

**DEPARTMENT ACTION PLAN FOR THE YEAR  
2019 -2020**

**POST GRADUATE AND RESEARCH DEPARTMENT OF ENGLISH**

**Criterion I: Curricular Aspects**

Department meetings every month with minutes - Allocation of duties to each faculty member-Teaching plan with portions to be taught in each semester-Invited lectures - 16th July 2019: Cheri Jacob, Assistant Professor, Department of English U.C College Aluva. The department is intending to encourage more online mode of teaching and learning- Planning to conduct academic debates and seminars on topics which are perennial to the present university education. Planning to continue the ongoing Add-on course on Creative Photography.

**Criterion II: Teaching Learning and Evaluation**

Decided to give more emphasis on Cross and Peer teaching. Each batch will be allocated a faculty member as Staff guide to cater to the diverse needs of the students. Apart from SSP and WWS the department is planning to offer remedial coaching for the deserving students. Intends to organise programmes that will augment the leadership and professional skills of the students. Encourage students to watch talks like TED Talks.-Drama enactment.

**Criterion III: Research, Innovation & Extension**

Students will be encouraged to identify journals in the UGC care list and publish articles in them. Promoting UG students to provide grammar coaching to nearby schools. Has MOU with IRS group for providing IELTS training to the students.

**Criterion IV: Infrastructure and Learning Resources**

Formulating plans to further enhance the facilities in the department library. Intends to increase the existing collection of digital books, video library on literary movies and adaptations.

**Criterion V: Student Support and Progression**

Faculty members are directed to urge students to apply for various scholarships available. Envisage programmes to help students to clear competitive exams like NET & SET and take part in campus recruitment. Planning to conduct a debate competition in honour of our late faculty Prof. Kuzhivelil George Thomas.

**Criterion VI: Best Practises of the department**

Language lab Training -Intercollegiate Dissertation competition-Intercollegiate literary quiz- Drama enactment-Department website ([www.dmela.org](http://www.dmela.org)) . Collaboration with different agencies like Sahithya Academy and Sangeetha Nataka Academy.

**POST GRADUATE AND RESEARCH DEPARTMENT OF MALAYALAM**

**Criterion I : Curricular Aspects**

Department meetings every month with minutes-hard and soft copies of minutes are maintained-Teaching plan with portions to be taught in each semester-Invited lectures: 19 June 2019, Prof. K. S. Indhu, Assistant Professor, Dept of English, DB College Thalayolaparambu. 1 August 2019, Ajay P Mangattu, Malayalam writer, 29 August 2019, Dr. V Sasikumar, Retd. Professor,

University of Kerala-Future plans: In November 2019, Ezhuthachan Vijnaneeya Prabhashanam in association with Malayalam University Tirur, In February 2020, a talk on Malayalam Short Stories. Add on programme on Malayalam DTP and Proof reading. Encouraging the students through seminars quiz programmes and other academic activities- MOOC courses in language and literature identified-will encourage students to attend such courses.

**Criterion II: Teaching Learning And Evaluation**

WWS programme for advanced learners in UG level SSP and remedial coaching for slow learners(morning and evening sessions in working days)-peer teaching and cross teaching are conducted-NET coaching for PG students - Association activities to improve leadership and organizational skills - Memorial talks by students are conducted-Manuscript magazine of students are published every year, Celebrating different cultural festivals-Smart class facilities-Mentoring system is existing and will be improved.

**Criterion III: Research, Innovations and Extention**

Number of Ph D holders: 7- University research guides:3 - Several publications by the faculty members in UGC approved journals-Book and Book chapters also published- Department is planning to: 1. sign an MOU with Public Library Kozha 2.Prepare technical terms for BHARANABHASHA-MATHRUBHASHA project 3.Prepare college application forms in Malayalam-Department already has a good video library on literary movies-audio library will be introduced with the participation of students for the visually impaired-Field trips are conducted to media related institutions

**Criterion IV: Infrastructure and Learning Resources**

Planning to acquire more subject related and rare books - Several e-books are available- A class on the use of library and e-resources is given to first year students - Student specific seminars and assignments are given to increase library usage- ‘Vayanakurippu’ and Reading competitions are conducted every year on reading day (June 19) -Hard copies and soft copies of PhD theses and project reports are maintained-E-library of visual arts, cinemas and documentaries- Audio books will be prepared for the visually impaired.

**Criterion V: Student Support and Progression**

Department keeps a register with details of all govt. scholarships - Four scholarships are awarded to the students by the department- Data regarding students placement will be maintained- A register on students progressions to higher studies is also maintained-Copies of certificates are collected from the students who pass exams like NET/ JRF/TET/ SLET/ PSC/ UPSC-Copies of placement letters in private firms will be collected - Alumni lectures are conducted.

**Criterion VII: Best Practices of the Department**

Vicinity to MGU ,SSU, Malayalam University will be utilized by inviting resoure persons from these institutions to address our students-visits are conducted to student’s houses, organi farms of alumni.

*Truth will make you free*

### DEPARTMENT OF HINDI

#### **Criteria I: Curricular Aspects**

Department meetings are held once in a month. Teaching plan is maintained.

#### **Criteria II: Teaching Learning and Evaluation**

Remedial classes will be given to slow learners. Peer teaching and group activities will be conducted.

#### **Criteria III: Research Innovations & Extension**

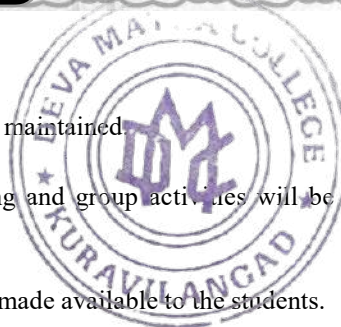
Dr. Rocily N. Joseph is a trained counsellor and her expertise is made available to the students.

#### **Criteria V: Student Support & Progression**

Hindi Scholarship- Endowment- for highest scorer in Hindi of Physics Department will be instituted

#### **Criteria VI: Best Practices of the Department**

Association Day will be conducted. Spoken Hindi classes will be offered to students during vacations or semester breaks so as to improve their employability.



### POST GRADUATE DEPARTMENT OF MATHEMATICS

#### **Criterion I: Curricular Aspects**

The department is conducting department meetings regularly, once in two months - Prepare teaching plan for UG and PG classes for the academic year - Maintain department report compiling all the activities of the department - Conduct external lecture on 14 Dec, 2019 by our alumni Dr. Shine C. Mathew - Conduct Add-on-course on MS OFFICE - Begin online courses for UG and PG students – Provide courses like bank coaching, computer courses (Saturdays of January) - Conduct weekly mathematics quiz competition, powerpoint presentation competition - Conduct Inter Collegiate MATH FEST during last week of November - Conduct Career Orientation Programme (NET/SET/Maths Based Competitive Exam Orientation) for both UG & PG students in association with MATHLAB Institute.

#### **Criterion II: Teaching, Learning and Evaluation**

Walk-with-a scholar program for advanced learners in UG level. Remedial coaching for slow learners (evening on working days) NET/SET coaching classes - Peer teaching -Classes using LCD projectors/ smart class room Mentoring for students.

#### **Criterion III: Research, Innovations and Extension**

Faculty members are encouraged to do research - Minor research projects for faculty (UGC MRP) - Academy-Industry/Corporate projects - Projects for final year UG and PG Students - Publish papers in UGC approved journals - Present and publish papers in conference proceedings - Internships for UG and PG students - Conduct Mathematics classes for school students by II and III year UG students during Thursdays and Fridays as part of 'Sundaraganitham' Project in association with St. Mary's Boys High School, Kuravilangad.

#### **Criterion IV: Infrastructure and Learning Resources**

Moodle online test- Digitalized version of rare books to be prepared - Motivate students to use e-journals - Soft copies of projects of UG and PG students will be maintained.

**Criterion V: Student Support and Progression**

Maintain details of scholarships that students get from govt. and other agencies - Increase no. of scholarships - Bridge courses for complementary students (for students with non-mathematical background - Details of placements will be maintained as soft copies - Details of student progression to higher studies - Details of students who have passed NET/SLET etc - Representation of students in grievance cell, dept. association - Student IQAC- to contribute more to the college.

**Criterion VII: Institution Values and Best Practices**

Mathematics classes for school students by II and III year UG students during Thursdays and Fridays - Career Orientation Programme for both UG & PG students in association with MATHLAB Institute - Photo album of our students.

**DEPARTMENT OF STATISTICS**

**Criteria I: Curricular Aspects**

*Preparation of teaching plan:* Prepared course-wise by the concerned faculty - *Maintain Department Report:* Compiling all the activities in the department for the year - *Invited talks by Statisticians* on 03<sup>rd</sup> January 2020: Mr. Vibeesh E.M., ISS, Director, Field Operations Division, NSSO Regional Office, Coimbatore, and Mr. Jisho Jose, Associate Director of Biostatistics, IQVIA Technologies, Bengaluru, Karnataka - *To carry out two primary data based researches* among students of Deva Matha College to identify their 'financial literacy and saving habit' and 'Career Goals' - *To carry out an in-house workshop* to create awareness to the students about Statistics related career and higher learning opportunities.

**Criteria II: Teaching, Learning and Evaluation**

Bridge course is conducted for the first year students -To observe 'books friendship' and students should borrow different reference books from the central library - Open Online Courses: As an alternative for assignment, Advanced learners of UG classes will be encouraged to take up and complete open online courses - Advanced and Slow learners are identified based on their plus-two performance/ in-semester marks, Advanced Learners: Select 10 students from each class for Peer teaching, ICT based classes; Slow Learners: Select 10 students from each class, Remedial Teaching, short duration test papers - Bridge Course.

**Criterion III: Research, Innovations & Extension**

To apply for Major and Minor research projects -To attend seminars/ workshops/ conferences -To publish research papers in National/ International Journals- Planning to publish an International level book on Weibull Distribution -To promote students of Statistics to participate in regional and State level seminars and competitions organised by colleges and universities - The Faculty, being an approved research guide, together with her scholars will explore and develop studies in different areas of Statistics.

**Criterion IV: Infrastructure & Learning Resources**

*Assignments* for the students to ensure the usage of library.

**Criterion V: Student Support and Progression**

Students who qualify Statistics related competitions and exams will be appreciated and copies of their certificates will be filed in the department.

**Criterion VII: Best Practices of the Department**

To instruct the students of Statistics to prepare an Album of Great Statisticians -Students shall be oriented to present a brief biography of renowned Statisticians in India and abroad.

**DEPARTMENT OF PHYSICS**

**Criterion I: Curricular Aspects**

Department meetings are conducted once in a month, hard and soft copies of minutes are maintained. Course wise teaching plan is maintained and updated with already available format. Hard and soft copies of detailed association activity report are maintained. External lectures by prominent alumni and other renowned personalities are conducted at least twice in a semester. Department conducts Add-on program 'Assembling of LED Bulbs' to provide hands on experience in assembling and to make them aware of business opportunities. Subject related free online courses will be identified and advanced/ interested learners will be encouraged to do them. Facilities will be provided for those who have no internet access. A talk on gender equality will be conducted by department in this year. Opportunities will be made for selected students to do final project at university centers.

**Criteria II: Teaching Learning and Evaluation**

Advanced learners and slow learners will be identified. Slow learners will be given classes by advanced learners and teachers. Advanced learners will be given online quizzes. "Talent Search Examination by APT Kerala" is conducted every year at department. PG Entrance orientation/training class will be conducted this year.

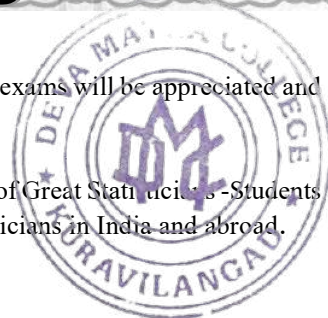
Class monitors are given the charge of maintaining Log books for ICT classes. Every teacher will be assigned 20 - 30 students to mentor. A mentoring diary is maintained by each mentor describing activities done by them. Mentoring activities will be monitored by HOD. Subject related TED talks will be identified and exhibited for all students. Different virtual labs will be introduced to 1st year students. Student satisfaction survey will be conducted at department level too.

**Criterion III: Research, Innovations & Extension**

Research projects will be undertaken by faculty. Students are encouraged to apply for summer projects. Two of the four permanent faculties are research guides (Dr. Saji & Dr. Tina). One international publication and 3 conference proceedings would be published every year by department. An innovative extension activity: "Physics to school" will be conducted from this year to develop interest in Physics in school students. A 'Sky Watch Program' will be conducted by the department. Department has two MoUs for collaboration in research. Industrial visits are done every year and records are maintained.

**Criterion IV: Infrastructure & Learning Resources**

Physics related movies and documentaries will be collected and exhibited. Repository of project reports will be made. Soft copies of previous year question papers are made available for





students. Students are encouraged to prepare PPT's on novel topics and selected slides will be made available online.

**Criterion V: Students Support and Progression**

Dr. Rocily N Joseph Scholarship for Hindi is added from this year (along with 7 scholarships we already have). Bridge courses on practical is conducted for 1st year students every year. Students will be asked to submit their final project in LaTeX format (necessary training will be given in this regard). Orientation class for final year students will be conducted by experts. Placement training will be conducted for final year students. Formation of student cabinet (6 students are selected from each year) is done from this year. Rejuvenation program for 2nd semester and 4th semester students will be arranged.

**Criterion VII: Institution Values and Best Practices**

Vicinity to MGU and CUSAT would be utilised by inviting Resource persons who visit these institutions to our department. Students are encouraged to attend seminars, exhibitions and openschools. 'Physics to School program', Add-on Program, Department Magazine, Digital Repositories, Sky Watch Program and Science Day Celebration are some of the best practices.

**POST GRADUATE DEPARTMENT OF PHYSICS (SF)**

**Criterion I: Curricular Aspects**

Department meetings are conducted in every two months. Teaching plan is prepared. Annual report is maintained in the department which comprises of all activities in the department. A short term course of ten hours will be arranged for students in Python computer programming during the second week of January 2020. Identification of opportunities for students to do their M.Sc. Projects will be done.

**Criterion II: Teaching, Learning & Evaluation**

One teacher is assigned as mentor in each of the First and Second P.G. classes. A mentoring diary is maintained by each mentor. Slow and advanced learners are identified by means of internal exams and class tests. Remedial classes are given to the slow learners. Problem solving sessions are given to advanced learners. Study circles for NET, GATE, JEST exams will be organized. Students will be encouraged to present seminars. 20% of classes are ICT based. Weekly test papers will be conducted. Peer teaching, Cross teaching, Demonstration classes, Spot tests etc will be conducted. Virtual lab sessions will be arranged for students. Micro teaching sessions for students to improve their problem solving skills in various topics. Result analysis will be done.

**Criterion IV: Infrastructures and Learning Resources**

Copies of some rare books can be collected. Copies of all project reports of the students will be collected. Video lectures on various topics will be collected. Purchase of lab equipments and experimental setups as per revised P.G. syllabus will be done.

**POST GRADUATE DEPARTMENT OF CHEMISTRY**

**Criterion I: Curricular Aspects**

Department Meeting will be conducted once in a month and Minutes will be maintained. The teaching plan is prepared and assessed by HOD every month. External Lecture by alumni - Awareness about NPTEL for II year Degree students- Peer Teaching- Quantitative Micro scale Experiments (during lab hours)- Lab Training to familiarize with the preparation of reagents and indicators - Awareness programme on Food Adulterants - Counselling session for III year degree students - Personality development class - Chem fest 2020 – A seminar (related to chemistry) and Intercollegiate chemi quiz - Chemistry related videos to be shown to the students- Add on course - Preparation of cloth bag, paper bag and file making .

**Criterion II: Teaching Learning and Evaluation**

Peer teaching - Cross teaching- Encourage the use of smart class room – Mentoring - Motivate students to do NPTEL courses

**Criterion III: Research, Innovations & Extension**

Encouragement to Teachers to do research - Motivate teachers to apply for Major and Minor research projects - Motivate students and teachers to attend and present papers in seminars/ workshops/ conferences - Motivate students to participate in various inter-collegiate competitions - Encourage teachers to publish research papers in National/International Journals - Encourage teachers and students to participate in FCBS programme organized by NIIST and JNCASR - Student projects for 3<sup>rd</sup> Year Degree students - Lab Visit

**Criterion IV: Infrastructure & Learning Resources**

Maintenance of department library - 514 books- Planning to add more - Digitized version of Rare books (in DVD's) –Assignments will be given to the students to ensure the usage of library - Project reports and soft copies will be collected and maintained.

**Criterion V: Student Support and Progression**

Inform and encourage students about scholarships and fellowships by government- Vocational training including cloth and paper bag preparation and file making - Offer letters of the campus placements will be documented - Certificates of students who qualifies various competitions and exams will be collected at the department level - Student representation in department association and IQAC will be ensured.

**Criterion VII: Institution Values and Best Practices**

Contribution to local community- distribution of paper and cloth bags made by the students - Career Orientation class – Financial support and other supporting aids to the needy students.

**DEPARTMENT OF BOTANY**

**Criterion I : Curricular Aspects**

**1.1 Curriculum Planning & Implementation**

a. Department Meetings – Ist day of every semester and once in every two months. Maintaining the Minutes of department meetings.

- b. Teaching Plan:- Course-wise teaching plan is prepared before the start of every semester.
- c. Department Report:- A report on all the activities conducted in the department for the academic year is maintained.
- d. Invited Lecture Series (ILS): Conducting invited lectures by alumni who are teachers in other HE institutions, eminent botanists and scientists.  
26/06/19 – Ms. Vinitha S Babu (Research Scholar, Kerala University) 10/01/20 – Dr. N. Sasidharan, Scientist, KFRI, Peechi
- e. Add-on course:- Plant tissue culture (January, 2020) – Ms. Varsha Maria Babu

### **1.2 Curriculum Enrichment**

Value added courses:

- a. 'Dry flower arrangement' for open course students (5 hours) – (Feb, 2020)
- b. Vermicomposting: in association with Rice Research Station Kumarakom – students from all disciplines (Jan, 2019).
- c. Biogas plant: in association with Grama Panchayat, Kuravilangad – students from all disciplines (Feb, 2019).

### **Criteria II: Teaching Learning and Evaluation**

- a. Students from outside Kerala/India: A record is maintained in the department for enrolling the details of students from outside Kerala state and India. (Copy of certificate is documented).
- b. Assessment of Learning Level: Slow learners and advanced learners are identified on the basis of qualifying examination, class tests, in-sem and University examinations. Document is maintained- Ms. Varsha Maria Babu is in-charge.

Programmes for advanced learners:

- i. Walk With a Scholar programme (Dept. of HE, Kerala).
- ii. Participation in Quiz programmes: Training is given for participating in Kerala Botanical Society and other Inter-collegiate quiz competitions.
- iii. Guideline for Higher studies: Provide guidelines for higher education in reputed universities in India and abroad.
- iv. Encouraging students to participate in national and international symposia, seminars and workshops.
- v. Encouraging students to read international books.
- vi. Provides softcopy of recent international and national books, free-of-cost.
- vii. Bright and diligent students are motivated and inspired to achieve top positions in University.
- viii. 'Merit day'- Semester toppers are encouraged with prizes on 'merit day'.

Programmes for slow learners

- i. Participate in Scholar Support Programme (SSP) conducted by Dept. of HE, Kerala State.
- ii. Remedial coaching: Additional classes are conducted after regular time.
- iii. Provide course notes of every course.
- vi. Provide previous university question papers and key to questions.
- v. Regular contact with the parents and discuss the progress of the students.
- vii. Peer teaching: allotting special topics to III year advanced learners and allow them to take classes in the I<sup>st</sup> and II<sup>nd</sup> year slow learners.

### **2.3.2 Teachers using ICT: Majority of the teachers are using ICT tools.**

CDs are maintained in the department, PPTs are provided to the students, PPTs are uploaded in the students' 'google blog', Log book is maintained.

### **Criterion III: Research, Innovations & Extension**

Dr. Anice Kurian M: An international book published.

Dr. Varghese M C: One international paper published and another one under process.



Major & Minor project proposal drafted and will be submitted to appropriate funding agencies. 3.4.5 Paper publication: Target: A total of 3 research papers from the department by April 2020.

**Criterion IV: Infrastructure & Learning Resources**

- New Biochemistry and Tissue culture Lab, will open by November 2020.
- Fund has been created to purchase 100 books on different subjects under botany.

**Criterion VII: Best Practices of the Department**

- a. Inter-collegiate Quiz Competition – February, 2020, b. Vegetable and Fruit Day Celebration – March, 2020, c. Skimmer Classes, d. 'Kitchen Garden' for III DC students, e. 'Fruit Garden' for I & II DC students, f. Botany blog – lecture notes, ppts, books, question papers.

**POST GRADUATE DEPARTMENT OF BOTANY (SE)**

**Criterion I : Curricular Aspects**

**1.1 Curricular planning & Implementation**

Department Staff Meetings in every month with minutes--Teaching Plan Prepared by concerned teacher for each semester - Monthly updated Department Report-Time table-Strictly follow the teaching plan to complete the entire syllabus on time-Participation in P.G. Syllabus revision

**1.2 Curricular Enrichment**

Advanced learners are encouraged to participate in workshops/seminars/ field studies - Students will be exposed to field collections through which familiarity and identification of local flora in assured, even for plants outside syllabus

**Criteria II: Teaching, Learning and Evaluation**

Regular test papers to identify the learning outcome- identified slow learners -Review of the issues of slow learners-Rectification of the issue -Peer group comprising 5 including a leader for each group for maintaining uniformity in submissions such as record/assignment/specimen collection and maintenance-Maintaining a record of activity of peer group-Model examinations as per university examination model for both theory and practical-Cross teaching-Conducting students satisfaction survey -Supplementing additional reference book from e-resources.-Well maintained and up to date question bank for theory and practical-Rapid evaluation through oral questions of the previous days class -Surprise tests.

**Criterion III: Research, Innovations & Extension**

Students and teachers to attend seminars/workshops/ conferences-Organised Dr. V. J Dominic Endowment Inter-Collegiate M.Sc Botany Dissertation Program with Kerala Botanical Society at E-learning Centre of our college on 13<sup>th</sup> July 2019. Will organize seminars/workshops/ conferences-Taking up of students projects in accordance with their choice and interest.-Will continue the maintaining of the index of previous projects of students.

**Criterion IV: Infrastructure & Learning Resources**

Well maintained department library with systematic arrangement of books and their issue -Laboratory environment with advanced instruments-Accessories and glass wares in sufficient numbers for each student-Uninterrupted water supply for lab-Well maintained specimen rich museum for plant resources-Maintaining both hard and soft copies of project reports -

Department working hours 8.15 am to 4.45 pm. Weekend classes, additional working hours, retest and repeats for both theory and practical-Video lessons- Maintaining index of digital resources.

**Criterion V: Student Support and Progression**

Remedial classes. -Language corrections marked in the answer sheet personal interaction with students to improve language skills -Regular interaction with parents/guardian-Mentoring undertaken - Scholarships –e grants-Guidance to students for higher studies-Guidance to JRF/NET/SLET/UPSC/PSC etc .-Employing social media for effective communication – scholarships, higher studies, opportunities etc. 3 students cleared NET June 2019. Obtained ninth and tenth position in M.G University M.Sc Botany Examination 2019.

**Criterion VII: Institution Values and Best Practices**

The working time set as 8.15AM to 4.45PM.-This allows students to interact well by obtaining enough time for peer teaching-Seating arrangement in the class changed periodically keeping slow learners among bright students. Individual attention to slow learners by the teacher is ensured. LCD projectors will be utilized in taking classes. Students will be directed to obtain virtual lab facilities online.-Link of online classes and videos will be given to students - Students will be encouraged to take their seminars using LCD -Maintaining students profile with photo for future reference Updating of Index of Practical examination key-Updating of directory of External Examiners-Instruction manuals of instruments-Practical guideline-Extension of lab facilities for M.Phil. and B.Sc. projects-Updating of Class leaders register-Updating of Specimen register Updating of Seminar and assignment register-Identification key for practical materials-Updating of Wall magazine-Students fund register-Updating of Visitors diary-Updating of Tour file-Updating of Issue registers for microscope, flora, instruments and glasswares -Pot -Biocompost for degradable waste

**DEPARTMENT OF ZOOLOGY**

**Criterion I : Curricular Aspects**

Department Meetings will be held once in two months time. Preparation of Teaching Plan. Maintain Department Report. External Lecture on Mammals diversity of western ghats, by Dr.Gigi Joseph on 3 Sept 2019. UGC add-on courses on Sericulture Multi-disciplinary Add on course on wildlife and photography for I SEM. Separate Register showing students enrolment details.Teachers participated in the Board of Studies. Finishing School – Basic Computer literacy for all final year students.

**Criterion II :Teaching Learning And Evaluation**

Advanced and Slow learners are identified. Advanced learners participate in the Walk With Scholar programme and Slow learners undergo Scholar Support Programme. Study circles and Peer teaching will be encouraged. Group activities like Museum arrangement and exhibition, Aquarium management, Zoology Notice board,Campus fauna study will be promoted. All classes will be conducted using ICT. Log book for LCD projectors/smart class room usage are maintained.

Online Tests using Google classroom and classmarker and Online Revision Modules through Google Sites will be conducted. 15 students in each class will be assigned to a mentor. Subject quiz competition will be introduced. Wildlife Documentary Screening once in a month will be done. Preparation of short learning videos as assignment.

**Criterion III :Research, Innovations & Extension**

One major research project has been sanctioned by SERB (DST) during 2019. Individual Student projects are encouraged during third year. Supervising teachers of the department will guide more Ph.D scholars. Paper Publication will be done in UGC approved journals. Extension activities like Museum exhibition will be done for other students and the public. MoUs with S.H. College, Thevera, S.B. College Changacherry and Alphonsa College Pala. Report on Field trips with photographs are maintained.

**Criterion IV :Infrastructure & Learning Resources**

Progressive use of online tests. Department Blog will be maintained. Online Revision Modules for Students in Selected topics. Acquire more subject specific and rare books. Digitized version of rare books will be made available for students. Free hours will be utilized to increase library usage by students. Thesis Repository will be made available to the students. E contents of museum specimens will be prepared for the public.

**Criterion V :Student Support And Progression**

Scholarships like, KPCR, SC grants are provided to the students. Instituted two department wise scholarships. Details of student's placement are maintained. Register regarding details of students who pass exams like NET/SLET/UPSC/PSC Etc... are maintained. Representation of students in academic council, grievance cell, dept association are encouraged. Soft copies of photos, reports of the alumni meetings to be maintained.

**Criterion VI: Institutional Values and Best Practices**

ICT enabled classrooms. Consultancy in Spider Identification. Well Equipped laboratory. Over 50 Publications in National and International Journals. Minor and Major Research Projects. Well stocked Department Library. Online Resources for students in the form of Dept blog [www.zoologydmc.blogspot.in](http://www.zoologydmc.blogspot.in). Honoring University toppers. Google classroom for students. Soft copies of all meetings and reports. Museum exhibition. Student Scholarships. Quiz competition. E Magazine. Campus fauna study group. Collection repository of Arthropods of campus and nearby locations.

**POST GRADUATE DEPARTMENT OF ZOOLOGY (SF)**

**Criterion I: Curricular Aspects**

Department meetings are conducted once in a month regularly and minutes of the meetings are prepared. Teaching Plans are prepared. An external lecture on bioinformatics is on plan for this year. Project topics assigned to students are related to environmental issues like *antitermitic activity of natural extracts, control of Musca Domestica, on various microbiological topics etc.*

**Criteria II: Teaching Learning and Evaluation**

Advanced and slow learners are identified based on class test papers. The advanced learners from each subject are assigned to conduct peer teaching. For slow learners extra classes are taken. Most of the classes are taken using LCD.

**Criterion IV: Infrastructure & Learning Resources**

Digitalized versions of books are kept in department and provided to students through DVDs. The soft copies and hard copies of project reports are maintained. Special hours will be given for students for library usage. Repository-thesis, project reports etc.

**Criterion V : Student Support And Progression**

Details of scholarships that the students get from the govt-KPCR, SC grant will be maintained. Details of placement of students and alumni will be maintained-digital copies of certificate of placements and students achievements will be maintained. Mentoring and NET coaching are conducted .

**Criterion VII :Institutional Values and Best Practices**

Field study on nearby areas and ponds. Institutional visits. Debates conducted on current social and environmental issues. Maintaining a wall paper called 'AGRESTIS'.

**DEPARTMENT OF ECONOMICS**

**Criteria -I : Curricular Aspects**

Department meetings are conducted twice in a semester and minutes are recorded. Teaching plans are prepared. PTA meetings are conducted once in a semester and minutes of the same are maintained.

External Lectures—"Career Prospects of the Study of Economics" by Dr. Tojo Jose [HOD, Department of Economics, TMJM College, Manimalakkunnu] on 02/08/2019. Seminar on value education by Dr. Brincy Mathew, Talk on "Plastic Free Community" by Mr. P.C. Kurian, Kuravilangad Panchayath President, Class on communication skill development by Sri. P.C. James, Seminar on Career Guidance by Sri. Benny Kurian and Talk on Life Style Diseases among Adolescents by Dr. Shaji Kuriakose (teacher, St. Ann's HSS, Kurianadu) will be conducted. A half day orientation by Fr. Joseph Kaduppil to parents in December 2019. ICT Class on important topics.

Conducted "Union Budget Analysis Competition" for students moderated by Prof. K.S. Ramachandran Nair Principal (Rtd), Sree Vyasa NSS College, Thrissur on 29-08-2019.

Inter-Collegiate Quiz Competition, Power Point Presentation Competition for students on current economic issues, Peer Teaching, Remedial Teaching, Monthly Test Papers, Add-on-course on "Fundamentals of Practical Banking" for I DC students of other departments will be conducted.

**Criteria –II: Teaching, Learning and Evaluation**

Planning to conduct peer teaching, ICT based classes for advanced learners -Remedial Teaching, Bridge Course and Test Papers for slow learners. Mentoring of the students is taking place. Log book for ICT usage will be maintained.

**Criteria -III : Research, Innovations and Extension**

Teachers are encouraged to publish research papers in National/International Journals - Encouragement for doing minor and major projects - Facilities for attending seminars and workshops - Encouragement for paper presentations – Student projects – 3<sup>rd</sup> Year Degree students- Preparation of 3 research papers on the basis of projects from the batch is targetted.

Farm Visit – Kozha Agricultural Farm - Old age home visit in December 2019 - Industrial visit at VINCOS for the selected students and camp at Peermedu Development Society for IDC students - Nature Camp – Munnar ( Selected 40 Students) - Releasing of 'Prathibha'.

**Criteria -IV: Infrastructure & Learning Resources**

Maintenance of department library – Department has its own library with reference texts - Assignments for the students to ensure the usage of library - Project reports - soft copies of the project reports will be maintained.

**Criteria -V : Student Support & Progression**

Planning to conduct Peer Teaching, Remedial Teaching, Counseling, Career Guidance and unit test papers – Organization of various cultural programmes- promotion of students' participation in sports - Inform and encourage scholarships and fellowships by government - A Scholarship is instituted by Dr T.T Michael for academically brilliant students belonging to Dalit Catholic Community (2019 Onwards) - The Department has Two Scholarships instituted by the Alumni. Proficiency prizes are given to the students – Offer letters of the campus placements will be recorded - Certificates of students who qualifies various competitions and exams will be collected and documented - Student representation in department association and IQAC will be ensured.

**Criteria -VI : Best Practices of the Department**

The department is student friendly- Regular Remedial Teaching - Monthly Test Paper - Contact with Alumni - *Prathibha* - House Visit of Students - Tribute to Retired Teachers - Old Age Home Visit. Blood Donation - Survey on socially and economically relevant topics - Students are conducting classes in nearby educational institutions in adventure sports, netball, roll ball and yoga.

**DEPARTMENT OF POLITICAL SCIENCE**

**Criterion I: Curricular Aspects**

Conducts faculty meeting once in every two months. Teaching plan is prepared. Maintains annual report of activities. Intends to start Politics Study Circle for discussion on important political issues of national and international relevance. Lectures and symposias will be conducted with external scholars.

**Criterion II: Teaching Learning and Evaluation**

Identification of advanced & slow learners- Every Tuesday is identified for peer teaching, core teaching, group activities- Classes in Political Science will be conducted using ICT - conducts various training programmes on election process with the help of Election Commission of Kerala under Electoral Literacy Club.



**Criterion III: Research, Innovations & Extension**

The Department aims to undertake more projects-Collaboration with Election Commission of Kerala under SVEEP program. Collaboration with Red Cross Society of Kerala.

**Criterion IV: Infrastructure & Learning Resources**

The department intends to make use of MOOC courses. Audio-Video lessons will be prepared.

**Criterion VII: Best Practices of the Department**

SVEEP program to enrol students in the voter's list.

**POST GRADUATE DEPARTMENT OF COMMERCE**

**Criterion I: Curricular Aspects**

Department Meetings – once in two months-Open Online course to M.Com students- Industrial Visits - Value added course- cake making class to UG students, Banking & Banking products seminar - Internship Training to both UG & PG students –Add on Course “Entrepreneurship Development” in association with DIC-Workshop on SPSS-Finishing School Programme – National seminar on IPR- Seminar on “Environmental Issues & Sustainable Development”-Use of ICT based teaching learning – Google Classroom.

**Criterion II: Teaching Learning and Evaluation**

Bridge course-Fundamentals of Accounting-For first year non-commerce students-UGC- JRF/NET coaching (30 Hours) for I & II PG students-Value addition: Basics of Income Tax (30 hours) -for III B.Com-Classes by: advanced learners of II M.Com (Cross Teaching)- Invited Talks & Panel Discussions- Study Circles -Mentoring.

**Criterion III: Research, Innovations & Extension**

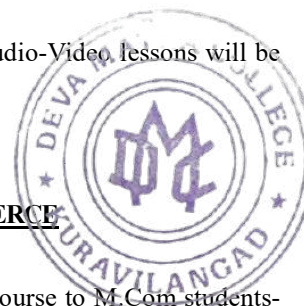
Workshop on Research Methodology -Industrial Visits (for III B.Com & II M. Com) - Food Fest-Internship/Field Projects-MOUs expected with DIC, PSWS, Hedge Business School-Delta Consultancy: Minor projects-Publications in UGC approved journals-Observance of Days of National/International importance- National seminar on IPR

**Criterion V: Student Support and Progression**

Formation of student IQAC-Finishing School-Two New Scholarships for Students - Orientation -I B.Com Students - Commerce Association Inauguration & Casus Belli- workshop on capital market titled “ Gateway to Financial Freedom, by Hedge School of Applied Economics - SAP Orientation & Training Course for UG students- Marketing of Cakes to various departments - Study tour including industrial visit- Mentoring-Business Quiz competition based on newspaper subscribed (Times of India)- provision of E- content for students-Commerce Day & Merit Day

**Criterion VII: Best Practices of the Department**

Open Online Courses-Internship/Field Projects-Orientation & Induction (2 days) for I B.Com.-Finishing School (4 days) for III B.Com-UGC-NET/JRF Coaching-South India Level



Management Fest – CASUS BELLI-Intradepartmental Event – Finesse Hunt.- Charity Activity- Visit to Mother Theresa Special School – Public oriented talks - Management Fest for Plus Two Students- Seminar in Cyber Security & its importance - focused on students and parents.

**DEPARTMENT OF PHYSICAL EDUCATION**

**Criterion I: Curricular Aspects**

Department Meeting – Once in a month, Minutes will be maintained - Add On Course- Basic course in Yoga for I DC students - Maintaining yearly activities Report- Maintaining register for issuing sports equipments and attendance of every sports activities.

**Criteria II: Teaching Learning and Evaluation**

ICT based class for open course - Giving special class giving to slow learners of open course students - Conducting Test Papers - Personal sharing and support to the sports persons for identifying and clearing their problems.- Collecting and maintaining the result of open course students.

**Criterion III: Research, Innovations & Extension**

Faculty members doing research - Plan to do Minor Research Projects - Minimum two paper presentations in seminars and conferences by each faculty - Publishing minimum one research paper in National/ International Journals.

**Criteria IV: Infrastructure & Learning Resources**

Assignments for the students for the usage of library and e-resources - Showing skill development technique videos to players - Videos of corrective measures - Skill analysing by video recording.

**Criteria V: Student Support and Progression**

University sports scholarship - Prof.Ciciliamma endowment for individual champions of annual athletic meet - Proficiency prize for the college students who secure prizes in extramural tournaments - Certificates of students who secure position in various extramural competitions will be collected and maintained in the department - Vocational training: Selected students are trained in netball, roll ball and yoga for leading classes and they are conducting classes in nearby institutions - Annual sports meet in December - Directing the sports students to take higher option in sports field.

**Criteria VII: Institution Values and Best Practices**

Conduct tournaments - Organize coaching camps at college and schools during summer vacation - Organize coaching camps at various schools - Organize coaching camps at college for district teams - Students are conducting classes in nearby institutions in netball, roll ball and yoga.

**Tournaments** - Kottayam district Netball championship ( Mini, sub Junior, Junior and senior) - Kottayam district Roll ball championship (sub Junior, Junior and senior).

**Intercollegiate participation** - Cricket (M) - Football (M) - Basketball (M) - Shuttle badminton (M) - Weight lifting (M & W) - Roll ball (M & W) - Netball (M & W) - Ball badminton (M & W) - Roller hockey (M & W) - Yoga (M & W).

**Extension activities** - Coaching camps by our students in different schools for Yoga, Roll Ball and Netball.

**DEPARTMENT OF COMMERCE (SF)**

**Criterion I: Curricular Aspects**

Department meetings will be held once in every month and minutes will be maintained. Course wise teaching plan is prepared before starting every semester. Add on course on PDCEA (Professional Diploma in Computerized Accounting) and DCA (Diploma in Computer Application) are conducted. Invited lectures: Assistant professor Dr. Jaison P. Jacob (HOD Dept. of English), Mr. George Kulangara ( Director, Labour India Group of institution, Marangattupally and Alex Mathew (Director, T Horizon) are conducted.

**Criterion II: Teaching and Learning Evaluation**

Students will be encouraged to enroll MOOC courses and attending national seminars. Cross teaching and peer teaching will be conducted in every semester.

**Criterion III: Research, Innovations and Extensions**

On the job training for 4<sup>th</sup> semester students at Cochin Solutions, Kuravilangad during April 2020. Formation of department association to provide a means of personality development and cultural development through various stage programmes.

**Criterion V: Student Support and Progression**

Proficiency price is given to the best out going student on behalf of association. Students are encouraged to avail SC/ST/minority scholarship offered by central/state governments. Formation of students IQAC.

**Criterion VII: Best Practices in the Department**

On the job training – industrial visit at Glen tea factory (Peerumede,Idukki)– external lectures – MOOC courses

**DEPARTMENT OF ENGLISH (TRIPLE MAIN - SF)**

**Criterion I: - Curricular Aspects**

Department Meetings will be held once in a month and minutes will be maintained. Drafting of Teaching Plan for each course - Add on Course: Certificate in Basics of Journalistic Writing - Invited lecturers: Mrs. Riya Cheriyan, Well Known Script Writer in Malayalam TV Industry. Subject: General Reporting. On 26 June 2019, Mrs. Anu Acewin, Asst. Prof. Ettumanoorappan College, Ettumanoor. Reporting For Print Media. On 26 June 2019, Dr. Jyothimol P., Vice Principal and HOD English Department, Baseliious College, Kottayam Subject : Feminist Reading - on 30 July 2019, Mr. Saju Thomas, Senior Sub Editor, Deepika Daily, Kottayam. Subject: News Reporting and Editing in November 2019, Mr. Abraham Irattupadavil (Former Director Akshavani, TVM). Subject: Reporting for Radio and Television in February 2020,

Dr.Latha Merrina Varghese (Principal, Ranni College). Subject Re- Reading Gender and patriarchy. – 2020 February, By Alumni – Miss. Ann Treesa. Teacher St. Vincent School, Palai. Mr. Abin C Jacob – Social Worker. 2020 January - Industry Visit : Jeevan TV Studio, Kochi. 28 September 2019, To familiarise with news broadcasting. III Semester students, The Week, Kochi 28 September 2019. To familiarise with news editing in print media. III Semester Students, Malayala Manorama Printing Unit, Kottayam. October 2019, To make awareness of printing process. I Semester students - Value added course: DCA (Diploma in Computer Application) Designed and arranged for students of department in co-ordination with Rutronix. 16 students of 2018-21 batch. Classes to begin in December 2019. Duration 6 months.

**Criterion II – Teaching Learning and Evaluation**

Documentary Release: To make acquaintance with video recording, editing and script writing. To make the students aware of news reporting and editing of print media, Publication of half yearly house journal ‘Campus Line. Annual magazine, to promote the students creativity in the field of literature. Colloquium – debate, discussion training programmes on every Thursday. Peer teaching and cross teaching. Mind Master: Motivational Talk with behavioral therapy by Clinical psychologist Dr. Sr. Dona SCV.

**Criterion III : Research , Innovation and Extension**

Dr. P Augustine Mathew HOD, is an approved research guide in English. Two candidates are pursuing their Ph. D programme under his guidance.

**Criterion IV : Students Support and Progression**

University rank holders (6 Ranks 2016-19) and the Best Outgoing students were awarded mementos. Students can avail SC/ST, Minority Scholarships offered by the central and state governments. Regular PTA Meeting every semester to evaluate students’ achievement. One student from each class is selected to be part of student IQAC.

**Criterion V: Institutional Values and Best Practices**

ICT enabled classrooms. On the Job Training –Industrial visit –Colloquium- Add on course, Value added course, Online recourses for students in the form of news blog-Industrial visit.

