
- The Management may support teachers with 50% of the course fees.
- It is recommended that the Management may support ten teachers for the PGDHE, two teachers for the PGDET, two teachers for the PGDEMA, two teachers for the CAHC, two teachers for the CPVE and three teachers for the CTE every year (Rs. 30,000/- per year).
- This financial support from the Management under the FEED scheme may run for three years, after which it may be reviewed, with feedback from the participants.

Terms and Conditions

- While the FEED Programme is open to all teachers of the College, it is specially focused on the teachers with less than 10 years of teaching experience.
- Applications will be received on first-come-first-served basis.
- Teachers will be given 50% of the course fees by the Management at the time of applying for the course; the remaining 50% will be contributed by the applicant.
- Teachers who apply for the FEED Programme will have to give an undertaking that they will complete the course and fulfil all course requirements including the examinations within twice the minimum duration of the course; for example, if they join for the PGDHE they will have to fulfil all course requirements within 2 years from the start of

the course. Failing this, the 50% contribution by the Management will be forfeited and the amount deducted from their salary after this period.

- The Programme will be co-ordinated and monitored by the IQAC and all possible help, including academic support, will be provided by the IQAC.
- The full support of the IGNOU Study Centre will be with this programme.

Source of Funding

While it is possible for this Programme to be funded by the College PTA or directly by the Management, it is recommended that it is funded directly by the Management as a unique, quality improvement initiative of the Management.

Benefits to the Management

- The financial support directly from the Management will be greatly appreciated by the teaching community as a reflection of the sincere commitment of the Management towards improving the quality of the teaching-learning process in the College.
- This Programme with the financial support of the Management can be projected as one of the unique Best Practices of the College and will be immensely appreciated by the NAAC, which specifically asks for quality improvement initiatives of the Management and the financial commitments it has made for quality improvement.
- It will highlight the long-term vision of the Management

Benefits for the College

- If successfully implemented, there is the real possibility that the quality of teachers will significantly improve, thus raising the quality of the institution.
- The College will be seen as positively exploiting the presence of the IGNOU Study Centre, creating a strong linkage with the IGNOU, with the possibility of inking MOUs with the premier Open University in the near future.
- The Programme can be projected as one of the unique, innovative Best Practices of the NAAC for re-accreditation.

Benefits for Teachers

- Funding from the Management will be an immense motivation for teachers to take up these courses for study.
- They will get the benefit of valid professional qualifications and contribute significantly to their professional development, empowering them to be better teachers.
- The PGDHE is equivalent to one Orientation course of the Academic Staff College.

Follow-up action required

- It is expected that the Management will provide a reply to this proposal at the earliest.
- If the response is positive, the Management may request for specific inputs from the IQAC to take this forward.