

# SELF STUDY REPORT

Submitted to

**NATIONAL ASSESSMENT ACCREDITATION & COUNCIL  
BANGALORE**



**ASSUMPTION COLLEGE**

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## Foreword

Assumption College has completed 56 years of service in imparting higher education to women students from all over Kerala. The College was accredited by NAAC in 2000 and the recommendations of the peer team formed the basis of our developmental planning in the last five years.

I am happy to submit for re-accreditation a report of the activities and development of the College since 2000, based on the criteria laid down by NAAC

**Sr. Marykutty K.K.**

[Principal]

02/11/06

## **CONTENTS**

A. Executive Summary	1
B. Criterion – wise Analysis	
1. Criterion I : Curricular Aspects	5
2. Criterion II : Teaching – Learning and Evaluation	14
3. Criterion III : Research, Consultancy and Extension	20
4. Criterion IV : Infrastructure and Learning Resources	26
5. Criterion V : Student Support and Progression	34
6. Criterion VI : Organization and Management	41
7. Criterion VII : Healthy Practices	49
C. Sub Units	
1. Departments	55
2. Other Units	94
Appendices	

## RE-ACCREDITATION REPORT: PART II

### A. EXECUTIVE SUMMARY

Assumption College, founded in 1949, is among the leading colleges for women in Kerala and enjoys a rare social accreditation in recognition of her earnest efforts to impart value based education while upgrading herself constantly to address the ever changing demands on the educational sector. In 1997, we were honoured with the Government's R Shankar Award for the Best College in the State. Starting with 358 women students, the College, today, has a student strength of 1613, with 115 teachers and 61 support staff. Always in the forefront in academic activities, her achievements are many, the latest being Ms Rosemary K Abraham, Lecturer, Department of Economics bagging the first rank in the Indian Economics Service [IES] list in 2006; Assumption, known for her spectacular achievements in sports and games, won recognition from the Government of Kerala in 2001, when she became the first recipient of the Kerala Sports Council's award for the Best College for Sports and Games. Chithra K Soman, the first college student ever to represent India at the Olympic Games (2004) and Meera Jasmine, who won *Urvashi* award for the best actress (2004), are our students.

Keeping in view the changing role and greater social responsibility of an educational institution in the new century, the College introduced Open NSS and established the Community College in order to reach out to the community in a more efficient way. The Community College, the only one of its kind in the State, is registered with the Rural Community College Alliance, USA. The Open NSS is a novel scheme introduced in 2003 to engage all students in extension activity and it was recognized with the University's Award for the Most Innovative Programme under NSS (2006) in the affiliated colleges.

#### Curricular Aspects

At the time of the first NAAC accreditation in 1999 Assumption was a first grade College with only thirteen undergraduate programmes. In the last five years, in the regular stream, six postgraduate courses and three undergraduate vocational courses of contemporary relevance have been started. Ours was the first College in the State to launch a regular course in Fashion Technology. We have also introduced a number of value added diploma and certificate courses as well as a variety of short term Enrichment Programmes which enable students to acquire additional skills by the time they complete their first degrees. Off Campus courses of the University and courses of the Centre for

Continuing Education of the Government of Kerala have also been introduced during the last five years, thus making the total number of programme options 74. ICT based modules incorporated into the syllabus or offered as allied modules provide students with necessary computer skills. Sixteen members of our faculty are on the University's Board of Studies and this has helped us to contribute significantly to curriculum design and development.

### **Teaching-Learning and Evaluation**

The College follows a transparent admission process. Consideration is given to applicants from disadvantaged sections. Teaching methods are fashioned and adapted according to the needs of students. Remedial coaching and tutorial sessions are aimed to help slow learners while advanced learners are motivated through challenging tasks. The wider use of ICT and audio visual aids to supplement the lecture method facilitates blended learning. Increasing opportunities for fieldwork, internship, and practical experience in their respective disciplines enable students to learn from first-hand experience and prepare them for future careers. Several of our students have been accepted for their OJTs in reputed firms abroad. 47.82% of teachers have MPhil and 14.5% of teachers have PhD as their highest qualification. 28.9% of the faculty have published /presented papers and all have attended faculty development programmes.

An efficient system of continuous internal assessment has been introduced along with structured student assessment of teachers. The Register for Internal Assessment, the Open NSS Learning Journal and the Teachers' Work Diary are effective means of evaluating and recording both students' and teachers' performance. The academic calendar prepared at the end of each year ensures the smooth conduct of all activities of the following year. The advisory system enables teachers to interact more closely with students who may approach them for advice and guidance.

### **Research, Consultancy and Extension**

With the introduction of PG courses, many departments are in the process of mobilizing research activity. Some of the undergraduate departments are engaged in informal research and the department of History has been sanctioned a Research Centre which will start functioning soon. Five teachers have been recognized with awards for excellence in research. Along with pure research there is also a thrust on research as an extension activity to link up the campus with the community. Fifteen members of the faculty are consultants/ resource persons to various agencies. A major initiative in community-oriented research has been taken by way of sponsored projects, tie-ups and linkages with external agencies. The Community College is a realization of our mission to contribute to the welfare of society through the empowerment of women. In recent years, the resources of the College are

being increasingly utilized for the benefit of the community, ensuring a greater rapport with the immediate locality.

### **Infrastructure and Learning Resources**

The College offers excellent infrastructure facilities for curricular and extra curricular activities. With the de-linking of the pre-degree course from the College in 2001 the existing infrastructure was put to optimal use and necessary renovations were implemented to suit the changing role of the institution. The last five years have witnessed an unprecedented growth in this regard. The establishment of the Community College, two computer centres, networking of the campus, computers with internet facility in all departments, enhancement of library resources and audiovisual aids, setting up of Language Lab, intercom facilities, Fruit processing Incubator, Health Club, Diet Clinic, Mushroom House, enhancement of facilities for sports and games, renovations in the hostels etc are some of the major infrastructure developments in recent years. The six hostels attached to the College offer excellent facilities for students hailing from distant areas and for NRI students. 16% of the total budget last year was allocated for improving ICT and learning resources and 38% for new buildings, renovations etc.

### **Student Support and Progression**

A majority of our students are from backward areas and belong to average and low income groups. The College offers quite a few welfare programmes like freeships and financial aid to those from disadvantaged sections, and incentives and scholarships for achievers. Students are encouraged to participate in the varied extra curricular activities which offer them ample scope to develop their talents. Workshops in Theme Centred Interaction for all students aim at personality development. Value education is imparted through weekly sessions and through occasional invited lectures and workshops. There is a formal Grievance Redressal Cell. The Counselling Centre offers the services of full time professional counsellors. The Career Guidance Cell conducts seminars and coaching classes and the Placement Cell arranges placement seminars and campus recruitment drives. The number of students placed through the Cell has steadily increased in the last couple of years. Student progression is taken note of and the Alumni Association helps to keep in touch with former students.

### **Organization and Management**

The College has a clear cut structure of organization which has continued through the years. Internal mechanisms ensure transparency and flexibility in keeping with changing needs and contexts. The smooth functioning of the College at both the academic and administrative levels is ensured by

statutory bodies as well as advisory bodies. Meetings and discussions among the various bodies ensure the coordination and participation of all units in all the important decisions taken. SWOT analysis with the assistance of external agencies helps to identify areas for improvement and contributes toward long term perspective planning. Each year a particular area is identified as thrust area for development and funds are allocated accordingly. Government grants, UGC aid and income from self-funded courses are utilized optimally to improve the physical facilities and learning resources in keeping with contemporary developments in higher education. Financial auditing is conducted internally by the management and externally by the State government departments.

### **Healthy Practices**

All the activities of the College are oriented towards her vision and mission. Measures for quality management have been evolved, chiefly through the setting up of an IQAC. Faculty development programmes and training programmes for students aim at excellence in academics. Efforts are made to instil in students an awareness of the dignity of womanhood. Many of the extension activities of the College are oriented towards women empowerment—involvement in the Kudumbashree Project under the Prime Minister's Rozgar Yojana, promotion of women entrepreneurs through the Entrepreneurship Development Club, projects aimed at the nutritional security of local women and children, design and conduct of academic programmes and training sessions for local women, to name a few.

Students are trained in social responsibilities through different activities; charitable ventures undertaken by the College and by the hostels convince them of the need for reaching out to the underprivileged. Citizenship roles are inculcated through involvement in the Government's Sarva Siksha Abhiyan and facilitations at *Ward Sabha* meetings. A disciplined and peaceful campus, conducive to the overall development of students, ensures a learner friendly system. Effective teamwork and positive involvement of stakeholders contributes towards the development of the College.

## **B. CRITERION-WISE ANALYSIS**

### **CRITERION I - CURRICULAR ASPECTS**

#### **Goal Orientation**

##### **Vision**

To maintain the highest academic standards upholding the noblest Christian ideals and moral values to create enlightened, empowered and socially committed women.

##### **Mission**

- To equip students with skills which make them globally competent
- To create a research culture and instil a devotion to academics
- To encourage higher education among the economically weak and socially backward sections of the community, irrespective of caste and creed
- To create an awareness of the dignity of womanhood and help students develop an integrated personality
- To contribute to the sustainable development process
- To create socially productive citizens

##### **Goals and Objectives**

The goals and objectives of the College target the intellectual and emotional development of students. Value-orientation, training in social responsibility and a concern for the environment are priority areas; the importance of self-reliance is stressed and promotion of career prospects is undertaken. ICT is utilized to develop global competency in students. The institutional goals are translated into the academic programmes and research and extension activities through the design and implementation of need based courses, ICT enabled learning, internships and placement facilities, community oriented projects and the diverse activities of the Community College. The goals and objectives of the College are communicated to the stakeholders mainly through the College Calendar, the Prospectus and the website. The Orientation programme for freshers acquaints them with necessary information about the traditions, activities, rules and regulations of the College.

##### **Curriculum Development**

Need assessment regarding curriculum development is conducted through direct feedback from all the stakeholders as well as in consultation with the management, academic experts, resource persons from industries and potential employers. Through this we ensure the relevance of the academic programmes offered. For courses that offer some autonomy in

curriculum design, course coordinators identify changes and additions to be made and offer consultancy in activities related to the curriculum. Sixteen of our teachers are in MG University PG/UG Board of Studies and this helps us to initiate necessary changes in the curriculum.

### **Curriculum Design and Model**

The College follows the norms and conditions stipulated by the UGC and the University in curricular design for courses in the mainstream and in the off-campus stream. The model varies according to the nature of the course. We have both semester and annual pattern for the UG courses and semester pattern for regular PG courses.

Global trends in higher education are reflected in courses that offer soft skills, communication skills and life skills. A number of IT based courses have been introduced in recent years. UG courses in Food Microbiology, Fashion Technology (BFT), Communicative English (BACE), PG courses in Medical and Psychiatric Social Work, Food Service Management and Dietetics (FSMD) and the courses at the Community College have been carefully designed to suit global demands. UGC/AICTE guidelines are referred to for developing and restructuring the curricula.

### **Curriculum for National Development**

Since this is a women's college all programmes are designed and conceptualised with a view to enable women to be self-sufficient as well as contribute to the development of the community and the nation. The following academic programmes have a thrust on national development:

- BSc in Food Microbiology, Fashion Technology, Museology and Archaeology, Family and Community Science
- MSc in FSMD, MSW with Medical and Psychiatric Work
- The Add-on Certificate courses offer self-employment opportunities to women
- The Sub-Centre for Continuing Education run by the College enables women to continue their higher education regardless of age limit
- All the courses offered by the Community College and those it plans to launch in the near future are specifically meant to contribute to social and national development

Apart from these, many other opportunities are utilized for national development-- setting up of a Fruit Processing Unit in affiliation with the Ministry of Industries and Commerce, a training programme in food and vegetable preservation in association with MHRD, maintenance of Vermireactor, popularisation of organic farming and eco friendly waste management, Mushroom Centre to encourage local growers, projects of social relevance

sponsored by the UGC and other agencies, Kudumbashree projects and programmes under NSS, Open NSS, NCC, Youth Red Cross, Human Rights Cell, Women Cell, Centre for Women's Studies, Entrepreneurship Development Club, Tourism Club, Nature Club, popularisation of innovative designs in *Khadi*, craft documentation programme which popularises ethnic crafts and textiles of India, observance of National Days—are some of them. Our students serve as facilitators in the Ward Sabha Meetings of the Municipality and a few faculty members are resource persons for training programmes for panchayat/ municipal body members conducted by Kerala Institute of Local Administration (KILA).

### **Contributions in Curriculum Design and Development**

Our faculty in the respective disciplines designed the syllabi for the PG courses in FSMD, Media Writing, and Applied Economics (sanction awaited for both), Bachelors Degree in Fashion Technology, Museology and Archaeology, Communicative English, eight courses in the Continuing Education Stream, all Diploma and Certificate courses offered by the Community College, 16 Add-on courses out of which three were approved by the UGC, and all short term modules offered by the departments. The syllabi for regular courses were approved by the University's expert committees and have subsequently been included in the University curriculum and adopted by several colleges. We are able to contribute to the curriculum revision of the University through our 16 teachers who are members of the BOS. Teachers also participate in the workshops in connection with the restructuring of syllabi and offer suggestions to committees for curriculum design. A list of our faculty on the BOS of the University appears in Appendix B1.1

### **Interdisciplinary Courses Introduced in the Last Five Years**

- Bachelors Degree in Fashion Technology, Communicative English, Museology and Archaeology, BCom with Computer Applications, BCom with Travel and Tourism
- Masters Degree in Food Service Management and Dietetics, Social Work
- The various Diploma and Certificate courses offered by the Community College
- Enrichment Programmes offered by the departments

Based on need assessment and feedbacks, the following courses were restructured from time to time: MSc Food Service Management and Dietetics, BA Communicative English and BFT. Elective papers in BSc Botany, MSc Physics, MSc Computer Science and MA English have been modified or substituted to suit changing demands and job requirements.

### **Value Added Courses Introduced**

#### ***To Develop Skills***

- One Year Course in Business Mathematics and Statistics
- Certificate Course in Spoken English

- Certificate Programme in Accounting
- Soft Skills Development Programme
- Certificate Courses in Java, .NET, Tally8.1, C++, Oracle, Web Page Designing, DTP, MS Office
- Enrichment Programmes offered by the Departments

### ***To Offer Career Training***

- Bachelors Degree in Museology and Archaeology, BCom with Computer Applications, Vocational Zoology, Fashion Technology, Computer Science
- Masters Degree in Food Service Management and Dietetics, Social Work, Computer Science
- BCA, MCA, BBA (off-campus courses of the University)
- Diploma in Fashion Designing
- Certificate courses in Horticulture and Mushroom Cultivation, Health Management, Yoga and Beauty Care, Housing and Interior Designing, Fashion Designing
- PG Diploma in Computer Applications, Journalism
- Diploma in Office Administration and Secretarial Practice, Travel and Tourism Management, Garment Construction
- Short term courses in Fruit and Vegetable Preservation and Nutrition, Handicrafts and Dry Flower Arrangement, Soap Manufacturing, Mushroom Cultivation, Horticulture Practices

### ***To Promote Community Orientation***

- BSc in Family and Community Science
- MSW with Medical and Psychiatric Social Work
- Certificate Course in Women's Studies
- Short term training programme in Fruit and Vegetable Preservation and Nutrition
- Short term modules offered by various departments
- All courses offered at the Community College have a thrust on community development.

### **Experiential Learning and Multi Skill Development**

On-the- job training lasting one to two months is part of the requirements of 27.2% of the regular courses. Other than this, almost all departments involve students in project work related to their disciplines. All parallel courses, Certificate and Diploma, focus on experiential learning. Multi- skill development is given importance and it is ensured through the various parallel courses and short-term modules run by the different departments and the Community

College. Students can choose any module offered by any department. In the extra-curricular field, Open NSS and the various clubs and societies functioning in the College foster multi-skill development.

### **Imparting Computer Skills**

In all the non-affiliated courses where we have the freedom to design the syllabus, computer related modules have been incorporated. Students of courses that do not have such components as part of the syllabus are encouraged to acquire these skills through the short-term modules offered by the Department of Computer Science and the Community College. In fact, the first computer centre in the College, Assumption Institute of Technology (AITECH) that offers long-term and short-term courses, was started with this purpose. Some departments have attached computer labs. Students are also assigned web based tasks and projects.

To enhance the use of ICT in education the whole College has been networked and provided with Internet facility. Students can use their Department computer, the facilities provided in the library and the two computer centres in the College. Some departments have access to specialized software for their particular disciplines.

### **Value Education**

Value education is provided to students of all courses, both UG and PG, and a session a week is allotted for this purpose. Tests are conducted and prizes are distributed on a class wise basis to the best performers. MSW and some of the courses at the Community College are meant to promote social citizenship roles. Apart from these, the Open NSS seeks to inculcate social responsibilities in all students. All outgoing students are given Life Guidance Course.

### **Programme Options**

Postgraduate, Undergraduate, Postgraduate Diploma, Diploma and Certificate courses are among the programme options offered by the College:

#### ***Postgraduate Programmes in the Regular Stream (6)***

English, History, Physics, Computer Science, Food Service Management and Dietetics, MSW

#### ***Undergraduate Programmes in the Regular Stream (16)***

English Language and Literature, Communicative English, Malayalam Language and Literature, Economics, History, Museology and Archaeology, Mathematics, Physics, Chemistry, Botany, Zoology, Vocational Zoology, Family and Community Science, Computer Science, Fashion Technology, Commerce.

#### ***Off Campus Courses of Mahatma Gandhi University (4 UG and 3 PG)***

- Bachelors in Computer Applications, Business Administration, Commerce with Computer Applications, Commerce with Travel and Tourism

- Masters in Computer Applications, English, Sociology

***PG Diploma (2)***

- Journalism, Computer Applications

***Diploma Courses (5)***

Travel and Tourism Management, Garment Construction, Fashion Designing, Pattern Making and Sewing of Indian Garments, Office Administration and Secretarial Practice

***Certificate Courses (4)***

Accounting with Tally 8.1, Spoken English, Soft Skill Development, Surface Embroidery and Dyeing and Printing Techniques

***Add-on Certificate Courses (3)***

Horticulture and Mushroom Cultivation, Health Management, Yoga and Beauty Care, Housing and Interior Designing

***Other Parallel Courses (11)***

- Communication Skills
- Certificate Course in Women's Studies
- Certificate Courses in .Net, Java, Tally 8.1, C++, Oracle, Web Page Designing, DTP, MS-Office

***Enrichment Programmes Offered by the Departments (16)***

Most departments offer short-term modules, which students take during the Learning Hour, three days a week.

**Programmes for Career Advancement*****Courses offered by the Sub Centre for Continuing Education, Govt. of Kerala (8)***

- Postgraduate Diploma in Computer Applications, Journalism
- Diploma in Office Administration and Secretarial Practice
- Five Computer Packages

**Programmes for Distance Education**

Off Campus Courses of the University—4 UG and 3 PG

**Self-financing Programmes**

The College offers 48 self-financing programmes. In addition to the regular programmes—MA English, MA History, MSc Computer Science, FSM, MSW, BA Communicative English, BCom with Computer Applications, BFT and Museology and Archaeology (the last two are UGC sponsored, self-financing)—all supporting and allied courses are self-financing.

## **Academic Flexibility**

Flexible time frames are permitted for certain certificate and diploma courses. Students who possess TTC etc are permitted to take up to four months off, to retain claim for permanent appointments. Students who are admitted to a course may go in for another and return to continue. Students can move from one discipline to another within a certain period, that is, till the examination fee is remitted in the first year/semester of their study. According to University stipulations credit transfer is possible if a student continues her studies in the same course in a college under the same University. Transcripts issued to those who continue their higher studies abroad enable them to earn credits for the courses completed. Certificate, Diploma, Add- on and short-term programmes are offered as supportive and allied courses. The affiliatory system poses constraints in the combination of degree courses. However the College offers the possibility of combining certificate and diploma courses along with conventional courses.

Slow and disadvantaged learners are identified at the beginning of the course and they are provided with remedial coaching and simplified study materials. They are advised to enrol for skill enhancing courses and modules, which offer training for future careers. All departments offer tutorial sessions, and bridge courses are given in English, Malayalam, Commerce, MSW and Economics. Advanced learners are encouraged to go beyond the curriculum, take competitive examinations and help the slow learners.

## **Feedback Mechanism**

Students' feedback is obtained through the advisory system, Grievance Redressal Cell, the Academic Monitoring Cell and surveys conducted by students. Alumni feedback is obtained through meetings and correspondences. Employers of students who have internships and OJTs are asked to fill in a feedback form on students' performance and knowledge level and offer their suggestions. The Placement Cell also collects direct feedback from prospective employers who visit the campus. Personal contacts, meetings with NGOs, the PTA and surveys conducted by students are means by which feedback is collected from the community. Responses from academic peers are mostly received during the university examinations when external examiners are required to test students. In the case of postgraduate students, projects and viva voce are opportunities for evaluation by academic peers. Industry feedback is mostly received from trainers and firms which take in students for project work or OJT. Results of the feedback from various quarters are discussed in the IQAC and the Staff Association Meetings and conveyed to the University Boards through our members in them. New courses like BFT, BCom, MSW, MSc FSMD and all the programmes in the Community College have been introduced chiefly on the basis of feedback.

All UG and PG courses have undergone major syllabus revisions in the last five years. Internal assessment has been introduced with 20% marks for UG and 25% for PG. All PG courses and vocational UG courses have been semesterised. The number of papers for PG courses has been increased from 9 to 25 and there have been major changes in the elective options offered at both UG and PG levels. Dissertations or projects have been made compulsory for all PG courses and some UG courses. All new UGC sponsored UG, Add-on and vocational courses have been designed by the faculty in the respective disciplines. BSc Home Science was renamed in 2000 as Family and Community Science.

### **The Main Evaluative Observations in the First Assessment and Measures Taken**

***To start vocational modules and short-term skill oriented courses; formalize practical training given to students; expose students to self-employment opportunities:*** A wide variety of vocational courses and short-term skill oriented courses have been introduced with a view to give practical training to students. There are formal OJTs for the vocational UG and PG courses. Add-on courses, short-term modules and the courses run at the Community College are meant to provide self-employment opportunities. In fact, this was one of the reasons for setting up the Community College.

***To start a wing for Continuing Education:*** The College started functioning as a Sub-Centre for the Centre for Continuing Education, Govt of Kerala in 2002.

***Limited interaction between faculty and external agencies; teachers to do further studies; staff to be trained for vocational modules:*** Many of the faculty members are resource persons and consultants to external agencies. There have also been tie-ups with other agencies, both governmental and others, after the stepping up of extension activities. 30.4% of teachers have acquired additional qualifications and many have undergone training to teach additional modules.

***Audiovisual aids to be used in teaching and setting up an audiovisual centre to be used by all departments:*** There has been an increased use of audiovisual aids in teaching with the setting up of audiovisual centres. A sophisticated conference hall at par with international standards is being built.

***Mechanism for student feedback may be streamlined:*** The Academic Monitoring Cell for Excellence (AMoCE) has been constituted under the IQAC for the specific purpose of collecting student feedback on curricular as well as other matters. The Grievance Redressal Cell also is a formal mechanism to collect feedback from students.

***Library administration to be modernized:*** The Library has been partially computerized. On-line catalogue is also available and computerized entry register will soon be in use.

***Formal Counselling Centre to be started:*** Trained teachers offered counselling until a full-time Counselling Centre was set up, which offers the services of two counsellors for staff and students. Students may also approach teachers who have undergone training courses in Counselling.

***Computer Science Department to give application oriented courses to all students:*** The Computer Science Department offers short-term courses and training to teachers and students in computer related skills but since there are limitations with regard to time and resources for the Department to train all students, a fully equipped Computer Centre, Assumption Institute of Technology (AITECH) was set up in 2000 and another one in 2006. Every effort is made to ensure a computer literate campus by offering basic courses.

### **Steps Towards Quality Sustenance and Enhancement in Curricular Aspects**

Some of the measures adopted in the last five years towards quality enhancement are:

- Setting up of the IQAC and its subsidiary bodies like Academic Monitoring Cell and Research Promotion Council
- Regular internal assessments
- Faculty availing of FIP of UGC; attending seminars, conferences, promotion of research
- Conducted national and international seminars
- Setting up of Computer Centre, networking of campus with Internet facility
- Increased use of ICT and audiovisual aids in teaching and learning
- Feedback from employers collected through Placement Cell and the departments
- Introduction of short- term value added courses and modules, Enrichment Programme for advanced learners, practical training imparted to students in their particular disciplines
- Updated self-designed syllabi for innovative programmes

### **Best Practices in Curricular Aspects Planned and Implemented**

- Introduction of career oriented vocational courses and value added additional short term courses, imparting of practical training through skill enhancing programmes
- Use of ICT and enhancement of audiovisual facilities
- Computer courses made available to all students through College computer centres
- Establishment of Community College which designs need based courses and relates the College to the community
- Initiating of Research Centre in History
- Enhancement of Library resources

- Links with other agencies
- Placement Cell

## **CRITERION II – TEACHING - LEARNING AND EVALUATION**

### **Admission Process**

Admissions to the various courses, general and vocational, are guided by Government and University norms and on the basis of the terms of agreement between the Management and the Government of Kerala. 50% of seats come under the open merit and 20% of seats are reserved for SC/ST/OBC/OEC students. 10% of seats are reserved for Catholic students from the Archdiocese of Changanassery and the remaining 20% of seats are filled according to the Management's choice. The merit list of candidates selected in the open merit, community/reservation/management quotas and the waiting lists in each category are put up on the notice board. Transparency is assured at every step and every effort is made to create access for candidates from disadvantaged and backward communities. Nearly 7-10% of our students come from highly backward areas. 3% of seats in all courses are reserved for students with disabilities. One seat in each batch is reserved for a candidate with outstanding record in sports and games.

After short-listing applicants on the basis of merit, they are called for an interview along with their parent/guardian. If the candidate is found unfit for the particular course, she is guided and instructed to join another suitable course. The help desk maintained at the time of admission also helps students to choose extracurricular activities most suited for them. For professional courses like BFT and MSW, entrance tests, group discussion and interviews are conducted to help select students from among the overwhelming number that apply. The demand for professional and vocational courses and certain undergraduate courses is quite high but the number of applicants for some conventional undergraduate courses has shown a decline in the last few years.

### **Catering to Diverse Needs**

#### **Aptitude Testing and Induction Analysis**

Once admitted, the teaching process is aimed at catering to individual needs, and in most cases weaker students show substantial improvement by the final year or semester. The three-day orientation programme for freshers has proved to be very beneficial. After an initial assessment in each department, in the first couple of weeks after the commencement of each course the students are given preparatory classes and bridge courses. Those who face

difficulties with the medium of instruction viz. English, are given special attention. In the initial few months teachers make bilingual presentations.

### **Targeted Approach to Teaching**

Remedial classes and special classes are arranged for slow learners and those from backward communities. Special coaching and repeated tests are also given to them. They are provided with simplified study notes and are helped by advanced learners under the supervision of teachers. Mentor services and personal counselling offered to slow learners help them identify their own strong points. They are encouraged to take up suitable skill enhancing courses.

In many disciplines, peer group learning benefits both the advanced and slow learners. Advanced learners are prompted to use e-learning facilities and their skills are utilized for helping juniors and slow learners. They are also involved in the projects taken up by the various departments. Achievers are encouraged through scholarships and cash awards. Students' talents and abilities are detected and promoted through various clubs /discussion forums functioning in the College. The Study Club of the Economics Department, the Reading Club of the English Department and the Forum for Free Interaction are a few examples. Advanced learners are given chances to participate in intercollegiate seminars and workshops. They are trained and sent for intercollegiate/interuniversity competitions, encouraged to undergo coaching for competitive exams and recruited as volunteers and comperes in the various programmes in and outside the College. Advanced learners also render help in the Community College.

## **Teaching - Learning Process**

### **Teaching Plan**

The academic calendar is usually prepared during March-April. It provides the outline for the academic activities of the College and dates of working days and holidays are marked. Specific time is set apart for internal exams. External exams are conducted according to the University calendar. Excursions, retreats, life guidance programmes, on-the-job training, cultural activities, advisory and value education programmes are planned accordingly. Loss of working days due to unexpected holidays and local holidays is compensated by working on Saturdays. A sub-committee of the Staff Council prepares the general time-table for the academic year and then the departmental time-table is worked out by each department. Teaching plan is prepared, syllabus is divided into modules and a definite period of time is fixed for completing each module. Teachers are to note down in their Work Diary details of the teaching- evaluation schedule.

## **Learning Methods**

In recent years, increased use of ICT has helped teachers and students to keep up with recent developments in their respective fields. Demonstration lectures using charts, models, specimens, OHP, Power Point, slide projector, television, movies, downloaded computer simulations etc. are prevalent. Certain courses like BFT use visual aids to the extent of 90% in teaching.

The training to teachers in Theme Centred Interaction [TCI] developed by the Ruth Cohn Institute, Germany has very much facilitated learner-centred methods of teaching. About 60-65% of the courses use predominantly the lecture method. But in these courses also teachers incorporate participatory learner-centred methods like project work, seminars, brainstorming sessions, book reviews, circulation of relevant articles from recent journals, role plays, group discussions, test series on current affairs, take-home-quizzes, manuscript magazines and assignments. Presentations help learners to develop confidence. E-learning and web-based learning are encouraged, library work is assigned, especially for postgraduate courses. Students are trained to acquire and develop language skills and proficiency in problem solving, presentations, computer usage etc.

Exhibitions organized by the departments, the Craft Documentation Programme and the educational fashion show, Apparel Centre, Fruit Processing Unit, Food Fests and demonstration classes, coaching of school students and working on departmental projects, sale of self-made products, OJTs, training imparted in Mushroom cultivation, horticulture and vermicomposting, Folklore Club, Study Club of advanced learners, interdisciplinary discussion forums, journals and manuscript magazines, staging of self-written plays etc are some of the participatory learning activities. An extra learning hour has been created thrice a week to enable students to acquire additional skills through vocational training. The practice houses attached to some of the departments are integrated with the community.

In keeping with modern trends in teaching, computer literacy is encouraged among students. They avail of short-term computer courses offered by AITECH. Since all the departments are networked, students get easy access to net-based information. The Add-on courses/enrichment programmes and other parallel courses are student centred and interdisciplinary in nature. A lot of emphasis is given to project work, field work and surveys where students interact with the community. Some departments go beyond the prescribed curriculum and make project work mandatory. Sometimes project work is allotted to groups of students to foster cooperative learning. The results of their work are presented at the end of the year.

### **Tutorials and Counselling**

For all courses tutorial sessions are prevalent. Apart from the regular class hours students have access to teachers for an extra hour in the evening. Besides this, each teacher provides academic and personal guidance to 20-30 students specially entrusted to her. The teacher seeks to establish an exclusive relationship with her ward. Student advisors meet their students at a fixed hour once a week and more often, if needed. Nine teachers are trained in counselling. The Counselling Centre offers the service of professional counsellors and advisors refer students to them when necessary.

The teacher-in-charge monitors the academic progress of students by going through the students' Learning Journal of Open NSS, student database maintained in the Assumption College Information System (ACIS) and the Internal Assessment Register.

Faculty and students keep pace with the recent developments in their fields by referring to e-resources and recent publications, organizing and participating in courses/seminars/workshops, expert lectures and visits to research institutions.

### **Library Facilities**

There is a central library with a collection of 57040 books and 38 journals, as well as a collection of subject related books in each department. The main library offers Internet and reprographic facilities. The library remains open on all working days. (For details of library resources see **Criterion IV, page 30**.)

### **Teacher Quality**

The total number of teachers in the current academic year is 115 out of which 69 are permanent and 46 are appointed on contract basis. Faculty members are selected strictly according to Government and University norms. We have qualified and competent teachers in all departments. However, in the absence of specialized faculty for specific modules in vocational courses, the management engages suitably qualified faculty on contract basis. For appointment of substitutes in FIP vacancies, Government and UGC norms are followed. Seventeen lecturers were appointed on contract basis during the last year. The student teacher ratio is 14.02:1. Out of the 69 permanent teachers 14.5% have PhD as their highest qualification and seven teachers are pursuing research now. 47.8 % of the teachers have MPhil degree of which 19% are from outside the state. Currently three more teachers are doing MPhil. All recently appointed teachers have passed NET/SET/SLET. Ten of our faculty members have been awarded research fellowships.

### **Faculty Development Programmes**

The Management makes use of every possible chance to promote teacher development by way of granting them study leave, encouraging them to avail of the FIP, sending them for

Refresher and Orientation Courses, deputing them to attend national and international seminars and conferences organized by bodies like the University, UGC, NAAC, Xavier Board, AIACHE etc. In-service training programmes are arranged for teachers and they are encouraged to host national and international seminars. Innovations in teaching are discussed and applauded in the meeting of the IQAC and Staff Association. The winners of awards are felicitated in public meetings.

#### **Faculty who have been Recognized for Excellence in Teaching**

- Sr Geo Maria: Best Academician and Administrator Award (2005) instituted by Lions International and Best Academician Award instituted by Jaycees Junior Chamber (2002)
- Dr Kochuthresiamma PJ: Excellence in Service Award by Rotary Club, Changanacherry (2003) in recognition of her academic eminence and exceptional organizational abilities
- Ms Mridul Mitra: Rotary Vocational Prize (2003)

#### **Training Programmes Attended by all the Faculty Members**

- Annual training programmes are organized by the Centre for Higher Education of the Archdiocese of Changanacherry
- The management has also arranged training programmes for the staff by external agencies
- The Director of College Development Council was invited over to talk to the teachers on Total Quality Management and the possibilities of taking up projects of the UGC
- Since 2003, workshops in TCI have been conducted for the teachers in association with Ruth Cohn Institute Germany
- A series of workshops for facilitators of the Open NSS conducted by Ripples, a Human Development Organization based at Kottayam and Dept of Adult Education, MG University.
- Computer proficiency among faculty is developed through courses offered by external agencies like NIIT and APTECH.
- Since the inception of AITECH, teachers have freely availed of the facility to acquire computer skills. The department of Computer Science also gives training sessions to teachers.
- A number of teachers have attended refresher courses during the last five years.
- 15 teachers participated in a Yoga training programme conducted in the College.
- Annual spiritual retreats

- Annual motivational lectures organized by the Staff Association

13.04% of faculty members also act as resource persons for various agencies and institutions (See Appendix: B 2.1). All permanent teachers have participated in seminars/workshops and 23.1 percent of them have presented papers in seminars, workshops etc (For a detailed list of teachers who have attended courses, seminars, workshops see Appendix B 2.2 [I] to [IX]).

The faculty have been trained in the use of ICT, audiovisual aids and computer-aided packages by external agencies and through AITECH, after it was started. The Computer Science Department also trains teachers in the above.

### **Evaluation of Teaching**

The management evaluates teachers at the time of their promotion to higher grades of service. Apart from this, the Teachers' Work Diary is very effective in planning and recording their academic and extra curricular activities on a day-to-day basis. The Work Diary is signed and passed by the Head of the Department and may be verified by the Principal at any time.

For all courses, evaluation of teachers by students is carried out through AMoCE (Academic Monitoring Cell for Excellence). Student feedback is also collected on the teaching-learning environment in the campus. The feedback is analysed and the results are conveyed to the teacher through the Principal. Self-appraisal of teachers is done at the time of promotion from one cadre to the next. These are reviewed by the Principal who gives necessary suggestions for improvement. All these feedback mechanisms help to improve the quality of teaching.

Each department conducts an academic audit through the departmental meetings at the beginning and end of each term of the academic year. A report of the activities of the department is submitted to the Principal at the end of the year. An academic audit of the departments is also done by the IQAC on the basis of each department's performance, innovations in teaching, and feedback results. In the annual IQAC Conclave, the Cell puts forth suggestions for quality enhancement.

### **Innovations in Teaching after First Accreditation**

Networking of the campus has enabled an increased use of ICT in teaching and learning. Emphasis has been placed on experiential learning, and OJTs and project work are more prevalent. The working time of the College has been rescheduled to accommodate an extra Learning Hour for Remedial Coaching, Advisory Sessions, Enrichment Programmes etc.

### **Evaluation of Learning and Evaluation Reforms**

The academic progress of students is monitored through various channels. Apart from regular tests, students are required to submit group and individual assignments and make seminar presentations as a part of internal assessment [20% weightage for UG courses and 25%

weightage for PG courses]. Terminal exams and model exams in the pattern of University exams are held. In addition to the traditional methods, teachers adopt innovative methods of evaluation like book reviews, open book tests, tests from student-prepared question banks, web based assignments etc. The Open NSS Learning Journal is a novel way for students to keep track of and assess their own performance in extension and other extra curricular activities. The department of Mathematics has designed a work diary for students to record details of their academic and other activities. Experts in the field evaluate the presentation of the Final Collection by BFT students.

These evaluation methods and the reforms made are communicated to the students at the very beginning of the academic year through the College Calendar [handbook] and through the orientation programme arranged for freshers. It is also intimated to the students by the teachers- in-charge and the Heads of the departments.

Internal exam results are announced very soon after the exams and the mark lists are handed over to the Head of the department within two weeks of the exam. Corrected answer sheets are returned to the students and the marks are displayed on the notice board. Students are free to approach the teacher concerned, the Head of the Department and the General Coordinator for internal exams, in case of grievances. The University decides the time frame for declaration of external exam results.

Progress reports are also sent to the parents/guardians. Most departments conduct “open house” of parents after the terminal exams to discuss the performance of their wards. Students’ Progression Report in a specific format is retained for the whole course of study and handed over from one advisor to the next as the student moves on from one semester or year to the next. Students have easy access to their Advisors and most grievances are redressed through direct interaction. Suggestions are collected through the Grievance Redressal Cell, which conducts open house for student representatives of all classes. For details, see **Criterion V, Page 38**.

### **CRITERION III – RESEARCH, CONSULTANCY AND EXTENSION**

#### **Promotion of Research**

Until recently, Assumption was an undergraduate College with little thrust on formal research. However, with the starting of postgraduate courses we are now in a position to initiate research centres; some undergraduate departments are also involved in informal research. The Department of History has recently gained sanction from the University to be a Research Department. A Research Promotion Council was constituted to guide the faculty

regarding research projects. The Staff Association has launched a faculty discussion forum—Dimensions—to facilitate inter-disciplinary exchange of ideas. The Management honours the faculty who distinguish themselves in different areas of research. In association with the Citizens' Association of Changanasserry the College organises public meetings to honour these distinguished scholars. Teachers may avail of PTAC to attend national/ international conferences to keep pace with the new developments in their respective fields. Faculty members are encouraged in every possible way to utilise provisions for doing research under the FIP. The Management makes provisions for the appointment of substitutes in vacancies where the Government has raised technical objections for payment. In 2005-06 a major part of the budget has been allocated for the establishment of a research centre.

### **Student Participation in Research**

In the departments of Zoology, FCS, Botany and Chemistry, advanced learners are given opportunities for involvement in the departments' research projects. Students of Economics may take up projects of external agencies to be submitted as assignments in the Department. Since 1999, the Department of Economics has been conducting an all Kerala Paper Presentation Competition with a view to promote research interests of students across the campuses in the state. Two undergraduate departments—Fashion Technology and Economics—opened internal research wings. The Department of Economics goes beyond the prescribed curriculum by making group projects mandatory for students. Its research wing – Centre for Socio Economic Analysis [CSEA] – has an in-house journal to train students in the writing of research papers. Students are given training in research methodology and computer skills.

### **Research Output**

About 27 % of the permanent teachers are actively involved in research through their doctoral and postdoctoral studies and projects. (A list of the teachers involved in research appears in Appendix B 3.1) Apart from the College research projects nearly 600 student projects [some of which are funded by external agencies] were carried out in the various departments after the first accreditation. Details of projects in the last five years are given in Appendix B 3.2.

### **Major Research Facilities**

Facilities for research introduced in recent years include computers with Internet facility in all departments, setting up of computer centres, enhancement of library resources, subscription to data sources and research journals, establishing of research centre and archives. The central library subscribes to academic journals in all disciplines and some departments have research journals related to their subject.

### Research Awards Received by Faculty

- **Young Scientist Award** of the State Government at the Kerala Science Congress, 2003: Dr I'ma Neerackal (Botany Department).
- Dr K N Panikkar's Shashtiabdapurti Memorial Prize for **Best Dissertation on Kerala History**: Dr Sheela Irin Jayanti J (History).
- **Dr Nanjundappa Award for the Best Research Scholar** instituted by ISEC, Bangalore (2000): Ms Rani Maria Thomas (Economics).
- **Best Presentation Award** at the National Seminar on 'Modern Trends in Material Science' conducted by the University of Calicut (2005): Ms Regimol C Cherian (Physics).
- **Best Presentation Award** at the National Seminar on 'Advances in Materials Science' organized by M.S University, Tamil Nadu [2006]: Ms. Regimol C Cherian.
- **Best Presentation at the Research Level** in the National Seminar on 'Food Biotechnology and Bioenergy' organized by Mohandas College of Engineering Technology Foundation for R&D [2005]: Sr Marykutty Joseph (Botany).

### Publication Output

Faculty members have 10 publications in refereed national/international journals and 45 papers in various national/international seminars, conferences etc. They have also published a number of articles in newspapers and periodicals. The Impact Factor of the best research journal in which our faculty published a paper is 0.99. For details of papers published/presented see Appendix B 3.3

### Consultancy

Consultancy services were started in the College after the first accreditation and have continued to grow steadily. They have been enhanced with the establishment of the Community College, though individual departments have also taken the initiative. Remuneration depends on the nature of work undertaken, though most services do not yield regular monetary returns. The broad areas of consultancy offered and the beneficiaries are:

- |  |   |
|--|---|
| • <i>Apparel Design and Development</i>        | - Khadi and Village Industries, Smart City Project, Kochi & local Community |
| • <i>Selection of Trainees</i>                 | - KIED  |
| • <i>Selection of Sports Persons</i>           | - State/Central Governments   |
| • <i>Filing system and Archival Management</i> | - CMC institutions, Chavara Museum, Kottayam                                |
| • <i>Fruit preservation</i>                    | - Krishi Bhavan employees, local  |

community

- *Mushroom cultivation and Spawn Production* - local community, religious and social network groups, local clubs, Krishi Bhavan
- *Nutrition and balanced diet* - local community
- *Technical advice on starting innovative courses* - schools and colleges
- *Vermicomposting* - local community
- *Diet Clinic* - students, teachers, local community

The details of consultancy services are publicised through dailies and notices. A list of the faculty who offer consultancy services appears in Appendix B 3.4.

## Extension Activities

### Extension through APAAC

A technical centre (AITECH) for local women was started in December 2000 with the ideal of *Campus to Community*. In February 2005 we launched an autonomous wing in the College, Archbishop Powathil Assumption Community College (APACC), to carry out extension activities. Most of the extension activities taken up by the College are aimed at addressing the specific needs of the community, particularly women. APACC carries out both academic and vocational training programmes for local women and the students and works through 10 departments. APACC co-ordinates the extension activities of the various departments in the College and the income-generating activities of the local women. It also works in unison with local panchayat and municipal authorities as well as with civil society initiatives like Rotary Club, Jaycees, Senior Citizen's Forum, YWCA, Lions Club, local financial institutions, Merchants' Association, Industrial Consortium etc. Regular meetings are held with the representatives of these NGOs and clubs, and decisions are taken accordingly.

Many of the extension activities undertaken provide room for practical applications of classroom lessons. The programmes are designed to involve the community as well. Between September 2005 and March 2006, nearly 520 people in the Kottayam / Alleppey districts benefited from the training programme in mushroom cultivation. A significant number of women have benefited from the various vocational training programmes offered at APACC. The Fruit Processing Incubator managed by the Department of FCS acts as a training centre for local women. The exhibition cum sale counter run by APACC markets the products made by our students and local women. The annual Summer Carnival conducted during the summer vacations at APACC draws a large number of children from the locality.

## Participation in Extension

The various organisations like NSS, NCC and Youth Red Cross take up routine outreach programmes. The College has outreach centres where awareness campaigns on relevant topics are undertaken. Another breakthrough in extension work was the launching of Open NSS which has been recognized by the University as the best innovative programme under NSS [for participation of students and teachers in service programmes of NSS, NCC, YRC etc (see **Other Units Page 102-05.**) All departments collaborated to conduct a three-day Exhibition cum Extension programme – **Enlight-2004** – for the students of nearby schools. The Exhibition was based on the syllabi of School Students from 8<sup>th</sup> to 12<sup>th</sup> standard. About 5000 students from 35 schools visited the exhibition.

Teachers take charge as directors for the different service programmes. Student volunteers along with the staff directors chalk out the action plan for a year and implement it together. The College has instituted Mother Teresa award to recognise and encourage socially committed students. Our former Principal [for the years 2000-05], as a member of the Syndicate of MG University, initiated reforms for the granting of grace marks for NSS volunteers in the affiliated colleges.

## Linkages

### Research Linkages

A number of tie-ups and collaborations with external agencies have been formed in recent years to step up research activities. The major external agencies and the departments with which they have linked up are given below:

- Rural Community College Alliance, Kentucky, USA—APACC
- Tropical Botanic Garden and Research Institute [TBGRI], Trivandrum—Department of Botany [research in mushroom cultivation and spawn production].
- Food and Nutrition Board—Department of FCS [food preservation]
- Department of Industries and Commerce, Govt. of Kerala—Department of FCS [fruit preservation]
- Institute of Interdisciplinary Research and Training [IIRT]—Department of FCS
- The Centre for Public Policy Research, Kochi—Department of Economics [for student projects]
- The Centre for Civil Society, New Delhi—Department of Economics [to undertake research projects on “*Good Governance and Right Livelihood Issues in Kerala*”]
- The Kerala Folklore Association, Kannur – Department of Malayalam and History [research and documentation of traditional folklore]

### **Linkages in Academic Programmes**

The major external agencies with which departments have linked up for the various academic initiatives are:

- The Ministry of Human Resource Development, Department of Women & Child Development and Food & Nutrition Board, Government of India – Department of FCS [one week training course in Fruit and Vegetable Preservation; Nutrition]
- NIFT-TEA, Tirupur – Department of Fashion Technology [two week knitwear training module]
- Kerala Institute of Travel and Tourism Studies [KITTS]—APACC [one year diploma course in Travel and Tourism Management]
- Sub centre for Continuing Education of Govt. of Kerala—APACC
- Off campus centre for MG University—APACC
- Tally International Corporation—at AITECH [runs a certificate programme]
- The Khadi and Village Industries—Department of Fashion Technology [innovation in Khadi]
- Centre for Civil Society [CCS] New Delhi—Department of Economics

### **Academic Tie-ups on the Anvil**

- NIMHANS, Bangalore – Department of Social Work [one-year programme in Disaster Management]
- Tamil Nadu Open University—APACC [one year Diploma course in garment construction]
- New York Institute of Fashion Technology and Rhode Island School of Fashion Design—Department of Fashion Technology [exchange programme]
- Kerala Institute of Local Administration—Department of Economics, APACC [one year course in capacity building for local self governance]

### **Linkages for Extension Activities**

On the extension activities front, we have linked up with almost all the clubs and associations in the locality. Some of the major collaborative programmes are:

- Chrysalis Charitable Trust and Rotary Club—APACC [70 wheelchairs and sewing machines were distributed to the needy]
- Jyothirgamaya, an NGO based in Moovattupuzha—NSS [Quality Life Education Programme [QLEP] whereby 32 primary school children from a nearby Colony are given free tuition in addition to a monetary support of Rs 2000 per student]

- Atmata Kendram Changanassery—twenty-two teachers of our College have joined hands for sponsoring AIDS affected children.
- Tata Tea Ltd – Nature Club [for conducting and promoting environmental awareness programmes]
- Kerala Sports Council/ the Sports Authority of Kerala – Department of Physical Education [for managing school sports hostel]
- Kerala Institute of Entrepreneurship Development [KIED] & Dept of Industries– Entrepreneurship Development Club
- United Nations Population Fund [UNFPA] - Department of FCS [Partnership Coastal Health Programme] Kudumbashree Project - Department of Social Work [Extension through SHGs]
- Chrysalis Charitable Trust - Open NSS [assembling of wheel chairs]
- Changanassery Social Service Society- Open NSS [construction of water sheds, solid waste management]
- Changanassery Municipality- Open NSS [socio economic surveys]

## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **Physical Facilities**

The College is situated barely half a kilometer from the heart of the town, within easy reach of all facilities and yet free from the noise and bustle of the town. The campus accommodates the administrative block, the various departments, class rooms, laboratories and museums, the chapel, the library, the auditorium, two conference halls, the Community College, the hostels, staff quarters, the guest house, the canteen, store, bank and facilities for sports and games. (A master plan of the campus is attached as Appendix B 4.1).

**Transport Facilities:** Since the College is located in an easily accessible area, within walking distance of the railway station and bus stations, day-scholars avail of these modes of conveyance. There are also a number of students who come by their own vehicle or walk to College. Students from a distance stay in the College hostels. In fact, nearly half of the students reside in the hostels. For private transportation purposes, the College has a car, and a minibus for field trips etc.

**Water Supply:** There is adequate water supply in all seasons, both inside the campus and in the residential complexes. There are three wells and a pond, which provide drinking water and two water tanks with 30,000 and 5000 litre capacity. We have two water pumps with 5

HP motors. Six water coolers installed in different blocks ensure an uninterrupted supply of cool drinking water. In addition to these, the College makes use of the municipality's water supply.

**Power Supply:** The total power consumption of the College, excluding the hostels, comes up to 195 KW. There are single phase and three phase power connections. Three generators with capacities of 55 KW each, and 2 KW, supply power to the whole College, library and the auditorium in times of power failure.

***Students Service Centre, Canteen, Store and Mess Hall***

The Students Service Centre offers photocopying and binding facilities. The College has a mess hall and a canteen with separate sections for students, teachers and non-teaching staff. It also serves as a makeshift conference hall. The canteen is open from 8.30 am in the morning till 5 pm in the evening. The College Store stocks necessary study materials and stationery items.

**Post office, Bank, Communication facilities and DTP Centre:** The State Bank of Travancore has an extension counter in the campus and there is a post office just outside the campus. The College has two DTP centres and phone booths for the exclusive use of staff and students. There are five telephone connections, intercom facilities and a public address system.

**Chapel:** The College chapel provides staff, students and visitors a quiet spot for prayer and meditation. Students' weekly prayer meetings, monthly Holy Mass for the whole College and daily Mass for residential students are held here. The chapel has room enough to accommodate all Catholics during retreats.

***Residential Facilities:***

A remarkable feature of the College is the excellent residential facilities offered by the six hostels situated within 100 metres of the College. Each hostel can accommodate an average of 120 students at a time. Within the College campus, there is a Staff Quarters for the teachers. There is also a well-furnished guesthouse.

**Infrastructure Facilities for Academic Activities**

There are 15 departments, 56 classrooms and 26 laboratories spread over seven blocks, adequate enough for running the various courses. All classrooms are provided with necessary conveniences. There are two conference halls and a well-equipped audiovisual room. The Department of Fashion Technology has an excellent draping lab, 30 industry style Juki machines, lock machines, photographic facilities etc. The Department of Botany maintains a mushroom house, mushroom spawn production and research lab, a vermireactor for organic farming and a nursery for horticultural practices—*Assumption Gardens*. The Department of English has a computerized Language Lab. The FCS students use the Guest House for their

practical sessions in Housekeeping. Since the whole campus is networked, teachers and students can make use of ICT resources. The infrastructure facilities of the library are continually upgraded to keep up with changing needs.

### **Facilities for Extension and Co-Curricular Activities**

In 2005, the Community College was established to coordinate the extension activities of the College. It houses an apparel centre, a computer centre, a DTP centre and a few classrooms. Under the guidance of the Department of Family & Community Science, there is a well-equipped Fruit Processing Unit, and a Diet Clinic to impart training to local women. The Health Club and Yoga/Aerobics Centre for students, teachers and non-teaching staff can also be used by the local women.

### **Facilities for Extra-Curricular Activities**

There is a 1000 seat auditorium used for small functions in the campus. The Kavukattu Hall has a capacity of 2000 seats and is used for functions involving the whole College. The College Quadrangle functions as an open stage for common gatherings. When the new block is erected there will be provision for a modern conference hall and an open stage. All the college hostels have open stages. The auditorium, a few classrooms and the mess hall are used by students for practice sessions and rehearsals. The College also maintains a few musical instruments.

### **Facilities for Sports, Games and Physical Fitness**

The College offers excellent facilities for sportswomen and many of these can be availed of by other students as well. There are well-maintained Volleyball and Basketball courts, jumping pits and

facilities for the practice and conduct of Tennis, Shot-put, Javelin throw and Handball matches. Athletes have provision to use the municipal stadium, Changanassery

**Table 4.1**  
**Amount Spent for the Development of Sports and Games**  
**(last five years)**

Sl No	Items	Expenditure Incurred
1	Sports Hostel / accommodation of sports women	35,00,000
2	Conduct of Tournaments	2,50,000
3	Participation in Tournaments	3,50,000
4	Training Expenses	4,00,000
5	Sports Equipment	5,50,000
6	Health Club / Gymnasium for sports students	2,50,000
7	Medical Expenses	55,000
8	Other financial aid to outstanding sports persons	3,00,000
	<b>Total</b>	<b>56,55,000</b>

and Nehru Stadium, Kottayam for practice sessions. The annual Sports Fest is conducted in

the College Ground

### **Other Facilities**

There are facilities like sick rooms for staff and students and wash and toilet facilities attached to each floor. The College has a dining room cum rest room for non-teaching staff. There are separate residential facilities for coaches and watchmen.

### **Maintenance of Infrastructure**

The Institution takes special care and has effective mechanisms for the management and maintenance of infrastructure. There is an Internal Manager (bursar) who supervises infrastructure maintenance. In case of major development work, an Infrastructure Development Committee assists her. Well-qualified and experienced service engineers maintain the computer labs and systems. A Committee for Systems Administration is in charge of the computer networks. The machines are under warranty or under annual maintenance contract. The AMC is given to a registered, reputed firm, which has been providing excellent service for the past six years. The College also hires technicians on daily wages. All the major equipment and machines in the College are periodically serviced by the manufacturer or dealer.

A full time electrician looks after the electrical requirements and maintenance. A full time gardener is appointed to maintain the garden and landscaping. Additional hands are appointed on contract basis. The last grade staff and day labourers do most of the cleaning and ground repair work.

### **Optimal Use of Resources**

Subsequent to the de-linking of the pre-degree course from the College, a number of classrooms became vacant. These were utilized by starting a variety of job-oriented courses. The College also took up the responsibility of becoming a sub centre for the Centre for Continuing Education, Government of Kerala and the off campus centre of MG University. Many postgraduate and undergraduate courses affiliated to the University were started. Bigger classrooms were divided to accommodate new courses, which offered lesser seats. AITECH was accommodated in the space available. The vacancies in the hostels were taken up by students doing these courses, and, for a time, one hostel was let out to nursing students from a nearby hospital run by the same management.

The College Auditorium is offered for the conduct of public meetings, exhibitions and other programmes by external agencies. For the last two years it has functioned as a venue for University examinations in the off- campus stream and for privately registered candidates. A couple of classrooms were offered to the University for a year to store and bundle answer sheets before dispatching for valuation. During the summer vacations, the University

regularly utilizes a few classrooms and the auditorium for its Centralized Valuation Camps in various subjects.

A number of state and national level camps in CSM, NSS, NCC and Xavier Board are conducted in the College and the participants stay over in the classrooms. On Sundays one block is used by the parish church for catechism classes for children. The classrooms have been utilized by the government to conduct PSC exams and Computer testing under *Saksharatha Mission*. It is also used as polling booth in elections and the Taluk Office's centre for the updating of voters list.

The MSc and BSc computer labs and general computer lab are used by students from other departments for their practical work. Students of FCS and Fashion Technology share the pattern making, garment construction and dyeing labs as well as their department libraries. The Home Science Cottage originally set up for the training of Home Science students as part of their coursework, also serves as a guesthouse for official visitors. The audiovisual aids and the language lab are optimally used by the various departments.

Teams from nearby schools are allowed to practice in our games courts. The College has hosted the University's annual matches and tournaments in handball, volleyball and basketball organized by other agencies many times. Our Physical Education teachers have utilized our sports facilities to conduct refresher courses for school teachers in Physical Education. Since the establishment of the Community College, an increasing number of women in the locality and further away have been using the facilities for self-employment offered by the various centres functioning there.

## The College Library

The new College Library, built in 1994 to keep up with the rapid development of the College, is a three storied, well-lit, spacious building. It has an independent entrance for the convenience of visitors and students from other institutions. Students are required to sign the entry register as a security measure and the issue statistics is compiled every month.

**Table 4.2**  
**Developments in Library Resources after the First Accreditation**

Sl. No	Items	Expenditure Incurred
1	New Books and Journals purchased	20,54,741
2	CD's /DVD's / e-resources	25,000/-
3	Computerization of cataloguing	2,05,000
4	Reprographic facilities	75,000/-
5	Other Infrastructural support [shelves, water cooler, generator etc.]	1,90,000/-

**Facilities**

The Library offers reprographic facilities and there are six computer terminals with Internet facility. The Library provides book bank facility. Files of paper clippings on specific topics are maintained. The resource centre of the Centre for Women's Studies provides journals, study materials and clippings on women related issues. There are also separate sections for material on Value Education. The Library has a collection of CDs/ DVDs.

The current stock of the Library is 57040 volumes and 38 journals. The Library also maintains about 5000 back issues for reference. Learning resources are added according to the needs of the users, the requirements of new courses, restructuring of syllabi and grants available. Grants from external agencies and NGOs are also utilized to enhance the resources. Through inter-library loans we make available the necessary books and journals from other libraries. Book exhibitions by leading publishers are conducted frequently and the various departments are encouraged to buy the latest titles. Books are also purchased on recommendation by the faculty.

**Access and Working**

The working time of the library is from 8.30a.m to 6 p.m. It is open on all working days but remains closed on Sundays and public holidays. The Library has an Advisory Committee with the Librarian as Secretary. The members are the Principal, Heads/ representatives from each department. The committee suggests policy initiatives for the upgradation and improvement in library services.

On an average, 20 teachers and 350 students visit the library per day. The library follows the open access system. There are well-framed rules and guidelines regarding hours of access, circulation policies, and other regulations to ensure efficient functioning and better services. Freshers are given orientation to introduce them to the facilities available in the Library and are informed about the rules and regulations to be followed. Some departments allot special library hours for students to encourage the use of library resources. New arrivals are highlighted and displayed separately and the list is put up on the notice board.

Special facilities are offered to physically challenged members. They need only to fill in a slip for the required books, which will be issued and sent through others. They are also allowed to retain a book for one month as against the usual term of a fortnight.

**Computers as Learning Resources**

Since all departments have been provided with computers, students and teachers have easy access to ICT resources; they may also use the two computer centres in the College-AITECH, which is open from 8.15am to 6.30pm, and a Computer Centre, which is open from

9am to 4.30pm. AITECH is open on holidays too and the time is extendable on request. The whole campus is networked with 24-hour broadband Internet connection.

The College at present has 161 computers, distributed among various labs, departments, office and library, of which 77 nodes avail the IP Radio Connection and 29 nodes in AITECH have cable connection. Other resources include one laptop, seven laser printers, 20 inkjet /dot-matrix printers, three printer-scanner-cum photocopy machines, three scanners, two LCDs and three web cams /digital cameras. The whole campus is networked and broadband Internet connection is available to all the systems.

Some departments make use of very expensive software for simulative studies. Some of the software used in the College include Vision Fashion Studio, Flash, Office 2000 professional, SQL Server Ver. 7.0, Visual Studio 6.0 as well as DTP and accounting softwares. The Operating Systems include Windows NT, Windows XP, Windows 2000, Windows 98 – SE and the open software- Linux. Nearly 14% of the total expenditure during 2000-05 was spent on ICT development alone.

The College has an Internet server and intranet server. We have an indigenously developed website and a database called Assumption College Information System (ACIS) hosted and maintained in the College Computer Centre. In fact, our students and faculty members were actively involved in its development. AITECH and the College Computer Centre impart training to staff and students in using the various software. During 2000-2006 more than 1000 students have successfully completed short-term computer courses at AITECH.

## Other Facilities

**Hostel facilities:** For a detailed account see **Other Units page 97.**

Table 4.3 Amount Spent on Hostel Infrastructure Development - last five years	
Item	Approximate Expense
Building Renovation	Rs 6,49,948
Biogas Plant	Rs 4,50,000
Kitchen Renovation	Rs 10,44,717
Vermireactor	Rs 12,500
Solar Appliances	Rs 73,600
Water Cooler	Rs 12,000
Enhancement of entertainment resources	Rs 84,339
Computers and Internet	Rs 90,000

### Initiatives to Improve Infrastructure After the First Assessment

The suggestions of the NAAC Peer Team were taken into consideration while initiating enhancement of infrastructure facilities, especially learning resources. The first step was the

**Table 4.4**  
**Infrastructure Development after the First Accreditation**

SI No.	Infrastructure Development	Expenditure Incurred
1	Community College	68,62,542
2	Language Lab	5,84,100
3	Fashion Art Lab	1,05,000
4	Resource Centre	1,00,000
5	Garment Construction Lab	9,71,000
6	Draping and Pattern Making Lab	2,50,000
7	Food Science Lab	1,50,000
8	Five Computer Labs	24,65,143
9	Campus networking and round-the-clock internet service	2,86,402
10	Computers in departments and offices	25,97,319
11	Software (Vision)	5,50,000
12	Audio Visual Aids [LCD, OHP, CDs DVDs, digital cameras, simulative software, tape recorder, mike system etc]	4,76,100
13	Audiovisual Centre	4,00,000
14	Apparel Centre at APACC	1,15,300
15	Mushroom House, Spawn Production Centre	3,10,000
16	Vermireactor and Assumption Gardens	45,000
17	Fruit Processing Incubator	4,59,717
18	Diet Clinic	1,00,000
19	Health Club	3,50,000
20	DTP Centre -2	2,12,098
21	Intercom, Fax, Phone Booth	2,31,544
22	Information Centre and Placement Office	1,82,084
23	Library Resources	2079741
24	Generators	5,29,834
25	Vehicles [one Mini Bus and Car] & Vehicle Shed	15,29,600
26	Water Coolers [3]	1,32,879

setting up of the Assumption Institute of Technology and the subsequent networking of the campus. The starting of a variety of new courses required the stepping up of resources including facilities like laboratories, equipment and audiovisual centre. A new building was erected to house the Community College, which was conceived as a centre for extension activity. Construction of another new block, the Research Centre, is underway. To a certain extent, the setting up of practice houses like the Apparel Centre, Diet Clinic, Fruit processing

Unit, Mushroom House etc have been through linkages and technical support from other agencies. Improvements in student services like the Counselling Centre, Placement Cell, Information Centre, Student Service Centre, telephone booths etc were initiated to make the campus more student-friendly.

### **Projected Expansions**

In view of the rapid expansions of the College a new Research Block is being built at an estimated budget of Rs 77,32,000/- to accommodate a Museum and Conservation Lab and a state-of-the-art conference hall. The library will soon set up an Archives section chiefly for research purposes. Plans to upgrade the library into a digital one, subscribe to e-journals and databases and introduce Bar Coding are on the anvil. Some of the departments propose to enhance infrastructure and resources to start postgraduate courses and initiate research centres. The projected expansions at the Community College include:

- “Assumption Emporium” for the exhibition and sale of Assumption branded products
- To upgrade the computer centre of APACC as an *Akshaya Centre* (the e-literacy cum governance centre for the community) of the Government of Kerala

## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

### **Student Profile**

The College has students from widely differing financial, geographical and educational backgrounds. Excellent residential facilities offered by the College attract many NRI students also. Applicants belonging to all religious and caste denominations are admitted. In 2005 the percentage of

**Table: 5.1**  
**Student Profile**

Category	2004-05	2005-06
SC/ST	144	140
OBC/OEC	329	171
General Category	1080	1302
Total	1553	1613

students from socially and educationally backward communities was 22.3. About 50% of our students hail from an average income agricultural background mainly from the lowlands of Kuttanadu, from the northern districts and from the high ranges of Kerala. About 20% belong to employed parents in the average income group, 25% to the low-income group and 5% to the high-income group.

### **Student Progression**

On an average, 80% of our students proceed from the College to various other institutions for further studies. In the last 3 years many have joined for postgraduate or professional courses like LLB, MBA or IT programmes. Most PG pass-outs go in for BEd while some opt for MPhil as well as PhD programmes. A few of our students have joined professional courses such as Nursing, and Paramedical courses after graduation. Many of our students appear for UGC-CSIR-NET/SLET/GRE/TOFEL/MAT/ and Central/State services competitive examinations and during the last two years 102 students passed these exams. Since most of the graduates opt for higher studies, only a small percentage of them are placed directly from the College. But sportswomen and students of job-oriented courses easily get placements in various institutions and Services. Some have been placed through campus recruitments. (For details of placement record, see Appendix B 5.1 [a] to [c]). AITECH and the Community College offer opportunities for campus placements.

We have a very minute dropout rate of 0.5 – 1% as students who leave the College after enrolment proceed to other professional courses and do not discontinue studies.

Reputed firms like Wipro, Infosys, TCS, Accenture etc have recruited our students through campus recruitment programmes. 90% of BFT students were successfully placed in the last two years. 54 sports women from the College were recruited in different government organizations during the last five years. About 90% of the students who opted for the Diploma /Certificate Courses offered at AITECH and the Centre for Continuing Education, Govt of Kerala are employed in the media, hospitals, software firms etc.

## **Student Support**

### **Prospectus and Handbook**

An updated prospectus and handbook are brought out annually. The prospectus includes information regarding various courses, rules for admission, fee-structure, residential facilities student services, extracurricular activities etc. In addition to the information in the prospectus, the calendar cum handbook gives details of the syllabi of various courses, external and internal evaluation, university exam fees, financial assistance and scholarships to students, various subject associations, different programs organized in the College, academic calendar etc. The calendar cum handbook also lists the names of the faculty, both current and retired, and of the non-teaching staff.

### **Welfare Schemes and Financial Aid to Students**

The institution provides different kinds of financial assistance to students based on their academic merit, economic background, outstanding performance in sports, games and studies, value education, cultural activities, leadership in social service etc. About 47 endowments and

18 scholarships instituted by the College management, retired faculty, different departments, PTA, Alumni Association and benefactors are distributed every year on College Day.

To help financially weak students, the college maintains a 'Students' Aid Fund'. Last year 112 students were given free accommodation in the six hostels and 72 were granted free mess. About 30 to 40 students benefited from the free noon meal programme arranged in the hostels. Last year 269 students benefited from the KPCR Fee concession and four received the scholarship for the children of fishermen. 311 students received Harijan Welfare mess fee and stipend of Rs 21,10,337. Forty-two students received mess fee worth Rs. 3, 17,518 from Kerala Sports Council. The PTA provides a set of notebooks for needy students who can also utilize the book bank facility in the central and department libraries. Some departments maintain Charity Funds to help needy students. Deserving students of each department are helped by the respective faculty, and sometimes by their classmates. They are provided with textbooks, record books, expenses of study tour, expenses to participate in intercollegiate seminars /competitions etc. Some of them are helped with medical expenses. The number of beneficiaries and the amount of scholarships other than the above financial aid schemes are given in **Table: 5.2**

**Table: 5.2**  
**Financial Aid and Support to Students**

Year	National Scholarships		State Scholarships		University Scholarships		College Endowments		College Scholarships	
	No. of beneficiaries	Amt. in Rs.	No. of beneficiaries	Amt. in Rs.	No. of beneficiaries	Amt. in Rs.	No. of beneficiaries	Amt. in Rs.	No. of beneficiaries	Amt. in Rs.
2000-01	1	1260	21	29715			38	102101	35	12500
2001-02			31	34055			40	195101	34	12000
2002-03	2	2640	20	24300	11	29700	41	215101	32	11500
2003-04			29	19450	8	21600	43	245101	28	10000
2004-05			23	14975	8	21600	46	252188	31	12000
2005-06			27	56875			48	267188	33	14000

The College office provides all possible help to students who wish to avail of the educational loan facilities offered by different nationalized banks. About 30% of the students of BFT, MSc FSMD, MSc Computer Science and MSW courses have availed of this facility.

#### **Support Services to SC/ST Students**

20% of the total number of seats is reserved for SC/ST students. Dalit Christian candidates get preference in admissions under the management quota. There are also scholarships instituted for Dalit Christian students. Students belonging to SC/ST and other backward communities benefit from the financial aid of the State Government. Most of them also avail of the assistance given by their respective departments. They are given extra attention during

the Tutorial and Advisory sessions. SC/ST students have exemption from contributions to the PTA, Magazine fee etc. and benefit from the “free noon meal programme” arranged in the hostels.

### **Placement Cell**

A formal Placement Cell was started in 2004 in the light of the demands raised by the technical and job oriented courses offered by the College. The Cell, which has a teacher in charge, centralizes the work done in various departments, strengthens career guidance, arranges job-training programs and establishes better contacts with industry and potential employers. It arranges visits of prospective employers for campus recruitment purposes and aptitude testing. Outgoing students may register their names with the Placement Cell, which will help them find suitable employment.

### **Counselling Centre**

The College has a full time counselling centre with 2 professional counsellors. They give orientation classes to each batch of students, which enable them to recognize their needs. Two teachers coordinate the activities of the Cell, which systematically imparts counselling to needy students. Nine members of the faculty attended a basic training course in Personal Counselling conducted in our College by MG University. A couple of teachers have attended the seven-day course on Guidance and Counselling conducted by Xavier Board of Higher Education at Bangalore. One of our teachers has taken a postgraduate diploma in counselling. Moreover, academic and personal counselling is made available to all students through the Advisory System in which all teachers are involved.

### **Self-Employment Schemes**

Certain departments of the College run employment-oriented programmes to encourage students into self-employment. The Entrepreneurship Development Club [EDC] promotes the spirit of self-employment. The EDC arranges interactive sessions with successful entrepreneurs and has instituted the Entrepreneurship Excellence Award to recognize women entrepreneurs and motivate the students. Visits to various institutes like the Malanad Development Society, Kozha Agricultural Farm, Aakkulam Fish Farm etc. motivate students to seek self employment opportunities. A few students who have completed computer courses are employed as instructors at the College computer institutes. Financially backward students are sometimes given free training and then absorbed as instructors. A former student with physical disability is running a telephone booth in the campus.

### **Alumni Association**

The Alumni Association of the College, AASA, is a very active body keenly interested in the activities of the college. Apart from the Alumni branch attached to the college AASA has

chapters in Kuwait, North America, Doha and Dubai. Meetings are held periodically to discuss the activities and development of the College. In August 2004, the Principal visited alumni members at Washington, Chicago, Florida and Dubai. In March 2005 she was accorded a reception by the Doha Chapter. Certain new courses and some infrastructure developments have been introduced with assistance and suggestions from the alumni. Certain departments conduct Alumni Lectures. The foreign chapters are active in keeping track of our alumni in their respective areas. The college website offers facilities for online registration of alumni and an increasing number are utilizing it. The overseas chapters of the Association have instituted scholarships for deserving students. The list of distinguished alumni is given as Appendix: B 5.2

### **Grievance Redressal Cell**

The College has an active Grievance Redressal Cell, which convenes meetings with student representatives and conducts open discussions. Grievance boxes have been installed to collect grievances. Solutions to complaints regarding campus facilities are announced to students. Personal grievances regarding internal assessments etc. are dealt with by seeking the cooperation of the department concerned. We also conduct buzz group discussions on campus experiences during the two-day Open NSS workshops. Enrichment programmes, reprographic facilities in the library, telephone terminal and booth, a Student Service Centre, mini College bus and police patrolling at peak hours to ensure safety of students are some of the introductions in the past few years in keeping with students' suggestions. Complaints regarding the University Examinations are brought to the notice of the Controller with the help of the College authorities. Every hostel has a Hostel Committee to solve problems amicably. The College also maintains a Police Aid Box in case of emergency.

### **Quality Education**

- The College conducts career orientation classes for the benefit of the students. All the departments maintain the healthy practice of informing the students, at the time of Freshers' Induction, about the various career opportunities after their programme of study. The Career Guidance Cell has a collection of reference books and resource materials for the use of students.
- The various parallel and Add-on courses, and the Enrichment programmes are offered on demand so as to improve the career prospects of students.
- Community College was started to impart value added courses and community orientation to students.
- AITECH and the College Computer Centre offer computer literacy to all students and give employment opportunities too.

- Women empowerment programmes implemented by the Women's Cell and Center for Womens' Studies seeks to instil confidence in students to take up positions of leadership.
- Open NSS, CSM and NSS conduct personality development workshops and seminars for the benefit of students. For the last two years our TCI trained faculty have been involved in conducting two-day Encounter Workshops on personal effectiveness for all students.
- The Department of Social Work, in addition to its TCI based workshops, regularly conducts Self-Awareness and Leadership Training (SALT) programmes.
- Academic and personal counselling is also offered through the advisory system.
- The clubs and associations functioning in the College involve students in extracurricular activities enabling them to develop their capabilities and talents. The hostels also promote the all round development of the inmates.

### **Anti Sexual Harassment Cell**

We have an Anti Sexual Harassment Cell to look into the problems faced by our students while travelling to and from the College. In case of such problems the police are alerted and they have embarked on patrolling during peak hours. At times we seek help from the PTA and the Municipal Ward councillors in this matter. However there has been no report of sexual harassment in the campus. The Women's Cell organizes awareness programmes and basic training sessions in self-defence for the students.

### **Student Activities**

#### **Sports and Games.**

Our outstanding athletes and players are awarded different types of incentives, in the form of scholarships instituted by the Government of India, Government of Kerala, MG University, Kerala Sports Council, Indian and foreign collaborations, Government agencies, Private agencies, College management etc (See **Table:5.3**). Greeshma KM, Chitra K Soman and Prajisha MK received an amount of Rs 18,000/- as NSO-SAI scholarship in the year 2004-05. Chitra K Soman has been receiving the prestigious TATA Scholarship worth Rs 12,000/- per month since 2000. Other than the above, students get financial assistance from foreign agencies like Fundacao Orientei Goa, Forsuland group, Sweden and NORKA [Non-Resident Keralites Association]. We also get the support of various banks in the vicinity and Changanacherry Merchants' Association to sponsor 10-15 sportswomen every year. In addition, freeships and concessions are given to two or three sportswomen in each hostel. The PTA has sponsored 35 sports students in the last five years. The College provides sports kits to the athletes and players, gives cash awards and prizes and meets all the expenses to take

the team for various competitions held in and outside the State. The moral support we give to our sports students is reflected in their enviable achievements in the field. Our stars are accorded public receptions on their outstanding achievements in national/ international meets.

**Table: 5.3**  
**Sports Scholarships for students**

Year	No. of students who secured NSO-SAI scholarship		No. of students who secured sports council scholarship	No. of students who received M.G University sports scholarship*		University Merit Scholarship
	Rs. 10, 000	Rs. 18, 000	Rs. 400	Rs. 4000	Rs. 1500	Rs. 1500-3000
2000-01	12	-	52	16	18	22
2001-02	13	-	50	22	11	16
2002-03	9	-	50	20	8	13
2003-04	12	-	45	22	15	33
2004-05	14	3	56	25	10	35
2005-06	11	1	-	13	15	24

### ***Achievements in Sports & Games***

Assumption College has to her credit the glory of sending the **only student athlete in the Athens Olympics 2004** – Chitra K. Soman. She also won silver in the Melbourne Commonwealth Games -2006. We can proudly say that out of 4 Malayalee Athletes in the Indian team for the Melbourne Commonwealth Games and SAF Games-2004 three were Assumptionites. During the last five years our students secured **thirteen medals in International Athletic Meets**, 168 at the National level and 160 at the Inter-University level. Out of the seven state level College Games for Rajiv Gandhi Gold cup we have been the overall champions for four years [2000-01, 2002-03, 2003-04 and 2005-06]. The total prize money secured in this event has been Rs 3.5 lakhs. We were the **first college to be selected for the award for ‘Best College in Sports and Games in Kerala’** instituted by the Kerala Sports Council. We also won, for four consecutive years, the Manorama Trophy for the Best College in Sports and Games in the state of Kerala. Details of the various achievements in sports as well as extra curricular activities are mentioned in Appendix B 5. 3 a & b

### **Trophies and Medals in Sports & Games During 2000 – 06**

<b>Total No of Medals</b>	<b>1229</b>
<b>Total No of Trophies</b>	<b>151</b>

### **Feedback**

Student feedback is collected through the Grievance Redressal Cell and AMoCE (see **Criterion II page 19**). Employers’ rating of students who undergo OJT and internship is

considered for their internal assessment. Suggestions are taken from employers regarding additional skills required by students. Also, agencies that conduct recruitment drives on campus, give their recommendations directly to students and to the Placement Cell. All these suggestions are taken into consideration while introducing certificate courses /additional modules for skill enhancement.

### **Extra curricular and Recreational Activities**

The College has well functioning clubs- Dance Club, Music Club, Theatre Club, Press Club, Nature Club, Tourism Club, Entrepreneurship Development Club, Debate Club, Youth Parliament Team, Quiz Club, Folklore Club etc. - to promote the talents and interests of the students. The various departmental associations organize interdepartmental and intradepartmental seminars and competitions. The Students Union conducts an annual Youth Festival for the whole College and takes the initiative to conduct annual music concerts, mimicry programmes, talent shows, stage programmes, movie shows, beauty pageants and Nasrani Manka competitions, food courts, Onam, Christmas and Kerala Piravi celebrations. We also conduct a week long Sports Fest in the College. The College Magazine and the manuscript magazines of the various departments and hostels give students an opportunity to hone their literary skills. The learning hour is utilized for the various club activities. In addition to these the College has units of NSS, NCC, Youth Red Cross, Human Rights Cell and Women's Cell. The College conducts seven inter-collegiate competitions and two tournaments annually. All departments organize study-oriented tours for the final year students, which serve entertainment purposes as well. One-day trips, movie shows, indoor games etc make life in the hostels enjoyable.

## **CRITERION VI: ORGANIZATION AND MANAGEMENT**

### **Leadership, Goal Orientation and Decision Making**

Assumption College is a Women's College, owned and managed by the Archdiocese of Changanassery. The Head of the Institution is the Principal who takes final decisions in the routine affairs of the College in keeping with the policies of the management. On the administrative side, the Principal is assisted by the Vice-Principal. All the major decisions or policy changes are implemented in consultation with the Managing Board and Staff Council. Leadership is vested in the Principal in all the activities of the College. Meetings and discussions at various levels ensure transparency and coordination in organizational and administrative processes and involves the participation of all concerned. The Heads of the departments who are members of the Staff Council consult their respective faculty members,

whose suggestions are always welcomed. Important issues are discussed at the general body meetings of the Staff Association and this guarantees the involvement of the faculty in all the major decisions taken.

The setting up of the IQAC, recruitment of well qualified staff, starting of new courses, research and extension activities, in-service training to teaching and non teaching staff, increased use of ICT in academics and administration, workshops on TQM etc are some of the ways in which we have tried to translate quality to the various units.

The mission statement of the College reflects its concern with quality in all fields. An IQAC was constituted in 2002 which later got expanded with subsidiary wings—Research Promotion Council and Academic Monitoring Cell for Excellence etc. Bodies like the Managing Board, the Staff Council and the IQAC take the initiative in introducing quality enhancement measures at both the academic and administrative levels.

### **Organization Structure, Powers and Functions of Functionaries**

The Patron of the College is the Archbishop of the Archdiocese of Changanassery, who is the ultimate authority. The Managing Board, with a three-year term, is in immediate and overall charge of the affairs of the College especially the financial and broad policy matters. The Managing Board consists of the Patron, Manager, Principal, Vice-Principal, Bursar, the Procurator of the Archdiocese, at least three experts from different fields and two staff representatives—one elected by the staff and one nominated by the management (see Appendix B 6.1a) The Managing Board usually meets twice a year and more often if necessary. The staff members have easy access to the management. The Patron and the President of the Managing Board visit the College and meet the staff on all important occasions and whenever any special issue arises.

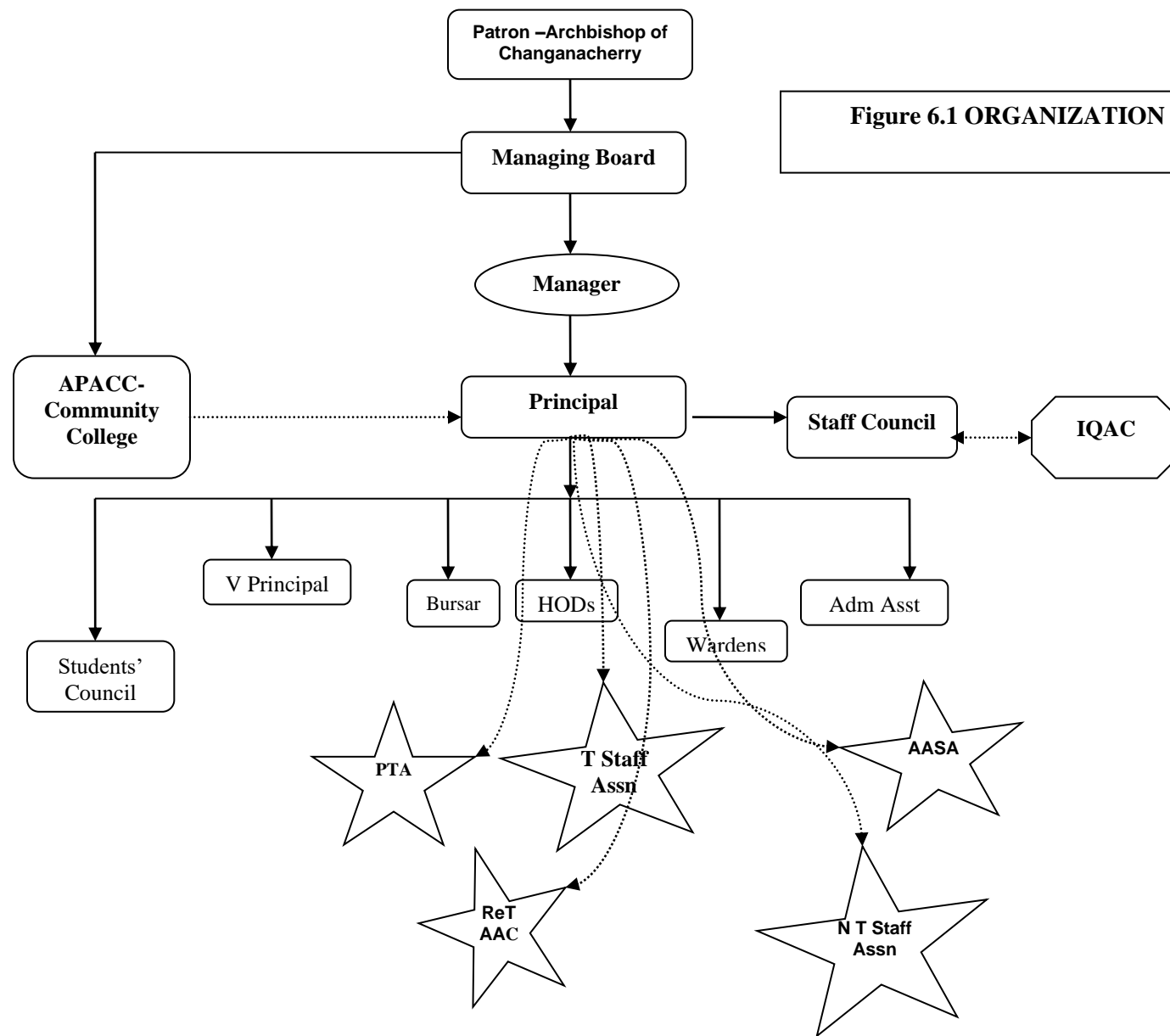
The Staff Council is a statutory body which consists of the Principal, Vice- Principal, Librarian and Heads of all departments (see Appendix B 6.1b). All important decisions pertaining to the general administration and specific activities are taken in consultation with the Staff Council. The Staff Council meets once a month or more often. The Heads of the Departments take decisions pertaining to their particular departments in consultation with the teachers of the department.

<b>Table:6.1</b>		
<b>Frequency of Meetings</b>		
<b>Name of Committee</b>	<b>Number of Meetings to be Held</b>	<b>Number of Meetings Held</b>
Managing Board	2	3
IQAC	4	12
Staff Council	4	9
Wardens' Council	12	12
PTA	3	3

For details of meetings held and decisions made during the last year see Appendix B 6.2 (a) & 6.2 (b)

**Decentralisation of Administration**

There has been a clear-cut and streamlined structure of organization for the College, which has been continued through the years. Nevertheless, there are internal mechanisms to ensure transparency and flexibility in keeping with changing needs and contexts. The Managing Board and the Principal delegate responsibilities to various committees for better governance. Teachers from the different departments are entrusted directorship of co-curricular, extracurricular and student support activities. The heads of the Departments, in consultation with the members, chalk out departmental programmes. The Staff Council monitors the coordination of the various activities carried out under the leadership of the Staff Directors. The Electoral College of students [comprising democratically elected class representatives] votes to power the Students' Union every year. The hostels have their own executive committees presided over by the Warden. The Principal is the General Warden for all the hostels. The Wardens' Council consists of all wardens of the six student hostels. They regularly hold meetings presided over by the Principal. The Community College has autonomy in organisational and academic matters. The advantages of decentralized governance are thus enjoyed while maintaining the disciplined organizational structure essential for efficient functioning.



## Perspective Planning

The College follows perspective planning for its development. Immediately after the first accreditation a three-day workshop on Total Quality Management was conducted for the teaching staff by IBIS, a Bangalore-based agency which offers quality consultancy. This enabled the College to make a SWOT analysis, which formed the basis for the planning and implementation of quality enhancement measures in subsequent years. The Managing Board, the Staff Council, and the IQAC undertake long term planning. At the end of each academic year, the IQAC chalks out the quality enhancement measures for the following year. This is presented before the Staff Council and Managing Board. Every year the College focuses on a specific area for improvement and mobilizes resources accordingly. In the last few years the chosen areas have been introduction of ICT facilities (2001-02), major infrastructure development to run new vocational courses (2002-03), networking of the campus and enhancement of ICT resources (2003-04), setting up of the Community College for extension activities (2004-05) and setting up of research centre (2005-06).

## Academic Calendar

At the end of each academic year, the Principal, in consultation with the Staff Council and the IQAC, draws up a broad plan of action for the next year. All departments hold meetings to plan departmental activities. The finalised plan of action for the year is discussed in the staff meeting called by the Principal on the re-opening day. A calendar is brought out at the beginning of each year including all the details regarding academic and extra curricular activities. Each department's outstanding activities and projected plans are discussed in the periodical staff meetings.

## Plan Proposals Initiated/Implemented in the Last Five Years:

- Setting up of Assumption Institute of Technology
- Applied for postgraduate courses in Chemistry, English, History, FSMD, Media Writing, Social Work, Applied Economics, Computer Applications, Computer Science, Fashion Technology and undergraduate courses in Commerce, Fashion Technology, Museology and Archaeology
- Opening a Research Centre attached to the Department of History
- Starting of alternative courses and designing of interdisciplinary Enrichment Programmes to facilitate horizontal learning
- Purchasing land adjacent to the College to construct a Research Centre & Historical Museum (construction underway)
- Enhancing of infrastructure facilities

- In-service training to members of the staff to cope with the requirements of the new courses
- Networking the campus; internet in all Departments; 161 computers
- Initiating tie-ups with external agencies, GOs and NGOs
- Formalising of extension activities of the College through the setting up of the Community College and launching of Open NSS
- Evolving a mechanism for continuous internal assessment
- Introduction of a structured teacher- campus- evaluation system
- Setting up of full time Counselling Centre
- Starting of Placement Cell

Out of these resolutions, we were able to implement all twelve except the starting of three postgraduate courses we had applied for, which the government did not sanction.

### **Manpower Planning and Recruitment**

Teachers are selected on the basis of merit. When there is a staff vacancy, recruitment is done subject to the rules of the University and Government regulations applicable at the time. Since there has been a government ban on staff recruitment, contract lecturers have been appointed to teach in the existing courses as well as in the newly started self-financing courses. A new Staff Recruitment and Maintenance Policy suggested by IQAC is under the consideration of the Managing Board. It includes incentives for the best hands to stay on, like stage wise salary enhancement, welfare schemes, study leave etc.

The appointment of non-teaching staff is also done as per University statutes and Kerala Service Rules. In addition to these regular staff, the Management has appointed 27 additional staff as computer instructors, front office personnel and assistants in keeping with the expansion of the College. The need for faculty recruitment arises when existing staff retire, go on leave or when new courses are started. Appointment is made on the basis of the workload approved by the University. Above 50% of the permanent faculty are from other institutions. The ratio of teaching to non-teaching staff is 1.65:1(145/88).

### **Performance Appraisal**

Staff appraisal is conducted by the evaluation wing of IQAC. Teachers' self-appraisal and their appraisal by the Head of the Department, the Principal and the Manager are mandatory for promotion to higher grades of service. A detailed profile of each teacher, incorporating her involvement in academic, research and extension activities is maintained in the College office and additions are made whenever necessary. The Grievance Redressal Cell is another

effective means by which evaluation and appraisal is carried out. The campus appraisal conducted by AMoCE incorporates issues regarding the performance of the administrative /non-teaching staff.

Apart from the Self Appraisal conducted during the IBIS workshop, we were also assessed and listed by the *Vanitha* Magazine for its feature 'Ten Best Colleges in the State'.

### **Self-Development Programmes**

The College conducts development programmes for the teaching and non- teaching staff in a variety of ways. [See **Appendix B 6.3 for a detailed list**]. The Staff Association organizes motivational classes and seminars for the teaching staff. Most of the teachers have been trained in the use of computers and audiovisual aids. Training programmes in Counselling, certificate courses and international workshops based on Theme-centred Interaction, annual retreats and other spiritual renewal programmes have also been designed for staff development. Teachers are encouraged to attend training programmes conducted in various parts of the country by organizations like the AIACHE, KILA, Xavier Board and Ruth Cohn Institute among others. The Staff Association has organized yoga classes for the staff and some of the members make use of the College health club working under the supervision of trained instructors. For the non-teaching staff, classes in Kerala Service Rules, technical training, etc are arranged. As part of welfare measures for the teaching and non-teaching staff, a Staff Co-operative Society was started in 1990. It gives loans and financial advance to the members, runs chitties, and other welfare schemes. Currently, it has 98 members and a working capital of nearly 1.9 crore.

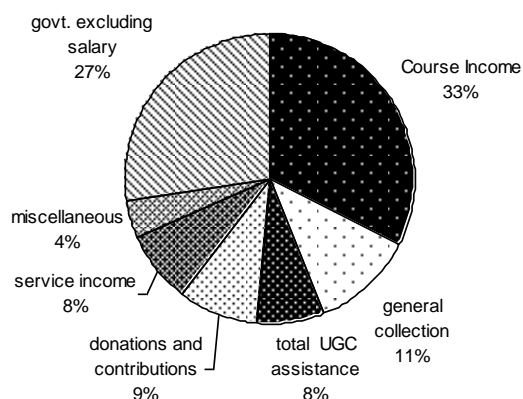
### **Resource Mobilization**

#### **Fee Structure**

The fee structure for the regular aided courses is according to University norms and revised as per University instructions. The University has also approved the fee structure of self-financing courses. Details of the current fee structure is attached as Appendix: B 6.4. Nine percentage of the College's financial resources are mobilized through donations from staff, benefactors, alumni and so on.

## Finance Management

**Figure: 6.2 Source of Income: 2000-06;  
excluding salary component**



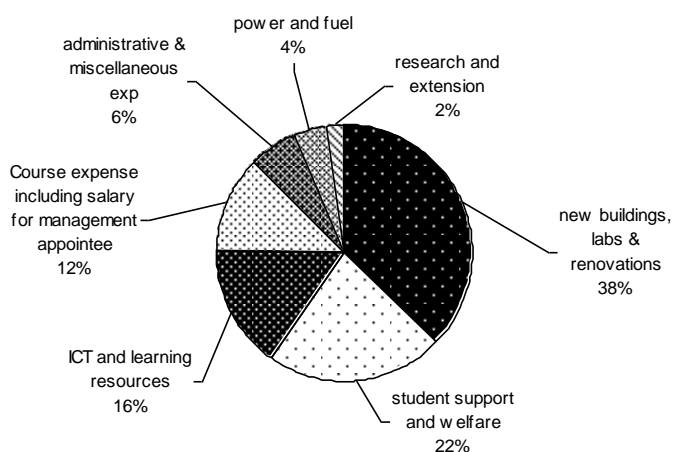
The operating budget of the institution is adequate to cover its day-to-day expenses. However, the grants provided for the upkeep of the library and laboratories are insufficient. Endowments and scholarships distributed to students have become insufficient in recent years due to a fall in the real value of money. The statement of accounts is passed by the

managing board and external audit by government approved auditors is also done annually.

The annual financial statement for last year is given as Appendix: B 6. 5

Assumption College being an aided College the major share of its financial resources comes

**Figure : 6.3 Expense allocation excluding salary component received from the govt**



from grant-in-aid from the State Government and the UGC. Other sources of income include tuition fee and special fee, income from self-financing courses, collection through PTA and donations from benefactors. The various sources of funds during the period 2000-06 [excluding the salary component paid by the Govt.] are shown in **Figure**

**6.2.** The departments supplement funds for their various programmes through sponsorships from local firms, fee from self- financing short-term modules, sale of products and collections of the department associations. The approximate utilisation of the financial resources of the College for the last five years is shown in **Figure 6.3.** The unit cost of education comes to around Rs 22972/-.

## **CRITERION VII - HEALTHY PRACTICES**

### **Total Quality Management**

#### **Goals and Objectives**

The long term plans as well as the specific activities of the College are focused towards the achievement of its goals and objectives. High academic standards are maintained by improving teacher quality through teacher development programmes like Orientation and Refresher Courses, acquiring of additional diplomas and higher qualifications like PhD and MPhil, participation in seminars, workshops and conferences. Students are groomed for global competence through various strategies. Workshops and seminars arranged for them, notably TCI and HRD workshops are aimed at instilling confidence and bringing out the best in them. Coaching classes for competitive examinations enable them to compete with their peers. To keep up with modern trends we have started a number of regular vocational courses (3UG and 3PG), Off Campus Courses of the University (4UG and 3PG) Diploma/Certificate/ Parallel courses (22), courses for career advancement (8) and Enrichment Programmes (16) of the various departments. Students are trained in the use of ICT in learning and are encouraged to make the best use of the library.

The spiritual and moral development of the students are fostered through the activities of the Catholic Students Movement, annual retreat, value education, confession facility for Catholics, Holy Mass once a month, spiritual guidance programmes, personal counselling by professional counsellors, life orientation programme for outgoing students by professionals etc. It is also an important concern of the College to create in students an awareness of the dignity of womanhood. A Women's Cell and Centre for Women's Studies function for this purpose. The College organized two national seminars on women in 2000 and 2002, in which academicians and activists from all over the country participated.

#### **Internal Quality Checks**

The College has evolved effective quality assessment measures, notably the setting up of an IQAC in 2002 for enhancing and maintaining quality in all fields of our activity. The Managing Board, Staff Council, Staff Association, Warden's Council and Grievance Redressal Cell also put in suggestions towards quality enhancement. The campus appraisal by students is taken seriously and necessary adaptations are made. Apart from these, the suggestions of the PTA, Alumni Association, prospective employers and the immediate community are taken into consideration.

#### **Internal Quality Assurance Cell**

The IQAC was formed in keeping with the guidelines laid down by NAAC. It functions as an advisory body, which takes important initiatives for quality enhancement and implements

innovative programmes. The IQAC puts forward suggestions to the Staff Council. Under IQAC, an Academic Monitoring Cell for Excellence and a Research Promotion Council has been constituted.

### **Quality of Academic Programmes**

The College offers value added Enrichment Programmes which aim at multi skill development. The quality of academic programmes is ensured through continuous and end of semester/term evaluation. There is staff feedback to students on academic and non-academic performance. Teacher evaluation by students is also done every year. Use of ICT in teaching has made the learning process dynamic. Field trips to operational units of industry keep students in touch with the latest technology. Lectures by professionals in the industry and subject experts provide them with the necessary exposure. Subscriptions to relevant journals and magazines and participation in workshops and seminars help them keep abreast of current developments and trends. Every effort is made to keep the syllabus up-to-date while designing and revising the curriculum for vocational and non-affiliated courses. Campus visits by recruiting agencies make students aware of employers' demands.

### **Quality of Administration**

The quality of administration is safeguarded by the organizational structure and the interactions and discussions among the governing, statutory and advisory bodies. There is an effective feedback mechanism, which involves all the stakeholders. Smooth administration is ensured by the creative suggestions of the Staff Association and the co-operation of the supporting staff.

## **Innovations**

### **Innovations in Curriculum**

One of the most striking developments in the College during the last five years has been the introduction, not only of conventional courses but of an array of innovative vocational courses as well, designed by our staff, sometimes with the help of experts in the field. Notable among them are the Bachelors in Fashion Technology, Museology and Archaeology, Masters in Food Service Management and Dietetics, Add-on Certificate Courses and a number of short-term modules. For some of these courses we have visiting faculty from outside. Interactions with them and other institutions help us in devising and implementing necessary changes and reforms.

Innovations in curriculum are effected freely in the non-affiliated courses where we are at liberty to keep up with the latest trends in the respective fields. Teachers from all the departments participate in the workshops conducted by the University in connection with the restructuring of syllabus. Our faculty members who are in the Board of Studies of various

subjects get opportunities to initiate changes in the existing curriculum and advocate needed reforms. Add-on courses and Enrichment Programmes of an interdisciplinary nature are meant to compensate for limitations of the University syllabus.

### **Strategies to Promote Innovations in Teaching-Learning and Evaluation**

Overhead and LCD projectors are increasingly used in teaching. Fieldwork and report submission based on it give students first hand experience. The language lab is used in the teaching of oral communication skills. Seminars and projects that rely on ICT familiarize students with modern technology. Internship with industry provides valuable experience, as do exhibitions, food fests, sales etc organized by the students. Practice houses attached to some departments give students exposure to practical application of classroom learning. Internal Assessment has been introduced and class tests conducted regularly ensure the efficiency of continuous assessment.

### **Initiatives in the Field of Research and Extension**

Research has become an important concern of the Institution in the last five years with the launching of postgraduate courses. The Department of History has received sanction from the University to start a Research Centre. The Centre for Socio Economic Analysis, a newly started informal research wing and the Open NSS undertake projects for various agencies. The Folklore Club seeks to research and popularise the folk art forms of Kerala. A project under COSIP to assess the bacteriological quality of potable water from selected areas of Changanassery was taken up. Projects have also been taken up to study the fish and butterfly diversity in the area. Training in mushroom cultivation and sale of mushroom products are ongoing. Also, a Fruit Processing Unit, which conducts research in fruit processing imparts training to teachers and women of the locality. The Craft Documentation Centre studies and showcases the diverse and little known craft forms of India.

The resources of the College are utilized for the benefit of the community, especially women, through the extension activities. Vocational training programmes, linkages with external agencies, involvement of students in outreach programmes, fostering of self help groups etc are some of the community oriented activities undertaken by the Community College. The various clubs and societies in the College and the hostels are actively involved in extension programmes and many departments try to integrate extension work into academics.

### **Innovations in Governance**

The setting up of the IQAC, an effective Grievance Redressal Cell and Academic Monitoring Cell have helped to ensure the participation of the various components in the governance of the Institution. Networking of the campus, the public address system and intercom facilities,

modernized filing system, enhanced use of computers in office administration and training programmes for the office staff contribute to the efficiency of the administrative process.

### **Value Based Education**

The vision of the Institution is always kept in sight and a value-based education is considered indispensable while keeping up with developments in educational technology. An hour a week is devoted to religious instruction and Moral Science classes. Workshops and interactive sessions are conducted during this time. Students meet in prayer groups every Thursday at noon. There are morning prayers and a short prayer before the commencement of each class. On the first Friday of every month the whole College gathers in the Central Quadrangle for common prayer and instructions from the Principal. Programmes under the pro-life movement are arranged annually for the whole College. A group of teachers are involved in developing Value Education modules to suit students' needs and interests. Value education is also incorporated into the existing courses and state level value education camps were conducted from 2003-2005.

### **Social Responsibilities and Citizenship Roles**

Students are given training in social responsibilities and citizenship roles through the different programmes and activities in the College, both curricular and extra curricular. They are encouraged to take up projects and assignments that promote social commitment. The National Service Scheme, the Open NSS, National Cadet Corps, Youth Red Cross, Catholic Students' Movement, Women Cell, Human Rights Cell, associations under the various Departments, the Centre for Women's Studies, Nature Club, Centre for Socio Economic Analysis and the Community College are some of the channels through which citizenship roles are inculcated (**See Other Units page 94.**). Almost all the extension activities of the College are meant to promote this.

Every year the NSS units of the College take up theme based work projects in rural areas. The volunteers work in the two Campus-Community Outreach Centres in the neighbourhood. The Open NSS was started to enable all students to take part in extension activities. Every year the whole College forgoes the noon meal a day, and collects an amount for a specific charitable cause. We also respond proactively to natural calamities like tsunami, earthquakes, floods etc by visiting the sites where possible and helping in every way we can. Twenty-two teachers are currently sponsoring AIDS affected children and about Rs 1 lakh has been donated for this cause. The Centre for Women's studies has adopted a home for the mentally challenged. In the last five years about Rs 6,16,592 was raised by the College for charity.

In addition to this, all hostels engage students in charity work. Wings of missionary societies like the Vincent De Paul Society, raise funds for the benefit of the underprivileged through fasting, movie shows etc. They also arrange visits to rehabilitation centres and victims of natural calamities.

The College joins hands with the Citizen's Forum and municipal bodies to participate in programmes of public concern and interest. Students are encouraged to collaborate with the Municipality for improving the living conditions in the neighbouring areas. They act as facilitators in the Ward Sabha Meetings thus gaining an awareness of local self-governance. MSW students guide about 20 SHGs in association with the Kudumbashree project. The Department of FCS was recognized by the UNFPA as the best extension unit for community development. We conduct nutrition and health awareness camps for the municipality.

The College observes all days of national and international significance and seminars on Consumer Protection Act, Pollution Control Act and legal awareness are conducted every year. Awareness campaigns on energy conservation, environmental issues, solid waste management, AIDS, health and nutrition are held under the initiative of the various Departments. The students actively participate in the municipality's *Green City Campaigns*. Many of the hostels have developed innovative and effective techniques for recycling and disposal of solid waste. Livestock are reared and methods of organic farming including vermicomposting ensure safe and sustainable co-existence with nature.

### **Institutional Efforts in Community Orientation**

A great leap in the Institution's efforts to bring in community orientation in its activities was achieved through the establishment of the Community College (**See Other Units Page 94**)

### **Overall Development**

The College involves all its stakeholders in planning, implementing and evaluating its academic programmes. The PTA, the Alumni Association and the immediate community provide inputs and feedback relating to curricular design. In implementing these programmes funds are provided by these associations. Current and prospective employers evaluate the performance of students and this is considered while making further changes in curriculum or in the teaching-learning process. The courses and programmes run by the Community College are launched after need analysis feedback.

Student feedback is collected through the Academic Monitoring Cell and Grievance Redressal Cell. The Electoral College is also another responsible body, which provides reliable feedback. Many departments meet parents personally to discuss their ward's performance.

### **Management of Resources**

The College Management is keen on utilizing the resources of the Institution – human, financial and infrastructure – to the maximum degree possible for the benefit of the stakeholders and the community in general. The management extends every possible support to teachers who wish to avail of faculty development programmes. Teachers are encouraged to participate in seminars and conferences. The services of the faculty are utilized in extension activities and consultancy for NGOs and the community. Both teaching and non-teaching staff are provided with in-house training programmes for efficient functioning.

Financial requirements of the College are met through Government and UGC aid, supplemented by contributions by the teachers and students, alumni, PTA and other sponsors. In recent years, income from self-financing courses has augmented the financial resources of the College.

The infrastructure facilities detailed in Criterion IV contribute to the smooth conduct of curricular and extra curricular activities. Teaching and learning methods are fashioned to develop in students a research culture and contemporary outlook on the subjects concerned. Experiential learning methods practiced in the various departments give students a feel of their respective fields. Coaching for competitive exams orient them towards the future. Social commitment is an important part of the training imparted here and we hope it will remain with them for a lifetime. Special attention is also directed towards students' personal and spiritual development, notably through TCI's Encounter Workshops and spiritual renewal programmes respectively. The various Department Associations, the clubs and societies foster the aesthetic sense of students and seek to develop their talents and aptitudes. The College Union and other students' associations train them for responsible leadership while hostel life convinces them of the need for co-operation and peaceful coexistence so essential to community life.

### **Institutional Ambience and Initiatives**

The College has a reputed tradition for its disciplined and peaceful campus, free of the unhealthy influence of party politics. The academic calendar is followed so that academics, extra curricular activities and spiritual programmes go hand in hand for the holistic development of the students. The syllabus is completed well in time for the examinations and students are given at least one month as study leave and for library work. With the stepping up of extension and community oriented activities, there is a healthy and invigorating exchange between the campus and community.

Weak students get the benefit of remedial teaching. Information about competitive examinations, coaching classes and resource materials for the same are available on campus.

Research orientation and a devotion to academics are instilled in students through the various curricular and co-curricular activities. Intercollegiate camps and competitions held around the year help students to interact with their counterparts in colleges all over the state. Well-furnished classrooms and laboratories, updated ICT resources and their increased use in teaching and learning, modernization and enhancement of library facilities, the language lab, free round-the-clock internet access are all meant to make the teaching- learning process more effective. The students' Counselling Centre, Students' Service Centre, health club & aerobics centre, canteen and six hostels with excellent facilities help to make the campus student friendly.

### **Gender Related Sensitising Courses**

The Women Cell conducted a three months course on Gender Studies. It organizes classes on women and gender related issues. MA English and History have selected elective papers related to women's studies. The two national seminars conducted by the College focussed on women empowerment. The recently started Centre for Women's Studies runs a foundation course in Women's Studies and will actively take up activities related to women's issues. There is also an anti sexual harassment cell functioning in the College.

### **Learner Friendly System**

The College has two computer centres that offer long term and short-term courses, which have been of immense benefit to students. They also offer Internet browsing at subsidized rates and technical assistance in students' project work. Students from distant and backward areas as well as NRI students avail of the residential facilities offered by the College. Annual Arts Fest and Sports Fest provide students with opportunities for personality development and recreation. They are encouraged to take part in intercollegiate events and those who distinguish themselves in different fields are felicitated in the common assembly held in the College quadrangle.

## **C. SUB-UNITS**

### **1. Departments**

There are fifteen departments in the College, fourteen of them with undergraduate courses and six with postgraduate courses also. In addition to these regular courses, all departments run short-term skill-enhancing modules open to all students. Tutorial classes are arranged for slow learners, peer group learning is encouraged and all departments actively carry on the Advisory system, which aims at academic and personal counselling of students. Individual departments conduct class wise PTA meetings to enhance parent- teacher interaction. An innovation introduced with regard to academic evaluation is the weekly test paper for the

purpose of internal assessment. Each department has at least one computer with Internet facility for the use of staff and students. Teachers are actively involved in academic and extension activities both inside and outside the College. Almost all departments have teachers in the University Boards of Studies and the Examination Boards. All permanent teachers have attended faculty development programmes and a majority have undergone training in the workshops of the Open NSS, serving as facilitators in the workshops for students. Every department has a teacher in charge of the Department Association, which coordinates the co-curricular and extra curricular activities of the department. [see Appendix C-1 for a detailed list of teachers]

### **DEPARTMENT OF ENGLISH**

The Department of English was established in the year 1950, with part I English classes for undergraduates. The Department currently runs three courses – BA in English Language and Literature started in 1967, BA Communicative English (originally UGC sponsored) started in 1997 and a self-financing course in MA English Language and Literature introduced in 2003. In addition to these regular courses, since 2004 the Department has been running 50- hours Spoken English modules for students, through the Community College. We also offer an additional module to coach students for competitive exams.

#### **Faculty Profile and Development**

There are fifteen members on the faculty of which, six are permanent and nine are appointed on contract. One member has PhD degree, three have MPhil, five are NET qualified and some have additional degrees like PG Diploma in Public Relations, Journalism, and Diploma in TCI. In the last five years, three teachers availed of the FIP to acquire MPhil and two are currently engaged in postdoctoral and doctoral research respectively. Two national seminars were organized by the Department in 2001 and 2003. Ten members have attended national/international seminars. Two teachers have undergone a series of workshops on Theme Centred Interaction.

#### **Student profile, Success Rate and Placement**

There are 152 students in BA English, 83 in BA Communicative English and 31 in MA English. Applications to the UG courses are two to three times the number of available seats. We have students from all categories from all over Kerala and a good number of NRIs who are accommodated in the hostels. In the last five years the average success rate in the University Examinations has been 88% in BA Literature and 76% in Communicative English. The average pass percentage in MA English is 60%. Our students came first in the

University's BA Literature Examinations in 2002, secured all three ranks in BA Communicative English in 2003, 2004 and 2005 and came second and third in 2006.

Premier institutions select our students for their OJT and this opens up placement opportunities for them as some of these firms absorb the interns after their studies. In 2005, 11 students under the Department were recruited through the Placement Cell.

### **Curriculum Design and Restructuring**

Our faculty designed the syllabus for the UGC sponsored BA Communicative English course; the syllabus was later restructured in 2004. Six of our teachers participated in the workshops in connection with the restructuring of the University syllabus for Part I English for undergraduate courses. Ms Humcy Thomas is a member of the PG Board of Studies of the University in English, which is currently revising the syllabus of MA English. The faculty also developed the course content of the short-term module and all three components of the Department's *Language Improvement Programme (LIP)*.

### **Infrastructure and Learning Resources**

We have a good collection of books in the library, the Department has a book bank, about twenty student dissertations, television and audio facilities. A partially computerized language lab with sixteen stations has been set up at a cost of about Rs. 6 lakhs.

### **Teaching- Learning**

Students conduct seminars, presentations and quiz. Group discussions and brain storming sessions are conducted to promote students' analytical and communication skills. Web based assignments are given and students are asked to collect material from different sources. They are encouraged to attend intercollegiate seminars, maintain a writer's journal and manuscript magazines and motivated to think creatively. Students of Journalism and Broadcasting are taken on field trips to media houses, AIR and Doordarshan.

### **Participation in Academic, Extracurricular and Extension Activities**

Ms Valsamma George was Chairperson of University Examinations of BA Part I English, Ms Vilasini Pillai, of BA Communicative English. Dr Kochuthresiamma P.J. is a research guide. Teachers have also provided the model question papers and question bank for the new vocational degree courses. The Department's *Language Improvement Programme*, open to students from all Departments, includes remedial coaching for weak students, short-term modules in English for Competitive Exams and Oral Communication Skills. Two teachers have undergone training programmes in Counselling.

Our faculty members, in addition to their academic responsibilities, contribute to the smooth functioning of the activities of the college by taking up charge of extracurricular activities like editorship of College Magazine, College Calendar & Prospectus,

Directorship of a number of clubs, Advisors to College Union and Arts Club, Co-ordination of Placement Cell, and PR activities, Office bearers of PTA, Staff Association, Staff Cooperative Society IQAC etc.

Teachers take an active part in the conduct of literary competitions and train students for intercollegiate competitions. They have been resource persons at various educational institutions and some are frequent judges at intercollegiate and interschool competitions. Ms Judith Sebastian is Academic Counsellor at IGNOU's Trivandrum Chapter. Ms Rosamma Sebastian is a sought-after anchor for programmes conducted by Banks, Rotary Club, Lions Club etc. Ms Molamma Mathew is a consultant to PMRY and works in collaboration with CHASS, has been Editor of the University's NSS Newsletter, is a resource person to NSS MG University and is the Management's nominee to the Xavier Board of Higher Education. As regional secretary to the Xavier Board she organized six conferences /seminars/ workshops and surveys (nine colleges) for college teachers and students in different parts of Kerala. She was in the organizing committee of and was co-facilitator at the international seminar at Kuttikkanam, conducted by the Ruth Cohn Institute, Germany. She coordinated a five day international workshop on Personal Effectiveness conducted in the College and conducted a workshop session at an international conference at Bharananganam. Sr Tereseline and Ms Molamma Mathew have been resource persons at various counselling and personality development workshops in different institutions.

The Department conducts an annual intercollegiate event—*Zenith*—for BA English students. There are also competitions in literary events and music events conducted by the Department for the whole College. In the last five years 20 of our students have been members of the College Union executive and so have taken an active part in organizing the extracurricular events in the College. A majority of students in the prize winning Youth Parliament teams regularly belong to the Department. The faculty and students of the Department join the college in contributing towards charity, notably in sponsoring AIDS affected children. Teachers also extend financial support to needy students.

### **Research, Consultancy, Projects and Collaboration**

Members of the Department have specialized in Gender Studies, Translation, and Women Studies. Four teachers have presented papers at National Seminars and published papers in academic journals. Ms Vilasini Pillai has published poems in an international journal. Our students have conducted surveys in and outside the College and are also involved in the projects of the Municipality. Ms Sonia Sebastian is a resource person in Gender Issues for Kerala Institute of Local Administration and is part of their women empowerment project.

### Recent Achievements

- Dr Kochuthresiamma PJ received the Rotary Club's *Excellence in Service Award* (2003).
- Ms Molamma Mathew secured an internationally valid Diploma in TCI. She is the coordinator of the *Open NSS* programme which won the award for the *Best Innovative Programme* under MG University NSS
- Ms Theresa Thomas secured first place in the University's MPhil English programme.
- Our student Jismi Jose was selected as the Best Parliamentarian in the National Youth Parliament Competition. Five of our students won prizes for outstanding performance in the National Competition in 2002.
- Chithra K. Soman of MA English became the first college student to represent India at the Olympic Games.
- Ms Priya Joseph of BA English was selected Campus Ambassador from the College for Infosys, Bangalore.
- Ms Kavya Krishna was selected the Youth Talent by Kairali TV.
- Ms Anu Thankam Varghese was elected State Secretary to the UNI-Y.
- Ms Swapna Sekhar bagged the silver medal for ship modelling in the Nau Sainik Camp held at Visakapattanam (2003 –04).
- Ms Juju George has won a number of prizes in prestigious state level debate competitions. She was selected to attend the NIC camp at Lakshwadeep.
- Our alumni Ms Jamine Sara Alexander topped the MSW exams of the Kerala University in 2006

### Future Plans

- To start a Continuing Learning Programme for school students
- To start an audiovisual centre with DVD and a collection of CDs, attached to the Language Lab
- To start an association of the Department's alumni
- To enhance the use of ICT and Language Lab in teaching
- To begin an annual Project Presentation Competition for MA English students

### DEPARTMENT OF ORIENTAL LANGUAGES

The Department started functioning at the inception of the College in 1950 offering Part II second language (Malayalam and Hindi). The Degree programme in Malayalam was

introduced in 1993. The Department offers modules in Communicative Malayalam and Communicative Hindi.

### **Faculty Profile and Development**

There are 7 members on the faculty. Five of them teach Malayalam, one Sanskrit and one Hindi. Two members hold PhD; in the last five years two members have availed of the UGC's FIP and one has submitted her thesis. Two of our teachers are on the newly constituted University Board of Studies, which is restructuring the syllabus.

### **Student Profile, Success Rate and Placement**

In the current year there are 80 students in the BA course. They are from the predominantly agrarian districts of Kottayam, Idukki and Alappuzha, most of them belonging to middle and low-income groups. Our students occupied the second position in the MG University examination in 2003, 2004 and 2005. The Department has had a success rate of 100% in the last 5 years. Most of our students join PG courses and some are research scholars. Many of them are working as teachers in schools and colleges. A few are journalists.

### **Infrastructure and Learning Resources**

The Department has a library with 120 books in addition to the books in the Central Library. We have added 75 reference books related to Language, Linguistics and Culture, CDs on folklore and subscribe to 3 leading literary journals.

### **Teaching-Learning**

The lecture method is supplemented by group discussion, quizzes, debates etc. Students are exposed to current trends in poetry through the conduct of programmes like *Kavisammelanam* involving leading Malayalam poets. Art film shows and expert lectures on cinematography have been arranged. Slow and advanced learners are identified through individual assessment. Remedial measures like special classes are introduced for slow learners and advanced learners join the **Study Club** of the Department.

### **Participation in Academic, Extracurricular and Extension Activities**

Sr. Achamma PM, the Principal of the College from 2000 – 2005, was member of Syndicate and convener of the Academic Committee of the University. She is currently member of the Regional Feedback Committee of the UGC. Ms. Rosamma V T was in the panel for setting question paper for the Board of Higher Secondary Schools (2003-2004). She was also in charge of the NCC unit (1998-2004). Ms. Susy Joseph and Ms. Jinsamma Joseph are Members of the UG Board of Studies of the University. Ms. Meerabai Amma is the Programme officer of the NSS. She is also in the panel for setting question papers for the Degree course in Kerala University. All the faculty members have been involved in the editing of the College Magazine.

**Research, Consultancy, Projects and Collaboration**

For the enhancement of research abilities of students, and to improve their knowledge of the culture and antiquity of Kerala, we set up a Folklore club, *Thanima*, affiliated to the Kerala Folklore Club, Kannur. The Club arranges workshops and demonstration classes in the traditional performing arts of Kerala like *Kathakali*, *Kakkarasi Natakam* and *Mudiyett*. We have an on-going survey in collaboration with the club on the traditional heritage of Changanacherry. Compulsory research projects are done on group basis. I, II & III year students have separate manuscript journals. Our teachers have published articles in journals, periodicals and newspapers.

**Recent Achievements**

Sr Achamma PM, our Principal (2000-2005), was nominated to the University Syndicate. As Convenor of the Academic Committee she was able to initiate the rescheduling of University Exams enabling the results to be published in record time. She was awarded the Lions Club award for the best Academician and Administrator (2005) and also Outstanding Academician Award by Jaycees Junior Chamber (2002). Harsha M Pillai, Sr Jesseena Mathew and Sr Mary CV came second in the University Exams in 2003, 2004 and 2005 respectively. Our students have secured prizes in a number of intercollegiate events. Ashwathy Pillai and Anu Joseph participated in the Republic Day Parade at New Delhi in 2001 & 2003 respectively. Anila Kumari secured II in All India Quiz Competition conducted at NIC Camp, Orissa. Our alumni have also done us proud in recent years. Honeymol Joshy secured I Rank for M.Phil of Calicut University (2004). Jaisy Mol Augustine secured II Rank for MA Malayalam (2000) and Kavitha Raman secured I Rank for MA Malayalam (2002) of M.G. University.

**Future Plans**

- To conduct on an annual basis a Quiz Programme on Kerala in connection with Kerala Day.
- To stage different varieties of the performing arts of Kerala.

**DEPARTMENT OF MATHEMATICS AND STATISTICS**

The Department of Mathematics and Statistics formally came into being in 1963 when BSc Mathematics main started with Astronomy and Statistics as subsidiary subjects. Currently the Department offers BSc Degree Course in Mathematics (with Statistics and Physics as subsidiary subjects) and a Practice Test Series in Reasoning and Quantitative Aptitude to equip students for competitive examinations.

**Faculty Profile and Development**

There are 5 members on the faculty of whom two have MPhil Degree and four are Selection Grade Lecturers. Teachers are keen on keeping up with modern developments in the field by attending weekend classes, and refresher courses. All of them have attended national/international seminars in the last 5 years.

**Student profile, Success Rate and Placement**

There are 34 students in BSc final year, 35 in the second year and 39 in the first year. The majority of students are from rural areas. In the last 5 years the average pass percentage has been 95.8% with about 25% securing above 90% marks. Our students have also secured some of the top positions in the University Exams. Ms Siji Thomas secured the Third rank in the University Examinations in 2003 and Ms Ann Susa Thomas and Ms. Ann Varghese came Second and Fourth in 2006. After the Degree Course most students opt for higher studies like MSc, MCA, MBA or CA or take up research. Many of our students are working in reputed firms (TCS & Infosys), banks, colleges and schools within the country and abroad.

**Infrastructure and Learning Resources**

The Department's learning resources include a computer with Internet, charts, models, 2455 books in the Central Library and a collection of books in the Department. LCD projectors are also available for presentation.

**Teaching- Learning**

The hallmark strategy of the Department is to develop concepts through problem solving, stimulating students to innovative thinking. Effective teaching is entailed by giving liberty to every faculty member to follow individual techniques of teaching with emphasis on value based education, creative thinking and probing. Students are encouraged to analyze, probe, think and propose solutions. Also, special effort is taken to acquaint students with the basic concepts to promote better understanding. Classes are divided into small groups to facilitate collective thinking and in the process individual thinking as well. Assignments are given quite often on lines of problem solving and brain teasing. This includes topics in and out of the curriculum. To create awareness of recent technological developments and the role of mathematics in it, students are advised to hold seminars and paper presentations on relevant topics. They are also encouraged to use modern technology to prepare for seminars and assignments. Quizzes, brain storming sessions and problem solving contests are held under the supervision of the Quiz Club of the Department. With a view to improving the teaching methodology, teachers regularly collect feedback from students. Teachers are always approachable and willing to clear doubts not only within classrooms or outside but over the

phone/e-mail as well. A noteworthy factor is that the Department has introduced a work diary for its students.

### **Participation in Academic, Extracurricular and Extension Activities**

Apart from classroom sessions, the department conducts several career orientation classes for the students. The services of the Community College, computer professionals from NIIT, Chartered Accountants and various subject experts are utilized for the same. Personality development workshops are held to nurture the personality traits of the students. Students are also advised to attend short-term courses in Spoken English, Soft-skill development, Accountancy, Yoga and other courses of the Community College. Brilliant students are given special attention and guidance to bring out the best in them. To enhance their talents and prepare them for the competitive scenario outside the curriculum, they are directed to participate in specific courses held by various organizations. The teachers take time to frequently meet and discuss various issues (academic or personal) faced by their students. Also, the teachers visit homes of the students when the situation demands. Sometimes parents/guardians are invited for open talks in the department. Overseas and outstation parents are contacted over telephone.

Our faculty function as subject experts for selection of Mathematics teachers in colleges and schools. Teachers of the Department are members of various committees like the PTA, Discipline Committee, Examination Committee, IQAC, Athletics Association, Community College, GRC, Guidance and Counselling Committee etc. The Department designed the Teachers' Work Diary, Register for Internal Evaluation of students and Internal Evaluation Mark sheets. Ms Saliamma Mathew served as a member of the UG Board of Studies of the University in Statistics (2001-2005). Further, extension programmes are organized annually. The Department Association takes the initiative to observe important days. Three endowment scholarships have been instituted by the Department to encourage achievers.

### **Recent Achievements**

Dr. Ansa Alphonsa Antony, our former student, was awarded Dr U S Nair **Young Statistician Award, 2004**, instituted by Indian Society for Probability and Statistics. Ms. Rinchu Paul came **fourth in the ACCA Exam** (Dec 2005) at the international level in which students from 170 countries contested.

Besides, every year several students win awards and prizes at regional/state level competitions. Ms Nisha Alex and Ms Siji Thomas did us proud by winning the U S Nair Memorial Trophy at the Statistical Quiz Competition organized by Kerala Statistical Association at St. Joseph's College, Irinjalakuda. Ms Nidhin George (2005), Ms Arathi Mohan (2005), Ms Nisha Pius & Ms. Rinchu Paul (2004) are some of the commendable

contributors in this regard. Ms Rinchu Paul and Ms Devu Sudesh were elected as Chairpersons of the College Union in 2002-2003 and 2005-2006 respectively. Ms. Rinchu Paul was elected as the University Union Counsellor in 2003-2004.

### Future Plans

- To start PG courses in the Department to trigger innovative programmes and research oriented studies.
- To promote higher studies among the faculty
- To procure software tools in Mathematics and Statistics
- To conduct national seminars.
- To offer consultancy services in data analysis for researchers of other disciplines.

## DEPARTMENT OF COMPUTER SCIENCE

Established in 1995, the Department was one of the first of its kind in Kerala. It now offers UG (aided) and PG (self-financing) courses in Computer Science introduced in 1995 and 2001 respectively. The Department offers two short-term modules in MS Office and Internet Technology, much in demand among students.

### Faculty Profile and Development

We have 8 members on the faculty - two of them have M Phil degree, one has M Tech and PG degree in Electronics. Three of the faculty members are on contract basis. One teacher completed a one-month course in Career Guidance and Counselling conducted by the Institute of Career Studies, Lucknow. Five teachers attended orientation & refresher courses and national /international seminars.

### Student profile, Success Rate and Placement

Table: C-1.1						
Success rate over the years						
Year	Success rate				Rank	
	UG		PG		UG	PG
	Pass %	First class	Pass %	First class		
2000	100%	100%	-	-	1 <sup>st</sup> , 2 <sup>nd</sup> &3 <sup>rd</sup> rank	-
2001	100%	100%			1 <sup>st</sup> , 2 <sup>nd</sup> &3 <sup>rd</sup> rank	-
2002	100%	100%	96%	96%	1 <sup>st</sup> , 2 <sup>nd</sup> &3 <sup>rd</sup> rank	2 rank
2003	84 %	84%	96%	96%	1 <sup>st</sup> rank	-
2004	100%	100%	88%	88%	3 <sup>rd</sup> rank	3 rank
2005	87%	87%	Awaiting Results		1 <sup>st</sup> &2 <sup>nd</sup> rank	
2006	88%	88%			1 <sup>st</sup> &2 <sup>nd</sup> rank	

There are 75 students in the UG and 40 in the PG Programme. A majority of the students are from rural areas. Many of our former students have been placed as software engineers in reputed firms like TCS, Infosys, Wipro, Mindtree, US Technologies, Accenture, L&T, Epcos, Iflex etc. A summary of the academic performance of students in the last six years is given below.

### **Curriculum Design, Restructuring**

The syllabus of BSc Computer Science was revised in the year 2000. Sr Thresiamma Devasia was the Coordinator of the syllabus revision committee of B Sc and Coordinator of the syllabus designing committee of MSc Computer Science courses of the University. Sr. Thresiamma Devasia and Smt. Sarah Mendez are members of the UG Board of Studies of the University.

### **Infrastructure and Learning Resources**

In the last five years we added 37 computers, 5 microprocessor kits, 2 dot matrix printers, 2 inkjet printers, one colour laser printer, 2 scanners, and 3 CD writers to our lab. 855 books and 7 periodicals were added to the Central Library. Internet is available in the Department and lab.

### **Teaching-Learning**

Teaching is student-centred with a predominance of seminars, assignments, project work, and ICT enabled teaching and learning. The Department conducts intercollegiate seminars and invited lecturers by eminent scholars in the field. Advanced learners are encouraged with special prizes instituted by the faculty, the students of the first batch, the management, PTA and Staff Association.

### **Participation in Academic, Extracurricular and Extension Activities**

Ms Sarah Mendez was the Coordinator of the BCA course under School of Distance Education of MG University from 2000 – 2003. Two of the faculty members are subject experts for the selection of staff in Computer Science in the colleges under the University and schools of Changanassery Corporate Management. Sr Thresiamma Devasia is a resource person for a number of Career Guidance seminars and camps conducted by various institutions and agencies. The Department took initiative in organizing in-house career guidance seminars and an exhibition. On the recommendations of the NAAC report the Department provides training in computer basics to the members of the teaching staff and students on a regular basis. Also we provide clarifications and advanced programmes as and when needed. Every year the Department conducts exhibitions and demonstrations for the whole College.

**Research, Consultancy, Projects and Collaboration**

Projects are mandatory for the UG and PG students. The project involves analysis and design of information system for various organizations--E-tutor, Medical Reference system, Nest e-learning software, BSNL Customer Care Automation System, Intrusion Detection System in Networking using Genetic Algorithm, to name a few. In addition, the fifth Semester BSc students do a mini project within the college. The Department designed the Website of the College and coordinates the operations of the network. Ms Mary Jaya presented a paper on DNA transistor in a national seminar. Sr Thresiamma Devasia published an article on 'Internet' in the monthly magazine Kudumbajyothis. The Department conducts training programmes and seminars for students of neighbouring schools.

**Recent Achievements**

Our students secure top positions in the University examinations regularly. Vani Devi CJ was a prizewinner in Bharata Natyam in MG University Youth Festival.

**Future Plans**

- Provide two years' Red Hat certification course to the PG students
- Undertake UGC sponsored projects
- Provide crash course on computer hardware and networking to our students and to the faculty of other departments
- Create awareness on latest computer technology among the teachers and students of nearby schools with the involvement of both staff and students of the Department

**DEPARTMENT OF PHYSICS**

The Department, established in 1957 with the induction of BSc Physics, started its PG programme in 2000 and currently runs two interdisciplinary modules as well.

**Faculty Profile and Development**

There are 13 members in the Department: eight Selection Grade Lecturers, two Senior Lecturers and three on contract basis. One faculty member has PhD and another is doing PhD under the FIP. During the past five years our faculty participated in 2 International, 22 National and 21 regional seminars. We also participated in Refresher and Orientation programmes. Ms Teresa C Joseph and Ms Ranimamma Antony secured PGDCA in 2002.

**Student Profile, Success Rate and Placement**

We have students from nearby as well as remote areas. There are 43 students in BSc final year, 37 in the second year and 42 in the first year. The PG course has 15 students in the final year and 16 in the first year. About 40% of students come from rural areas and nearly 60%

from urban/ semi-urban areas. The Department has an average success rate of above 90% in UG and around 60% in PG. Most are doing research, some at IITs, having secured a high GATE score and a few have gone abroad for higher studies.

### **Curriculum Design, Restructuring**

Four of our faculty members participated in the University workshops in course restructuring. Based on alumni feedback, an elective paper of PG was changed from Computer Science to Electronics. One of our teachers is a member of the PG Board of Studies constituted in 2005. The Department also participated in workshops conducted by the BOS for the syllabus revision of the PG course. The elective paper for the UG course was changed to Optoelectronics as requested by the students.

### **Infrastructure and Learning Resources**

After the last accreditation a computer lab with eight computers has been set up with LAN and Internet facility and a computer with printer has been installed in the lab. The Department has upgraded the infrastructure facilities of all its laboratories with new instruments. Over 500 books have been added to the Central Library. The Department library has a collection of 250 books and teachers' personal copies are available for the use of students. Audio visual aids like OHP (2) and slide projector are also available in the department.

### **Teaching- Learning**

Apart from lectures, we give assignments, conduct seminars, paper presentations, field trips and group discussions. Lectures on current topics by eminent persons are arranged. Advanced learners are motivated through scholarships, at present 8 in number. They are encouraged to participate in intercollegiate competitions, and attend seminars and workshops. Students are trained to use computer programs instead of conventional kits for microprocessor experiments. The practical sessions for all the batches are scheduled at the beginning of the academic year. Students are divided into groups for lab work on a rotational basis. Ms Sumayamma George and Ms Raniamma Antony completed Basic Training Course in Counselling. Special training is given to students in personality development and character formation. Three open NSS workshops were conducted during the last year.

### **Participation in Academic, Extracurricular and Extension Activities**

Six faculty members have attended workshops on question paper setting in Digital Electronics, Optoelectronics and Subsidiary Physics at the UG level. 'World Year of Physics' was celebrated as a joint venture with the neighbouring colleges with seminars, quiz competition, and boat rally in 2005. Every year the Department conducts an All Kerala inter-collegiate quiz competition in Physics in memory of two former teachers of the Department.

To create awareness of energy conservation among the students and local community, an ongoing awareness program *Oorjolsava* is conducted in which people of the locality and students of the College participate.

### **Research, Consultancy, Projects and Collaboration**

Energy Conservation Studies and Material Science form the thrust areas of research of the Department. Our faculty presented 7 papers in National/International Seminars. The Department maintains links with the nearby institutions for student projects, training of teachers and students in practical work and for extension purposes. During the last 5 years MSc students have availed the facilities of 6 colleges and MG University for their project work. The College offers a venue for the All Kerala Power Quiz Competition organized by KSEB annually. The Department has also informally tied up with the Board to conduct a continuing survey to assess the average domestic power consumption across different income groups.

### **Recent Achievements**

Our faculty member Ms Regimol C Cherian secured two Best Presentation Awards in the National Seminars held at University of Calicut and M. S. University Tamil Nadu respectively. Our Quiz team comprising Ms Lakshmi S Mohan and Joselin Xavier emerged winners in a number of quiz competitions held across the state. Our student Ms Remya Zacharia bagged the silver medal for ship modelling in the Nau Sainik Camp held at Visakapattanam (2003 –04).

### **Future Plans**

We plan to take up research projects and raise the Department to a Research Centre. The Department also envisages, through diverse programmes, to spread among students and the local community, awareness about Energy Conservation especially that of electricity, fuel and water.

## **DEPARTMENT OF CHEMISTRY**

Established in 1957, the Department now runs UG course in Chemistry and has introduced short-term modules in Soap Manufacturing and Chemistry in Action.

### **Faculty Profile and Development**

Out of the 10 faculty members, 2 are engaged in research under the FIP and 5 are MPhil degree holders. Most of them have more than 25 years of teaching experience. All the members have attended regional, national / international seminars, workshops, refresher courses and conferences. Ms Marykutty CV has presented papers in national and international seminars and Ms Jissy Mathew has made two Poster presentations in international seminars.

### **Student Profile, Success Rate and Placement**

In the current year there are 20 students in the final year, 36 in the second year and 41 in the first year. In the last five years, we have had a success rate ranging from 85.3% - 100% with above 90% securing first classes and about 25% of them scoring above 90% marks. Our student Namitha G secured fourth place in the University Examination in 2005 and in 2006, all our students were placed in the first class. After the degree course 90% of the students join PG courses. A few join short-term computer courses. After completing MCA, some are employed as software engineers at IBM and WIPRO. Some are working in reputed biotech firms like BIOCON. Many are working in R&D departments of institutions like General Electricals, Patent Office, RRII etc. Some are pursuing doctoral studies in renowned institutions like IISc Bangalore, RRL Thiruvananthapuram and University of Leeds UK.

### **Curriculum Design, Restructuring**

The syllabus of Complementary Biochemistry at the UG level was revised in 2003. The Department devised the syllabus for the short-term modules. Ms. Alice Sebastian is a member of the (UG) BOS of the University and is involved in revising the syllabus.

### **Infrastructure and Learning Resources**

Latest books and journals are made available in the library and the 4 laboratories are furnished with all necessary equipment. In addition to the 2269 books in the Central Library, the Department library has about 150 books, 5 journals and periodicals and book bank facility.

### **Teaching- Learning**

Every faculty member prepares a teaching plan for each term and keeps in regular contact with the parents after the curriculum-based evaluation of the students. The Department offers timely guidance and personal counselling to students. 'Azimuth'- the Chemistry Association-organizes lectures every year by eminent scholars/scientists on current topics in Chemistry, in addition to "Alumni Lectures". Visits to factories and Research Centres are conducted every year. Advanced learners are trained to use OHP and PowerPoint for seminars. They are motivated to prepare for the NET/SLET exams. 42 of them have cleared these tests during the last five years

### **Participation in Academic, Extracurricular and Extension Activities**

Every year, final year BSc Chemistry students are taken to Rubber Research Institute of India to attend the *Shastra Darshan Programme*. Each batch has a teacher in charge. She coordinates the various curricular and co-curricular activities of the class till they pass out, and continues to keep in contact even after they leave the College. The Department

effectively co-operates with the extension activities of NSS, CSM, Nature Club etc. The teachers have been Advisors to the Students' Union, member of IQAC, and office bearers of PTA, AASA, Staff Association etc

### **Research, Consultancy, Projects and Collaboration**

The Department successfully completed a project on "Analysis of Physico-chemical parameters of ground water from urban areas of Changanacherry" under (COSIP-UGC: June 2002-March 2005) Ms Marykutty CV has published a paper in the international 'Journal of Applied Polymer Science' Vol.90 (Impact Factor 0.99). The Department provides consultancy service in setting up laboratories in newly started higher secondary schools in the locality. A one-day seminar on "**Health and Hygiene**" was conducted as part of the project under COSIP and a CD show focusing on "**AIDS and Cancer**" was conducted in collaboration with CHASS.

### **Recent Achievements**

- Our faculty Ms Marykutty C V successfully completed NCC officers training camp at Gwalior in 2003 and is appointed as associate NCC officer for the NCC units of Changanassery.
- U/O Nishamol Kuriakose was the best cadet in TSC from Kottayam Zone
- U/O Shoby Susan Jacob won second place in NIA quiz at the NIC at SB College
- Ms Anju Thomas and Ms Deepthy Jose bagged prizes in the National Youth Parliament competitions

### **Future Plans**

- To undertake Water Quality Analyses for the public
- To take up projects in collaboration with external agencies

## **DEPARTMENT OF BOTANY**

The Department of Botany started functioning in the year 1957 with the introduction of BSc Botany with Zoology and Chemistry as subsidiary subjects. To meet the growing demand for job-oriented courses the Department introduced the UGC sponsored Add-on course in *Horticulture and Mushroom Cultivation* in 2004 and two short- term modules in 2006.

### **Faculty Profile and Development**

The faculty consists of six Selection Grade Lecturers: three with PhD, two with M Phil and one with B Ed degree. There are four supporting staff members- two lab assistants and two to assist in the Mushroom spawn lab, Mushroom house and horticulture garden. Since the last accreditation, 2 of the members acquired Ph D, one member M Phil, and another is doing Ph

D under the FIP. Two members have published papers in national/international journals. All teachers have attended Orientation and Refresher Courses, participated in national/international seminars and have undergone training in computer application. One teacher has completed a one-month course in Career Guidance conducted by the Institute of Career Studies, Lucknow. Two of our teachers have attended the international workshop in Theme Centred Interaction (TCI) and also workshops in Counselling.

### **Student Profile, Success Rate and Placement**

At present we have 18 students in Final B Sc, 27 students in Second B Sc and 23 students in First B Sc. At the UG level our student, Ms Santhi Vasudevan, secured the Second Rank in the University in 2004. On an average, our students have secured above 60% first classes and nearly 90% pass in the last five years. Most students hail from rural areas and belong to under privileged communities. Many of them are accommodated in the hostels. Many of our former students are currently employed as scientists in Rubber Research Institute of India, Kottayam, lecturers in colleges and HSS and a few are research scholars in Cochin University of Science And Technology (CUSAT), Sree Chitra Thirunal Institute of Medical Research, Thiruvananthapuram etc.

### **Curriculum Design, Restructuring**

Our faculty members designed the syllabi for the Add-on course and the modules. An Elective in *Food Microbiology* was introduced in 2000, which has been substituted by *Economic Botany and Plant Resources Management* in 2006 on the basis of changing needs. Ms Mary Jayamol Antony, a member of the UG Board of Studies, is involved in the syllabus revision to be implemented in 2006.

### **Infrastructure and Learning Resources**

In addition to the 1496 books and 6 journals in the Central Library we have a department library with 232 books, a few journals and more than a hundred project reports. Traditional and modern facilities are utilized to facilitate blended learning. The Museum with nearly 480 specimens is one of the best in the State. We have about three thousand herbarium specimens. The facilities set up in the last five years are Spawn lab & Cultivation Centre for Mushroom, a Vermi-compost Reactor and a Progeny Orchard, Nursery and Kitchen Garden to offer training in Organic Farming and Horticultural Practices.

### **Teaching- Learning**

Classroom lectures are supported with seminars, workshops, trainings and exhibitions to inculcate a spirit of enquiry and scientific temperament among the students and the public. Students are given training in mushroom cultivation, horticultural practices like budding,

grafting and also in vermicomposting. They are sent for training and seminars to other institutes. We also organize invited lectures, seminars, and exhibitions. A Manuscript Magazine, *Haritha* is being brought out annually by the students since 2000.

### **Participation in Academic, Extracurricular and Extension Activities**

The faculty members accompany the students on study tours, local collection trips, biodiversity studies, and visit to research institutes. Dr Sr Mariamma Joseph is a member of the State Committee of Mushroom Growers' Organization. We have contributed MCQs to Kerala Medical Entrance examination. The Department has been in charge of the Nature Club of the College since its inception; our teachers are members of the steering and core committee of the Open NSS, directors of Arts Club, NSS, CSM and Career Orientation Cell, hostel wardens, executive members of the IQAC, Staff Association and general coordinator of the Add-on courses

The outreach programme of the Department gives training and orientation in various topics in Botany to students and teachers at school level. They are also exposed to live demonstrations and collections in the museum. To empower unemployed women of the rural areas, free training programme in Mushroom Cultivation was started in 2005. Also, a Hand Book on Mushroom Cultivation-- *Koon Ulppathakarkoru Vazhikatti* (Mal.)- was published for mushroom growers. A **Mushroom Growers' Club** has been formed and spawn is distributed among the members. For the promotion of eco-friendly waste management and organic farming, we have started a Vermicompost Production Unit. The Department conducted a survey on the waste disposal practices of Changanassery Municipality Ward XXVI followed by an awareness programme funded by Science and Technology Environment Committee (STEC). An intercollegiate workshop on '*Ecofriendly Waste Management*' sponsored by the Department of Student Services, MG University was also held. There was also an intercollegiate seminar, quiz competition, exhibition and sale of medicinal plants with support from Nagarjuna Pharmaceuticals, Thodupuzha.

### **Research, Consultancy, Projects and Collaboration**

Research is a major part of the activities of the Department, the thrust areas being Eco-friendly Waste Management, Horticulture, Cultivation of Medicinal Plants, Anti Microbial Activity of Mushrooms and Wetland Biodiversity. At present we have two ongoing projects: one funded by the Kerala State Council for Science, Technology and Environment (KSCSTE) and the other by the UGC (minor project). All UG students undertake individual projects. The members of the faculty have 18 published papers in refereed journals/proceedings of national and international seminars and also at Kerala Science Congress organized by Govt. of Kerala.

The Department has a tie-up with Tropical Botanic Garden and Research Institute (TBGRI), Palode, Thiruvananthapuram for mushroom production. Our students are sent to Regional Agricultural Farm, Kozha for Horticulture training, and Rubber Research Institute of India, Kottayam. Thirty students completed Entrepreneurship Development Programme (EDP) on Bio-Manure training programme conducted by Khadhi Board, Government of Kerala at CHASS in 2004. The Department also availed of the free technical support of CHASS for setting up vermicompost reactor.

### **Recent Achievements**

Dr I'ma Neerakkal of the Department was honoured with the “**Young Scientist Award**” of the State Committee on Science, Technology and Environment, Government of Kerala in 2003. Our alumna, Ms Asha S Mathew (University First Rank holder in BSc Botany, 1998) is a member of the Review Committee of *Bio Materials* (UK based International Journal with impact factor 3.8). She also presented papers in an International seminar in Italy (2005) and France (2006). One of our former students, Ms Bijimol E S (1992 batch) was elected as the Member of Kerala Legislative Assembly in 2006 and Ms Smitha Pankaj came 14<sup>th</sup> among the IFS toppers of 2005.

### **Future Plans**

- To start PG course and to raise the Department to a research centre
- To conduct a state level Mushroom Growers' Meet
- To institute an endowment lecture
- To conduct a National seminar on Phytochemistry
- To offer job oriented certificate courses in Floriculture, Organic farming and Pharmacognosy
- To publish Course materials for Add-On-Course, Handbook on mushroom cultivation (in English), Handbook on Horticulture and Handbook on Bio-farming (in Malayalam)
- To produce value added herbal products to be marketed under the Assumption brand
- To offer consultancy to large-scale mushroom cultivators.

## **DEPARTMENT OF ZOOLOGY**

The Department of Zoology was established in 1958 with the introduction of BSc Zoology. In 1998 a Vocational Degree Course in Zoology (Semester System) with Vocational subject Food Microbiology and Complementary subject Biochemistry was introduced. The

Department has conducted a UGC sponsored Add-on course in *Health Management, Yoga and Beauty Care*. We also offer a short-term module in *Human Genetics and Reproductive Endocrinology*.

### **Faculty Profile and Development**

There are 8 members in the Department, three guest lecturers are appointed in the leave vacancy of 3 permanent teachers. Six of the teachers have MPhil Degree, two have PhD and one is a research guide. All teachers have attended Refresher and Orientation courses, workshops, national/ international seminars during the last five years. One of our teachers secured MPhil degree from the University of Kerala under FIP in 2000.

### **Student Profile, Success Rate and Placement**

The average student strength is 32 for BSc Zoology (Model I) and 11 for Model II. We have students from all categories and regions including a few NRIs. The success rate for both UG courses has been 100% consecutively in the past five years except in 2005. Our students have won the first rank in the University's Model II Exams in 2003 and 2006, second rank in 2005 and third rank in 2004. After completion of the degree course, students usually opt for higher studies. Many of our alumni are scientists, doctors, lecturers, schoolteachers, bank officers, and some are in the paramedical field. A record of the alumni is maintained in the Department to keep in touch with them.

### **Curriculum Design and Restructuring**

Syllabi for both UG Courses (BSc. Zoology ML I & BSc. Zoology ML II) have been restructured. All the five teachers participated in the workshop on Syllabus Restructuring organized by the University BOS. In connection with the Model II Voc. Zoology Examinations, we have conducted workshops in our College to prepare model questions for theory as well as practical examinations. We also designed the syllabus for the Add-on course. Ms Thresiakutty Antony is a member of the UG Board of Studies of the University, which has revised the syllabus to be implemented from 2006.

### **Infrastructure and Learning Resources**

In addition to the 1504 books and 6 journals in the Central Library we have a Department library with 221 books, a few periodicals and students' project reports. The Department has a Museum with a good collection of specimens. There are three well-equipped laboratories—two for Zoology and one for Microbiology with all the necessary equipments.

### **Teaching-Learning**

Students of each class are divided into groups based on their learning ability. Advanced learners are encouraged with scholarships and are motivated to participate in intercollegiate competitions. Group discussions, quiz programmes, assignments, seminars, visits to research

stations etc are the learning methods adopted. Visual aids like charts, models, slides and OHP are also used. The Dairy Training Centre, Kottayam, Integrated Fisheries Project, Ernakulam, Central Institute of Fisheries Technology, Cochin, Cashew Export Promotion Council, Kollam, Agriculture Rural Research Institute, Kottayam etc are some of the institutions with which the Department has MoUs for students' OJT.

### **Participation in Academic, Extracurricular and Extension Activities**

Ms Thresiakutty Antony is on the panel for question setting of University of Kerala. The Department prepared model questions for the Kerala Medical Entrance Examinations. Teachers are actively involved in the activities of the Department Association, Zoological Society of Kerala, Parent Teacher Association, Staff Association and Staff Council. We have been in charge of GRC, the Students' Union, Arts Club, Quiz club, Union Election Committee, Calendar Revision Committee and Research Promotion Council. We have also organized cultural competitions, Exhibitions and Open NSS activities. Two teachers are facilitators for Open NSS.

Demonstration classes are given to students from schools of the locality. An exhibition in the nearby LP School, Enlight 2004 and Zoofest 2004—an Intercollegiate festival of Zoology students (Sponsored by the Zoological Society of Kerala)—are some of the programmes arranged by the Department. The Department organized an intercollegiate seminar cum training programme on 'Ornamental Fishes and Aquarium Management'.

### **Research, Consultancy, Projects and Collaboration**

The Department undertakes projects in Animal Biodiversity, Bacteriological quality of potable water, Milk quality, Health, Diseases, Eating Habits, Environmental issues etc. Two of our II year students participated in the Zoological Society Kerala Research Programme for Freshers (ZSKRPF) taking biodiversity projects on Fishes and Butterflies of their own residential area. A project on *The Assessment of Bacteriological Quality of Potable Water from Selected Areas of Changanassery* was carried out under COSIP from 2002 - 2005. One of our teachers published a paper *Nutritive value of some bivalves of Cochin waters*. The Department publishes the manuscript magazine *Oikos* every year.

### **Recent Achievements**

The department won the ever-rolling academic award and citation for the **Best Zoology Department** in the University. The Department also won the **Ever Rolling Trophy and citation** for the Overall Champions of Zoofest 2004 and our student Venisree K was awarded the **Zoostar** title. The Department has been approved as the **Zonal Centre** for Animal Science Aptitude Test (ASAT) by ZSK.

**Future Plans**

- To work as an Information Centre in collaboration with CHASS for their scheme 'Cluster Development Programme'
- To conduct intercollegiate competitions
- To publish an academic journal
- To extend the facility of microbiological analysis of water quality to the public

**DEPARTMENT OF FAMILY AND COMMUNITY SCIENCE**

The Faculty of Home Science, now re-named Family and Community Science [FCS], was started in 1960 with a three-year Degree course in Home Science. At present the Department also offers self-financing postgraduate programme in Food Service Management & Dietetics (started in 2002), a career oriented Add-on Diploma Course in Housing & Interior Designing, a Certificate Course in Fruit Processing under the Incubator Programme and a one month module in Basic Tailoring Techniques and another in Gift wrapping & napkin folding.

**Faculty Profile and Development**

There are three Senior Scale Lecturers on the teaching faculty along with two Lecturers on contract basis and another as FIP substitute. Four have MPhil Degree and one is currently doing PhD under FIP. One has cleared NET. All of them have attended workshops, national /international seminars in or outside the state. One member has published papers in national journals. There are three supporting staff members- two lab assistants and one to assist in Project work.

**Student Profile, Success Rate and Placement**

At present we have 19 students in Final BSc, 21 in second BSc, 19 in first BSc and 24 students in the PG course. The dropout rate is comparatively low and students continue studies even after marriage. The average success rate was 99% for UG and 97% for PG in 2000-2005. Our students secured first and second positions in the University's BSc Examinations in 2002 and the first three positions in MSc Examinations in 2005.

**Curriculum Design and Restructuring**

The curriculum for the UG programme was restructured in 1998 with the change in nomenclature from Home Science to Family and Community Science. The Department took the initiative and did most of the work in framing the syllabus of the University approved PG course. The latest syllabus revision for UG has been implemented in 2006. The updating of the PG syllabus is underway and three of our teachers are members of the BOS (one of PG and two of UG). All three have set question papers for other universities and have been Chairpersons of the University Examination Board. The Department designed the syllabi for

the Certificate Courses also. Ms Manjulin Jacob (with specialization in Textiles and Clothing) of the Department, as the UGC-appointed Course Coordinator of BSc Fashion Technology since 2002, was involved in the design and restructuring of its syllabus and provides clarifications regarding the syllabus to other colleges. Two of our teachers were also involved in designing the curriculum of (UG) Beauty Science course of the University.

### **Infrastructure and Learning Resources**

There are five labs including a mini computer lab, and also a Fruit Processing Unit and a Diet Clinic. The Department library has a collection of around 150 books in addition to the 1212 books in the Central Library, to which about 318 titles have been added in the last five years. Journals, research theses and project reports are available for reference, and also an excellent collection of informative CDs. Our students can also use the library of the BFT Department. Two OHPs are maintained for seminars and presentations.

### **Teaching, Learning**

Apart from the Lecture Method, demonstrations and audiovisual aids are used in teaching. Students organize week-long Food Fests, annual exhibition and sale of self-made products and also exhibitions of fresh and dry flower arrangements and handicrafts from waste products. PG students have on-the-job training as part of their course. The Guidance and Counselling offered by the Department revolves around four fundamental services, viz., Appraisal Service, Information Service, Counselling Service and Planning, Placement and follow-up services. Guidance is given to outgoing students, both UG and PG, to choose careers in keeping with their interest and aptitude. Out of the two batches of PG students, about twelve are dieticians in various hospitals, five are teachers in reputed institutions, five are working as career and personal counsellors in different educational institutions and a few are doing research.

### **Participation in Academic, Extracurricular and Extension Activities**

The faculty members are actively involved in the various extra-curricular activities in the College. We have been in charge of the NSS, have been office bearers of the Staff Association, PTA, Alumni Association, IQAC and have been involved in the conduct of exhibitions, cultural competitions, activities of the Open NSS and are judges of various competitions within and outside the College. Sr Philomenamma John was hostel warden for five years from 2000-2005.

The Department regularly takes charge of stage arrangements, decor and hospitality during the conduct of major functions and celebrations in the College. The Department runs a Diet Clinic for the continuous assessment of the health status of students, teachers and local women.

### **Research, Consultancy, Projects and Collaboration**

The Food and Nutrition Board under the Ministry of Human Resource Development and the Directorate of Industries and Commerce of the State Government assist the Department in Training and Research Projects. We also have links with NGOs like Institute of Interdisciplinary Research and Training (IIRT), Thiruvananthapuram for extension purposes. Other private agencies include leading four star and five star hotels within the State and different multi-specialty hospitals inside and outside the State.

Over the last five years the Department has taken up a number of research projects including Nutrition Programmes, Community Nutrition Camps, Child Development, Family Resource Management and Textiles. PG students have completed over 47 projects in Food Service Management and Dietetics. The Food Processing Incubator is an ongoing project of the Department funded by the Directorate of Industries and Commerce with the objectives of training housewives and adolescent girls in fruit and fruit-based preservation to generate local employment. This project includes three months training for local women in jam-making, marketing and distribution. A Project 'Empowerment of Women through Home Science Extension' (2002-2004) was undertaken under the UGC's COSIP with the aim of assessing women's health status, imparting nutritional awareness and to help disadvantaged women of the locality to earn their living. A Partnership Coastal Health Programme (2005) was a targeted one-week intervention programme sponsored by the United Nations Population Fund (UNFPA) in the coastal areas of Thiruvananthapuram District. This research was centred around the rapid appraisal study on the socio-economic and dietary pattern of children and women of that area. Sr. Philomenamma John is currently doing research to assess the health status of women among Mannan and Urali tribes in Idukki district of Kerala.

### **Recent Achievements**

In 2005, the Directorate of Industries and Commerce sanctioned a Food Processing Incubator with a fund of 1.5 lakhs. The UNFPA has recognized the Department as one of the ***Best Extension Units*** for community development.

### **Future Plans**

- To promote women entrepreneurship by forming a Self Help Group of women in jam production and distribution,
- To convert the fruit processing incubator into a small-scale unit.
- To develop the Diet Clinic into an ongoing fully functional Health Centre.
- To develop healthy recipes suitable for various disease conditions and publish a booklet on the same.

- To develop a computer package with complete information on basic nutrition including diet calculation.
- To undertake research in fruit processing.

### DEPARTMENT OF ECONOMICS

The Department of Economics, established in 1957, currently offers the undergraduate programme in Economics and two additional modules—*Basic Mathematics for Economics*, and *Research Methodology for Social Sciences*.

#### Faculty Profile and Development

The Department has three permanent members with MPhil who are also NET qualified. One teacher, appointed on contract basis, has BEd degree. Two of the teachers are rank holders for their PG and two have passed MPhil with distinction. Ms Rani Maria Thomas (currently on leave, doing her PhD) and Rosemary K Abraham were awarded the ICSSR fellowship. Ms. Rosemary K Abraham has been awarded the JRF also.

#### Student Profile, Success Rate and Placement

The student strength for the current year is 57 in the final year, 66 in the second year, and 53 in the first year. In the last five years the average success rate has been 90.5 %. Fifteen students passed NET/SLET in the last five years. An International Placement Seminar was conducted in 2004 and the Department conducts a career orientation seminar annually. In recent years quite a few of our students secured jobs as lecturers and as officers in reputed institutions like RBI, Qatar Central Bank, TCS, ICFAI, Kairali TV, Railways, PSC, LIC etc.

#### Infrastructure and Learning Resources

The Department is equipped with a computer and the collection of books in the library was upgraded. The Centre for Civil Society - an academic think tank and NGO based in New Delhi—enhanced the learning resources [including e-resources] of the Department with its *CCS Freedom Shelf Award*, which included books /CDs worth Rs 15000/-.

#### Teaching- Learning

Some innovations have been made by the Department to overcome the constraints of the syllabus. Group projects, made mandatory for all classes, provide the much needed field experience and promote peer group learning. Effective teaching is aimed at through the use of multi media and web resources. The lecture method is complemented through visual aids like Power Point. Students can use the computer in the Department; free computer classes are arranged at AITECH for financially backward students. Project Works, Book/Article Review, Group Discussion, Test Series based on current affairs etc. are some of the learner-centred

techniques used in the Department. The Department conducted two international seminars, one national seminar and nearly 20 regional seminars since 2000.

For fast learners we have a **Study Club** in which about ten best students from each class come together and discuss recent economic, social and development issues. Many of our students attend the civil service coaching classes. Inter-disciplinary exchange of ideas is promoted through the **Forum for Free Interaction** – an inter-disciplinary discussion forum spearheaded by the Department with the support of Center for Civil Society, New Delhi. Entrepreneurial aptitude of students is encouraged through the **Entrepreneurship Development Club [EDC]** - a venture we coordinate with the support of the Dept. of Industries, Govt. of Kerala. The Department maintains a Welfare Fund of Rs 7200/- to meet the academic and medical expenses of needy students. We have four scholarship schemes in the Department and in 2005, our alumna, Ms Muneera Pookunju, instituted a merit scholarship of Rs 2000/- for the best student from the Muslim Community.

#### **Participation in Academic, Extracurricular and Extension Activities**

Ms Rani Maria Thomas was a visiting faculty for a term at Wollongong University, Dubai Campus. She is also a member of the Syllabus Restructuring Committee of the University, which revised the syllabus in 2000. Two faculty members are engaged in publication.

The Department has been hosting the All Kerala Inter-collegiate two day Edufest- ‘**Oikonomia**’ since 1999. In 2005 we added to it an All Kerala Inter-collegiate Business Quiz competition titled ‘**Biztime**’. Teachers of the Department have been directors of the Election Committee, Youth Red Cross, Debate Club, and executive members of the IQAC, Documentation Centre, Staff Association and editor of the College newsletter.

The work on an academic programme for rural people – “*Practical Economics for Masses*” is progressing through the Community College. With the support of Kerala Institute of Local Administration [KILA] we are also planning to coordinate a course in “*Capacity Building for Local Self Governance*” with the purpose of promoting women’s participation in decentralized planning. We have instituted an *Entrepreneurship Excellence Award* for women entrepreneurs as part of recognizing women’s role in development.

#### **Research, Consultancy, Projects and Collaboration**

The Department has an informal research wing titled “**Center for Socio Economic Analysis**” which has a tie up with the Center for Public Policy Research (CPPR), Kochi for 14 student projects. The results of the project work are published in our in-house journal. Ms Rani Maria Thomas is a member of the Expert Committee for the Micro-level Planning of Changanacherry Municipality. Ms. Rosemary K Abraham has been credited as Extension

Faculty and Resource Person for Kerala Institute of Local Administration [KILA] to train Panchayat and Municipal body members. We had a year-long tie up with Changanacherry Municipality and our students attended Ward Sabha meetings as facilitators, which have imparted valuable training in citizenship roles.

### **Recent Achievements**

- **Ms Rosemary K Abraham topped the list in the IES exam, 2005.** She was selected by Centre for Civil Society, New Delhi as one of its resource persons in India (2005).
- Ms Rani Maria Thomas received the ***Dr Nanjundappa Award for the Best Research Scholar*** in Economics (2000) at ISEC, Bangalore.
- CCS Freedom Shelf Award was granted to the Department in recognition of our innovations in the teaching of Economics.
- Nearly 12 of our students have been elected Union Executive Members in the last five years.
- Many students have distinguished themselves at the State and National levels. The list includes an Olympian, National Best Parliamentary Award winners, South Zone elocution competition winner, TV newsreaders and anchors.

### **Future Plans**

- Upgrade the Department with a postgraduate programme in Applied Economics
- Raise the CSEA into a full-fledged research unit so as to undertake projects for Government/ external agencies/ local bodies
- Enhance learning and research through research associates and additional computers and packages
- Strengthen and continue our programme in *Practical Economics for Masses*
- Conduct an academic programme for the local women entrepreneurs in *Entrepreneurship and Small Business Management*
- Set up and manage an “Assumption Emporium” which showcases the products of our students
- Procure linkages for student exchange programmes
- Make Oikonomia and Biztime national events

## **DEPARTMENT OF HISTORY**

The Department of History was started in the College in 1990, with the starting of a UG course in History. Masters programme in History was started in 2001 on a self-funded basis.

BA degree in Museology and Archaeology was initiated in 2005 with financial support from UGC.

### **Faculty Profile and Development**

There are 12 faculty members in the Department with 7 on contract basis. Two of them have PhD, one was awarded a postdoctoral fellowship and four others have MPhil. Of these, two MPhils and a doctoral degree have been secured in the last five years. Teachers have attended Orientation and Refresher courses, Workshops, Seminars etc conducted by various colleges and universities.

### **Student profile, Success Rate and Placement**

There are at present 177 students in BA History, 20 in BA Museology and 23 in MA. Almost all the students in these courses are from rural areas. We have very few NRI students. The BA History has an average success rate of 85.6% and MA 81.3%. Many of our distinguished sportswomen have been placed in the Electricity Board, Excise Office, Railways, Police Dept. etc. A number of our former students are teachers in colleges and higher secondary schools.

### **Curriculum Design, Restructuring**

In keeping with the recommendations of the NAAC Peer Team we introduced a new Vocational Degree Course in Museology and Archaeology in 2005. It has been granted under UGC's *Innovative Programme Scheme*. Since it is the first of its kind in the State, the Department devised the scheme and syllabus for this course. Dr Sr Rosamma Mathew and Dr Sheela Irin Jayanthi J were in the Core Committee for its curriculum design. Sr Marykutty KK is a member of PG BOS and Sr Rosamma Mathew is the Chairperson of BOS (UG) of the University.

### **Infrastructure and Learning Resources**

500 books in History have been added to the Central Library in the last 5 years. Also, we have a Departmental library having around 150 books and 3 journals, a computer with Internet facility and also a printer.

### **Teaching-Learning**

We take care to impart student-centred education. Brain storming sessions are held before the beginning of each topic. Apart from the above, group discussions, debates, paper presentations and Quiz are conducted. Teaching aids such as OHP, slide projector, LCD projector, CD player etc. are also used to complement the lecture method. Periodical trips to important historical centres are arranged. As part of BA Museology and Archaeology fieldworks especially visits to museums and sites of historical importance are undertaken.

Seminars and Guest Lectures by eminent resource personnel are arranged. A Manuscript Magazine entitled “**Historia 2006**” is released every year.

The counselling programme organized by the Department aims to achieve a substantial improvement in the teacher student relationship with the ultimate goal of developing the career of each student. Practically all the teachers are involved in the counselling programme in one-way or other. Ms Rosamma Jacob attended a three-day counselling programme organized by MG University. She coordinates the activities of the College Counselling Centre.

### **Participation in Academic, Extracurricular and Extension Activities**

One teacher is in the panel for setting question paper for the Higher Secondary Board of Examination. The students of the Department are active members of NSS and NCC. Dr Sheela Irin Jayanthi J attended an orientation course on Youth Parliament conducted by ministry of Parliamentary affairs at Madurai Kamaraj University in 2001. Dr Sr Rosamma Mathew was a member of the consultation meet on the role of Academic Institution in Social Welfare Policy Formulation and identification of possible areas held in 2005 by the Government of Kerala. Community outreach programmes are organized by the Department, which has established a link with the Social Work Department of CMC Holy Queens Province. Dr Sr Rosamma Mathew is in charge of a Garment Construction cum Training Centre, an income-generating venture for financially backward, unemployed women. Parallel to this, a bag-making unit has also been started in collaboration with Anna Kitex Ltd. which has provided employment to 20 women. The members of the Department are involved in this venture in one way or other.

### **Research, Consultancy, Projects and Collaboration**

A Research Center attached to the Department has been sanctioned by the University. Dr Sr Rosamma Mathew has completed a minor research project of the UGC. Two of the faculty members have presented and published papers. Project work is a regular programme for PG students, and BA students are required to submit dissertations.

As a part of BA Museology and Archaeology course, we have entered into collaborations with prominent social, cultural and historical centres like Centre for Heritage Studies, Hill Palace, Trippunithura, Kerala Council of Historical Research, Thiruvananthapuram, Indian Council of Historical Research, New Delhi, National Museum, Madurai, Government Museum, Madras, Indian Museum, Calcutta, Viswesara Industrial Museum, Bangalore etc.

### **Recent Achievements**

Sr Marykutty KK, who was the Head of the Department, was appointed Principal and Sr. Rosamma Mathew Vice Principal of the College in 2005.

The majority of the sportswomen of Assumption College belongs to the Department and has brought laurels to this institution. Our alumni Ms Greeshma KM is an international player and Ms Jetty C Joseph is a winner of GV Raja Award –the highest honour for a sportsperson in Kerala

### **Future Plans**

- To start an Endowment Lecture at the intercollegiate level
- To organize a “Charity Forum” consisting of members from different divisions of the Department for undertaking humanitarian and charitable activities
- To publish a book on *A Study of Dalit Communities in Kerala*
- To construct a Museum, an Art Gallery and also a Conservation Laboratory attached to the Museum
- To organize a large-scale exhibition of antiques

## **DEPARTMENT OF FASHION TECHNOLOGY**

The Bachelors Degree in Fashion Technology, which is the only three-year degree program of its kind in Kerala, was started in 2002. This UGC sponsored program, developed in consultation with NIFT trained professionals, offers rigorous training in Fashion Design, Apparel Merchandising, Textile Science and Garment Production Technology. A Diploma Course in Textile Design was offered for three years and now the Department offers a short-term module in Traditional Indian Embroidery and Glass Painting.

### **Faculty Profile**

There are five members on the faculty, most of them NIFT qualified. The Head of the Department for Academics is Ms Neelima Thampan and for Industries and Placement is Ms Mridul Mitra.

### **Student Profile, Success Rate and Placement**

Admission is based on an entrance examination, followed by an interview with the short-listed candidates. Special consideration is given to physically challenged applicants and two such students have been admitted. Admitted students and their parents are given an orientation program introducing them to the different aspects of the course and curriculum. There are 27 students in the final year, 29 in the second year and 29 in the first year. Of these, 23 are from rural areas and 63 are from urban/semi-urban areas. Ten students belong to SC/ST/OBC. Ms Mridul Mitra gives the students the much-needed industrial contacts, which resulted in a 90% placement rate in the industry. The students are placed in reputed firms like Export garments, Kempfort, Fab India, V-star etc.

### **Curriculum Design and Restructuring**

Since such a course had not been offered by the University, the Department and the course coordinators, Dr Kochuthresiamma PJ of the English Department and Ms Manjulin Jacob of the Home Science Department, in consultation with NIFT graduates, designed the course curriculum; it has been subsequently adopted by the University for its off-campus and other programmes. With the Department's expertise, it is updated in the core committee meetings held from time to time by the University. The revisions done in April and August 2004 have helped in the smooth running of the course, and made it practically viable for the staff and the students.

### **Infrastructure and Learning Resources**

The Department has a well-equipped Garment Construction Lab, Pattern Making Lab, Fashion Art Room, Dyeing Lab, Resource Centre, Computer Lab with advanced software and a Library with over 225 books, specialized magazines and 3 journals. The staff room has a computer with printer and scanner. The Resource Centre was upgraded with an AC Unit and wardrobes were added to the Fashion Art Room. There are also a 21" TV, DVD player and speaker for presentation purposes.

### **Teaching-Learning**

The course is designed to develop students' soft skills, aesthetic, intellectual and technological abilities through programs that integrate theory and practice. Students conduct their fact-finding search in the Internet and produce reports and do presentations in class with PowerPoint and Photoshop software. Slow learners are given repeated instruction and re-dos for the betterment of their work.

The Course encourages students to take active interest in the rich cultural heritage of India. After the second semester students are sent on Craft Documentation tours to different parts of India. The surveys conducted by the students are showcased as an educational seminar with student-made documentaries, and a fashion show "Fashion Meets Culture" displaying the garments designed and constructed by the students taking inspiration from these crafts. On completion of four semesters, they are sent to various established export houses on their two-month Industrial Internship tenure.

The Design Collection at the end of the course premieres a collection of six/eight accessorized outfits per student. The Final Collection is showcased as an annual event before experts and professional from the Industry. Students are given exposure to the world of fashion with reviews and critical appraisal from the media. This marks the beginning of the student's career as a designer or marketing personnel in the field, with first hand experience in organizing shows and line presentations.

**Participation in Academic, Extracurricular and Extension Activities**

Through the tie up with the Khadi Board, students make designer wear collection of Khadi garments, designed and constructed with the fabric supplied by the Board. The exhibition of garments for the Board generated much interest.

The department is linked up with the Community College to train 5 tailors who are then absorbed as skilled workers in the Apparel Centre at APACC. The Department also conducts short-term courses in Fashion Design in the Community College. We have raised funds through the exhibitions and sale of the garments made by students, which also created awareness among the public of the possibilities and prospects of the field. Exhibitions arranged in the schools at Poroorkara and Nedumkunnam helped the youngsters to get exposure to the field of fashion.

Ms Mridul Mitra is a Design Consultant in Khadi Marketing Division. Ms Neelima Thampan handled a session on Fashion Design for the Kerala Institute for Entrepreneurship Development (KIED) and conducted interviews for the selection of trainees. She was the chairperson of the BFT, off – campus program of M.G. University for the academic year 2004. Mr Mohammed Ansar is consultant to schools and colleges on courses in FT and also to Sherston Educational Software. The course coordinator Ms Manjulin Jacob was involved in the restructuring of the syllabus and does syllabus clarifications for other colleges.

**Research, Consultancy, Projects and Collaboration**

The Department has technical tie up with NIFT–TEA and Khadi Village and Industries Board. The students take a one-week module in NIFT Tirupur and they attended an International Fair organized by Tirupur Export Association (TEA). As part of the Craft Documentation Programme, students have visited 9 states and 2 Union Territories. The faculty takes interest in work related fields. Ms Mridul Mitra has written articles in magazines and Ms Neelima Thampan has published fashion related articles in popular periodicals and newspapers. Both of them were invited for a Discussion sponsored by the State Government.

**Recent Achievements**

The Advisory Board of the Department has eminent personalities like Bharat Mamooty, Shri Pattabhi Raman (MD, Kalyan Silks), and Her Highness Lekha Thampuratty. The *Final Collection* fashion shows of our students were widely acclaimed in all the national and local newspapers of the State. Asianet- a Prominent T.V. Channel serialised the programme in to 15 episodes. Ms Mridul Mitra was awarded the Rotary Vocational Prize for her contributions in the field. Mr P H Kurian, Chairman, KSSIDB, Mr Madhu Kapoor, Managing Director, ALT, Bangalore, Mr. Nandakumar, Secretary, Khadi Village & Industries Board and Bharat Mammootty are some of the eminent personalities who have visited the Department.

**Future Plans**

- To start Masters program in Apparel Marketing and Merchandising
- To start modular courses on Knitwear Technology and Textiles
- To acquire Cad /Cam technology for grading
- To develop Assumption brand of designer wear
- To upgrade the Apparel Centre in the Community College with new technology and designs

**DEPARTMENT OF COMMERCE**

The Department of Commerce, which was established in 2004, offers a three-year Undergraduate programme, with specialization in Computer Application. The first batch is in its final year.

**Faculty Profile and Development**

There are four full time faculty members. Resource persons from diverse fields—bank officers, business executives, advocates and chartered accountants from various institutions are invited over to give guest lectures. At present we have 22 students in the final year, 66 in the second year and 69 in the first year. There are students from all over Kerala and a good number of NRIs. Nearly half of the students are residing in the hostels.

**Infrastructure and Learning Resources**

Apart from the books in the Central Library we have a Department library with nearly 50 books and a few journals. Students can avail of computer labs with 20 computers

**Teaching- Learning**

Lectures are supplemented with seminars, group discussions and practical exercise, role-playing, brainstorming, talent boards, weekly business news presentation etc. Interaction of students with professionals through the conduct of seminars, discussions etc. have proved very useful to the students. Peer group learning enables them to develop communicative skills, self-confidence and presentation skills. Special coaching classes are set for physically disadvantaged students during study leaves. Parent-teacher interaction conducted every term helps to improve the curricular and co- curricular capabilities of the students.

**Participation in Academic, Extracurricular and Extension Activities**

Our teachers offer their service to other departments to teach accounting papers in BSc Computer, MSc FSMMD and Off Campus Sociology. Teachers actively participate in value education classes.

**Future Plans**

- To start a CA coaching centre

- To conduct an intercollegiate Commerce Fest
- To have tie up with various organisations such as Postal Dept., Changanassery, CHASS and Malanadu Development Society, Kanjirappally.

### **DEPARTMENT OF SOCIAL WORK**

The Department of Social Work was set up in 2004 with the introduction of a two –year full time self financing PG course – MSW, with specialization in Medical and Psychiatric Social Work.

#### **Faculty Profile and Development**

There are five faculty members in the Department, one with PhD, one with M Phil, two with NET and one with Diploma in Counselling. All of them have attended various workshops, consultancy meets and national and international seminars in and outside the State.

#### **Student Profile**

This year we have 27 students in the final year and 18 in the first year. We have students from different parts of Kerala and a few NRI students. We are also arranging internship in Kerala for an overseas student from Wiesbaden University, Germany.

#### **Infrastructure and Learning Resources**

This is a comparatively new Department and every effort is made to acquire more books and other learning resources. Currently there are 282 subject related books in the Central Library apart from a collection study material and dissertations in the Department library. Students are motivated to use the library through special hours, assignments like article and book reviews etc. They can avail of the computer lab with 30 systems in the Community College. OHPs are maintained for presentations and class lectures.

#### **Teaching-Learning**

Admissions are on the basis of entrance test, group discussion, personal interview and academic records. On the first day an Orientation programme is arranged for students and parents to acquaint them with the requirements, challenges and possibilities of the course. Lectures are supplemented with GLOW [Growing Leaders' Orientation Workshops], group discussions, seminars, assignments, exhibitions and workshops. Participatory teaching is ensured through programmes like resource mapping. Audiovisual aids are extensively used in teaching. In addition to these, students acquire practical experience through fieldwork among various self-help groups and at institutions like orphanages, schools, hospitals and psychiatric centres. Research projects on socially relevant issues are part of the curriculum. The students bring out "Elixir", a manuscript magazine. In addition to conducting interdepartmental competitions, programmes on AIDS awareness, Exhibitions, visit to tsunami affected regions,

workshops, Legal literacy programmes, workshops and camps, NGO Meets, Skill training workshops, Mental Health Day celebrations and many other community extension activities have been conducted so far.

### **Participation in Academic, Extracurricular and Extension Activities**

Three teachers attended the syllabus revision programmes arranged by the University at Rajagiri College. The teachers take the initiative to involve students in organizing field visits, 10 day rural camps, networking of NGOs, study tour programmes, Kudumbashree programmes etc. Community outreach programmes like medical camps, awareness classes, NGO meets, exhibitions, baseline surveys, women empowerment programmes, child welfare activities, supportive care services for the socially deprived like the elderly, HIV positives, sex workers and street children were conducted. Awareness classes and vocational training programmes for self-help groups are also arranged. Moreover the Department launched an Income Generation Programme for 19 auto drivers of the locality and started self-employment programmes for members of a men's SHG in Changanassery in collaboration with Vazhappally Co-operative Bank through which twelve of them received autorickshaws. An MoU was signed with *Kudumbashree*, Kottayam Chapter.

### **Recent Achievements**

The Indian Council of Social Welfare (ICSW) has chosen the Department as the Nodal Wing of Alappuzha Chapter. Dr. Mariyamma Joseph, course co-ordinator has been elected as the President of ICSW of the Chapter. The whole batch of MSW students attended training programmes on "Alzheimer's Care" and received certificates from the **University of Wales**. Our students have won various prizes in intercollegiate competitions in Project Proposal and Debate. Four of the students have been selected as College Union representatives during the academic year 2005-2006. All India Radio has telecasted the experience sharing of students with respect to their fieldwork training. Many of the activities and programmes of the Students' Association have got excellent media coverage.

### **Future Plans**

The Department is planning to

- Introduce specialization in "Child and Family Welfare" and "Community Development"
- Start a course in Psychotherapy and Counselling
- Create a Data bank on issues of social relevance
- Supplement the initiatives of the Community College to act as a resource centre of Changanassery
- Organize a state level seminar on Disaster Management

## DEPARTMENT OF PHYSICAL EDUCATION

The faculty of Physical Education was started in the College in 1956. Until 1983 our students participated in the intercollegiate tournaments of the undivided Kerala University. The Department is running a UGC sponsored Add-on certificate course in *Health Management, Yoga and Beauty Care* and a module in *Aerobics*.

### Faculty Profile

There are two members on the faculty of whom one is a Selection Grade Lecturer. One of them is a first rank holder in the UG and PG. In addition to the three coaches (in Athletics, Basketball and Volleyball) assigned to the Department from the Kerala Sports Council a Handball Coach and a Yoga Instructor have also been appointed by the Management.

### Student Profile and Placement

This year nearly 100 students are undergoing training in various sports and games:

Athletics	Basketball	Volleyball	Handball	Cycling	Kalaripayattu
30	22	12	15	6	8

51 athletes and players got placement in public sector undertakings during the past five years.

### Training Environment

Apart from the routine coaching programs for two hours each in the morning and evening on all working days including Saturdays, practice matches are organized with teams from neighbouring institutions and professional teams like KSEB, Railways etc. The Yoga Centre and the Health and Fitness Centre are open for two hours in the morning and evening.

The outstanding athletes and players received NSO SAI Scholarship (Central Government), state level scholarship from the Government as well as Sports Council and University Scholarship and Sport Merit Awards.

### Sports Hostel Scheme

The Department has 32 College Sports Hostel students in the Sports Hostel Scheme of Kerala Sports Authority. Of these, 16 are athletes, 7 are Basketball players and 9 are Volleyball players. Recognizing the achievements of the Department, Kerala Sports Authority sanctioned a school sports hostel in Basketball for the College in 2004-2005. The Kerala Sports Authority meets the boarding and lodging expenses of these students, provides the services of qualified coaches and gives sports kit, pocket money and festival allowance to the students.

## Facilities and Resources

There is one court each for Tennis, Volleyball and Handball and one Full Court and Half Court for Basketball. Athletes have a 50x50m area for practice; they also use the Municipal Stadium. Other facilities include a Health and Fitness Centre, Yoga Centre and weight training facility for athletes and players. Athletic equipments like Hurdles, High jump Mat, Fibre Pole for Pole vault, Javelin, Hammer, Shot, Discus, Spring Board, balls, bats, rackets etc. and some conditioning equipments like plyometric boxes, Medicine Balls etc. are maintained.

Every Team is provided with sports kit comprising Jerseys, Track suits for competition and training purposes, shoes, spikes, canvas shoes etc. In addition, a good collection of books and CDs on Yoga, Game shows etc are maintained in the Department. In recognition of the outstanding performance of our students in various sports and games and in view of the excellent facilities we offer, *University and State level competitions* and *coaching camps* are frequently held in the College.

## Success Rate

In the last 6 years we won a **total of 151 Trophies** of which **106 were Winners Trophies** and 45 were Runners up Trophies. We have **13 international medals, 168 national, 160 inter-university**, 408 state level and 460 intercollegiate medals.

## Participation in Various Competitions

Our athletes and players regularly participate in the Junior, Senior, Interuniversity, National and International competitions. Last year the Volleyball team participated in 14 All Kerala Inter Collegiate Tournaments including one South India Tournament, the Basketball team participated in 10 All Kerala Inter Collegiate Tournaments and the Handball Team Participated in 5 All Kerala Inter Collegiate Tournaments including one South India Tournament. Our players lifted 30 trophies in various tournaments and competitions in the last year.

## Tournaments Conducted by the College

The College conducts two All Kerala Tournaments in Basketball and Volleyball every year i.e., Golden Jubilee Memorial All Kerala Intercollegiate Basketball Tournament and Rev. Sr. Teresa Mary Memorial All Kerala Intercollegiate Volleyball Tournament. These Tournaments are conducted on a grand scale since 1992-93 and various distinguished teams from all over Kerala participate in it. Moreover, the Department hosted various MG University Inter Collegiate Tournaments in Basketball, Volleyball and Handball. The College hosted Kerala State Senior Women's Handball Championship in 2005 & 2006.

**Participation of Teachers in Activities in and outside the College**

Faculty members have participated in Orientation programme, Refresher Courses and a National Seminar. Ms Ninamma Thomas was a member of the University Board of Physical Education (2002-04) and a member of the selection committee for the Selection of University's women's teams for Basketball and Volleyball (2001-05), Handball (2001,2003-05), Men's and Women's Athletics (2001, 2003 and 2004) and Cross-Country teams (2002 and 04). She was an executive member of the Kottayam District Basketball Association and Joint Secretary of the Kottayam District Hockey and Cycling Association. Ms Suja Mary George was in the selection committee for the University Handball Team (2002) and was a manager of the Mahatma Gandhi University Athletic Team (2001-04) Cross-Country Team (2001-03) and Women's Volleyball Team (2001, 2002 and 2004) for the All India Interuniversity competitions.

**Collaboration with other National and International Agencies / Associations**

The Sports Outreach of American Volleyball Team visited the College twice for a friendly match against our Team. The Sri Lankan Volleyball and Basketball Teams visited the College twice and played against our Basketball and Volleyball Teams. At the national and regional levels our teams are sponsored by leading dailies, business firms, banks etc. International Sponsors include- Fundacao Orient,Goa , Norka and Forsuland Group, Sweden

**Details of Grants Sanctioned by the Ministry of Human Resource Development, Youth Affairs and Sports**

A grant of Rs. 3 lakh was sanctioned for the purchase of non-consumable equipment (2000), Rs 1 lakh for the development of Tennis Court (2001), Rs 10000 for the Volleyball Court (2001) and Rs 1 lakh for the Basketball Court (2004). In recognition of our meritorious achievements in Sports and Games the Kerala Sports Council sanctioned a grant of Rs 3 lakhs in 2004 for the development of the Municipal stadium.

**Extension Activities**

Our facilities are extended to students from local schools to practice Volleyball, Basket ball and Hand ball. Coaching camps in various games are conducted by the Department for school children in the summer vacation. The Department organized a refresher course for Physical Education teachers of schools under the Corporate Management, Changanacherry Diocese from 23rd – 27th April 2003. Our Basketball coach renders his services to the students in the School Sports Hostel in Basketball. Our Health and Fitness Centre and Yoga Centre are utilized by staff, students and women of the locality.

### Method of Assessment

The athletes and players are assessed through various physical and motor fitness tests such as JCR test, AAHPER Youth Fitness test items etc. They are required to undergo skill test in their respective games and, in the case of athletes, trials are taken in their specialized events to assess improvements in their performance.

### Significant Achievements

1. **Best College Award in Sports and Games** instituted by the Kerala Sports Council (2000).
2. Awarded Rajiv Gandhi Memorial Gold Trophy and Cash award of Rs.50, 000/- instituted by the Kerala Sports Council for the **Champion College in the College Games** (2001, 2003, 2006) and Women Championship in 2002.
3. Our student Chithra K Soman participated in the Athens Olympics and gained the honour of being the **first Indian student to participate in the Olympics**. She has won 5 International gold medals—Junior Asian Athletic Meet (1), Asian Athletic Championship (1), Grand Prix (2), SAF 2004 (1)—and two silver medals (Common Wealth Games and SAF Games), during the last 3 years. She is one among the three Indian athletes to participate in the World Athletic Championship held at Athens during October 2006.
4. Greeshma K M won 3 international medals (SAF games (2) and Afro-Asian Games (1))
5. Jaisha O P won one gold and **one silver in International Indoor Athletic Meet** and one gold in SAF 2006.
6. Our alumna, Geethu Anna Jose, was selected to play for Ringwood Hawks Club, Australia, the **first woman basketball player from India to be selected by a foreign Club**. In the three Test matches she played for India against New Zealand she was honoured with five awards.
7. Our alumna athlete Jetty C Joseph received the much-coveted recognition in sports instituted by the Kerala Government – **G.V Raja sports award** for the year 2003-04.
8. **Fifteen of our students represented India** in various International Meets during the period 2000 to 2005.

### Future Plans

- To initiate an Adventure Sport Programme with UGC aid.
- To produce more International athletes and players.
- To upgrade the present tournaments as All India Inter-university competitions.
- To organize All Kerala Inter-University championship in various games.

## **2. OTHER UNITS**

### **ARCHBISHOP POWATHIL ASSUMPTION COMMUNITY COLLEGE [APACC]**

The idea of a Community College was conceived in response to the major areas of concern as identified by the NAAC team at the first accreditation: the need for more research activities, engagement in community oriented extension activities, and optimal utilization of infrastructure. The beginning of APACC was also in recognition of the UGC guidelines that community extension programmes are a third dimension of higher education. Assumption Institute of Technology (AITECH) was the first step towards this venture. The Community College was officially inaugurated on 11 February 2005.

#### **Vision**

To sensitise the Assumption fraternity to its immediate community thereby making its existence more meaningful for the creation of a self-sufficient, self-reliant and sustainable community.

#### **Mission**

To facilitate the interface between Assumption College and the neighbouring communities focusing on women empowerment

#### **Objectives**

The Community College primarily seeks to promote women empowerment. The College will extend its intellectual resources and infrastructure facilities for the welfare of the community. Using these, it will organize community resources and conduct training programmes for the management of natural resources. It will work towards accelerating the socio-economic development of the stakeholders through production and marketing of goods and services. The departments at APACC have been visualized for the coordination of these activities. In July 2005 the Community College was registered under Indian Centre for Research and Development of Community Education [ICRDCE], Chennai—the coordinating agency of all Community Colleges in India. In September 2006 APACC has been registered to the Rural Community College Alliance [RCCA], Kentucky in the United States of America.

#### **Profile of Faculty and Students**

Sr Geo Maria, the Director of APACC, is the former Principal of Assumption College, and has her Masters in Social Work and in Malayalam Language and Literature. She has an MPhil from the University of Madras. There are 30 postgraduates on the teaching staff at APACC and others have Diplomas or Certificates in their specialized fields. There are 17 full-time lecturers, 17 part-time lecturers [3 for languages], 5 Technical staff and 2 on the Administrative staff.

<b>Student Strength at APACC</b>		
<b>Sl.No</b>	<b>COURSES</b>	<b>No. of Students 2006-07</b>
	<b><i>Sub-Centre for Continuing Education, Govt.of Kerala</i></b>	
1.	Diploma in Office Administration and Secretarial Practice	24
2.	PG Diploma in Journalism	12
3.	Diploma in Travel and Tourism Management	12
4.	Diploma in Fashion Designing	13
5.	Post Graduate Diploma in Computer Applications	4
	<b><i>Off-Campus [MG University]</i></b>	
6.	MA English	15
7.	MA Sociology	6
8.	MCA	4
9.	BBA	8
10.	BCA [3 yrs]	49
11.	BCom with Computer Applications	17
12.	BCom with Travel and Tourism	14
	<b><i>Courses under APACC</i></b>	
13.	Short term computer courses [at AITECH]	180
14.	Certificate in Pattern making and Sewing of Indian Garments	4
15.	Diploma in Surface Ornamentation	6
16.	Short- term course in Communicative English and Soft Skill Development	80
17.	Accountancy	9
18.	Summer Programmes	83

### **Infrastructure and Learning Resources**

At present, the Community College has a computer lab with 30 computers, an Apparel Centre, a Library, an audiovisual room, a latest model Photostat machine and ten typewriters.

### **Activities during the Last Year**

In March 2005 APACC distributed freely 50 wheel chairs in association with Chrysalis India Charitable Trust. The second phase of it was conducted in association with the Rotary Club and Chrysalis on 20 October 2005. Students under the Open NSS scheme assembled the wheel chairs. An orientation programme in CA foundation course was conducted in which about 150 students participated. Vacation classes and summer carnivals on a variety of topics for school students and housewives of the community were well attended.

### **Need Analysis and Awareness Programmes**

Some of the need analysis and awareness programmes to discuss the possibilities of linking up with the community are:

- Souhruda Sangamam—with the newly elected local body members
- Socio-cultural Meet—with various bank managers, club directors and leaders of cultural organizations
- Meeting with Panchayat presidents and members—more than 20 delegates from Vazhappally panchayat attended this meeting

**Extension Activities**

The Community College coordinates the extension activities of Assumption College to make them more extensive and community oriented. The computer labs and Apparel Centre are open to the women of the locality. Most of the courses run at APACC make use of Department resources and faculty. The community development programmes of the MSW Department, training programmes in Mushroom cultivation by the Botany Department, the Fruit Processing Incubator Programme at the Department of FCS etc, coordinated by APACC, are aimed at supporting indigenous industries through local sources and making available skilled personnel. Certificate courses in Communication Skills in English and Soft Skill Development were conducted in two batches for outsiders during the vacation and for the students of the College in three batches of 30 students each. The first batch of 45 women trainees benefited through the Fruit Processing Programme, which aimed at creating awareness regarding available resources and safe consumption. It was also meant to support Indian business through local sourcing and making available skilled labourers.

**Participation in Extra-curricular Activities**

Apart from the academic programmes students are encouraged to take an active role in the extra curricular activities in the campus. We are involved in the social life of the College; the teaching staff are members of the Staff Association of the College.

**Meetings and Conferences**

- The Director, Programme Officer and Consultant of APACC visited Chennai to study about the working of Community Colleges in and around Chennai in August 2005.
- The Director and one member of the faculty attended the “*Ninth Consultation of Community Colleges in India*” conducted by ICRDCE, in October 2005 at Chennai.
- The Director and Programme Officer attended “*Fifth National Consultation of Indian Community College System [ICCS]*” and participated in the inaugural function of Indian Centre for Research and Development of Community Education [ICRDCE] in August -September 2006.

**Faculty Development Programme**

- Three members of the faculty participated in the “*Fifteenth Community College Teachers Training Programme, India and Africa*” conducted by ICRDCE, on 7-12 November 2005 at Chennai.
- Four members of the faculty are undergoing faculty development programmes

**Placement**

The Community College has its exclusive Placement Office and Officer. More than 80% of students from APACC have been placed.

### **Programmes Planned/Implemented**

In the academic year 2006 we planned / conducted the following:

- Off campus Centre for the Distance Education Programmes of MG university in BBA, BCA, BCom with Computer Applications, BCom with Travel and Tourism, MA Sociology, MA English, MCA
- The Sub-Centre for Continuing Education offers PGDCA, Diploma in Office Administration and Secretarial Practice, PG Diploma in Journalism and short term computer courses
- Diploma in Travel and Tourism—A proposal was submitted to the Minister of Tourism and a financial aid of Rs 1 lakh was sanctioned for the conduct of the course. We started the course in Travel and Tourism Management and a request has also been submitted for a tie- up with KITTS and for the recognition of the course.
- Diploma in Fashion Designing—Started a one-year Diploma in Fashion Designing and Garment making.
- Training Centre - We will soon launch a new experiment with the opening of a Training Centre in association with Kerala Institute of Local Administration [KILA] to facilitate the capacity building of elected members of the local bodies.
- Practical Economics for Masses—A 60-hour course for the local people living in rural areas (tie-up with Kuttanad Vikasana Samithi).
- *DISA-2006*—A two-day Educational Training Programme for all the students of Community College on 6,7 of October 2006.

### **Courses**

The courses offered are customized to the changing trends in the College and community at large, with the object of increasing the employability of women by providing them with need based training. There is no upper age limit imposed. All the courses offered integrate life coping skills.

### **Restructuring of Courses**

Since we offer job-oriented courses these are restructured every year based on an ongoing need analysis programme, which is closely connected to the concept of the Community College.

### **COLLEGE HOSTELS**

The College offers excellent residential facilities in the six hostels attached to it. They are:

- |                                  |                         |
|----------------------------------|-------------------------|
| 1. Assumption Hostel (estd.1951) | 2. Vimala Hostel (1961) |
| 3. Pius X Hostel (1962)          | 4. Amala Bhavan (1961)  |
| 5. Vijaya Bhavan (1965)          | 6. Jyothi Bhavan (1969) |

Our hostels accommodate about 612 of our students as well as about 116 women students from nearby SB College making a total of 728. Students belonging to all regions (backward, high ranges, northern Kerala, coastal areas, from outside the State) and all categories (SC, ST, OBC, General, NRIs) are admitted. On an average, about 20 SC/ST/OBC/OEC students are admitted to each hostel every year. A few students and staff members are accommodated in S.H Study House near the College.

### **Administration**

Each hostel is under the management of a Congregation and the Wardens are always nuns. There is also a Wardens' Council, which meets with the Principal at least once a month. The executive body in the hostel consists of the Wardens, Prefect, Assistant Prefect, General Secretary, Arts Club Secretary, Treasurer, Audio Visual Manager and class representatives. There is enough administrative staff as well as kitchen staff to ensure efficient functioning.

### **Facilities**

On an average, there are 40 rooms in each hostel, with adequate number of toilets and bathrooms in each floor, common dining halls, chapels, assembly hall, libraries and reading rooms, guest room, open stage, sewing machines, provision for indoor games and recreation, audio visual facilities etc. A few hostels have computer labs and some have games courts.

### **Cultural Programmes and Recreational activities**

A number of cultural programmes throughout the year serve to develop the talents of the inmates and make hostel life vibrant and memorable. The Freshers' Talents Day, Onam, Christmas, Mission Sunday and Independence Day celebrations, class wise cultural evenings, annual social, send-off to outgoing students, cultural and literary competitions, talent shows, annual sports meets are all enthusiastically organized and enjoyed by the inmates. Every hostel releases a manuscript magazine annually. Eminent alumni and distinguished personalities from different walks of life are invited over to talk to the inmates. The executive body ensures efficient conduct of programmes and competitions. Movie shows on weekends and festive occasions, music played on holidays, annual outings and picnics, provision for indoor games etc provide recreation to students.

### **Charitable Activities and Training in Social Responsibility**

All hostels engage students in charity work with the purpose of inculcating in them an attitude of compassion and commitment towards the less fortunate in society. Students are encouraged to enrol as volunteers in the College NSS, NCC, Youth Red Cross and CSM, which take the lead in reaching out to the needy. An amount is raised on Mission Sunday, sometimes through food stalls, games and auctions and distributed to charity homes and towards housing for the homeless. Amounts are also collected through fasting and through the Vincent de Paul

Collection. Financial support is given to homes for the physically and mentally challenged, leprosarium, rehabilitation homes for ex-convicts and orphanages. Students visit these institutions and spent time with the inmates, sometimes entertaining them with cultural programmes. The hostels are also ready with relief measures and financial assistance to victims of natural calamities and the chronically ill. Students cheerfully extend financial help to inmates and hostel staff for their marriage or for medical needs. Some hostels maintain a Poor Students' Fund and a Social Welfare Fund for kitchen staff. Financially backward students residing in the hostels are granted fee concessions, free boarding or free lodging. All sportswomen are provided with free accommodation.

### **Participation in Extracurricular Activities outside the Hostels**

Students are encouraged to participate in college level and intercollegiate competitions and the hostels serve as training grounds for young talents. They are allowed extra time for practice sessions and are congratulated publicly on their achievements. At times our students are invited to stage their cultural and variety entertainment programmes at public functions. Each hostel has an impressive record of students who have brought laurels through their brilliant performance in academics and cultural and sports events.

### **Counselling Facilities and Grievance Redressal Mechanism**

Counselling facilities are provided to students who need it and services of a psychologist are arranged in certain cases. In case of grievances, students may meet wardens personally or the student representatives in the executive body may communicate between the Management and the students. Special in-house meetings are arranged upon request, to solve grievances. Suggestion boxes are available and in certain cases the Principal's advice is also sought.

## **STUDENTS' UNION**

The executive members of the Student's Union are elected as per University guidelines. Being completely free from the unbecoming influence of political factions, the College Union is constituted by talented students who ensure its smooth and efficient functioning. The Associations under the various Departments affiliated to the College Union aims at bringing out the talents and capabilities of students. The College Union celebrates Kerala Day annually and is in charge of organizing the College Arts Festival. The Union arranges musical concerts of professional troupes and conducts a Talent Day to spot fresh Talents. It also takes the initiative to send students for intercollegiate competitions and cultural programmes outside the College, observes important days and joins the Staff Association in celebrating festivals like Onam and Christmas. The Union executive members act as event managers in most functions arranged in the College. The College Union trains students in responsible leadership which will stand them in good stead in future.

### **NATIONAL CADET CORPS**

The NCC unit of the College is attached to 5 Kerala Girls Battalion. Every year a number of cadets attend the Annual Training Camp. In 2001 the ATC for 5 Kerala Girl's Battalion was conducted in our College. 30 of our cadets were in charge of maintaining order and discipline in the camp in which 600 cadets participated. Every year one or two students are selected to attend the Republic Day Parade at New Delhi. In the last five years, about 15 cadets have participated in National Integration Camps and one was selected for the Youth Exchange Programme. Our cadets have regularly been adjudged "Best Cadets from Kottayam group" and one was awarded the Chief Minister's scholarship. Some of our cadets have won gold medals at Thal Sena Camps and Pre Nau Sainik Camps. They have participated in All India Rock climbing Camps, Trekking Camps, para-gliding Camps and represented Kerala in the Shooting Competition in Chattisgarh. Our wing has won overall championship at ATCs and our cadets were in the Kerala wing, which won overall championship at the NIC in Madhya Pradesh. They have won Best Cadet awards in many of the camps they attended. Our cadets are deputed as volunteers for public functions held in the College and they assisted in a medical camp conducted in the town. ANO Lt Marykutty CV, the officer of our NCC wing, has successfully completed the training course for NCC Officers at Gwalior. She has also attended NICs and other camps.

### **NATIONAL SERVICE SCHEME**

The National Service Scheme in India is built on two important tenets: personality development and social commitment. The NSS units of the College, instituted in 1971, have sought to realize these aims through involving students in meaningful interaction with society, beneficial to the community and to themselves. Our volunteers have been steadily involved in multifarious aspects of social work according to the changing needs of society. At present there are three units of a hundred volunteers each. The units have taken up work projects in different locations but the regular activities are mainly concentrated in the outreach centres at Kadamanchira, Mattom and Thiruhridaya Nivas. The routine activities and special camping programme of the NSS units of the College are carried out with emphasis on the thrust areas recommended by the Government from time to time. In the last five years they have been the construction of a 2.5 km road and playground for the local school, organizing of medical camps, interactive sessions with Self Help Groups, repairing of roads, grounds and Community Hall, seminars and workshops on women's issues involving local women, construction of 450-500 watersheds, awareness campaigns on water conservation, socio economic surveys among rural population, comprehensive surveys of three wards of

Changanacherry Municipality for the benefit of the Municipal Council and construction of house for a needy family.

The Quality Life Education Programme (QLEP), started in 2002, is a campus extension activity undertaken by the NSS in collaboration with the NGO, Jyothirgamaya. Through this, study materials worth Rs 2500 each are distributed to 32 poor students of the Outreach Centre annually till they matriculate. Our students take tuition classes for these children and with the help of their parents a small deposit scheme was also opened for them. Apart from these, regular activities of the NSS include mini camps, visits to old age homes and homes for the mentally challenged, observance of important days, green city campaigns, cleaning of government hospital, etc. In 2003 the NSS organized an intercollegiate camp on Creative Mind Setting and Core Competencies in which representatives from 19 colleges participated.

### **OPEN NSS**

In 2003 Assumption became the first Arts and Science College in India to launch a novel scheme for social work, which we have named Open NSS. It has won the University's award for the Most Innovative Programme of NSS in MG University. Open NSS is aimed at personality development through service to the community and seeks to integrate these into the existing curriculum.

While formal NSS stipulates 240 hours for regular activities and a ten-day special camping programme in the course of two years, Open NSS is free from such requirements and so can bring all students under its umbrella, affording them opportunities for self-development through social work.

#### **Activities**

The Open NSS has a highly inclusive concept about the activities to be undertaken under it. Many of the departmental and interdepartmental programmes may be grouped under Open NSS and these may be given an additional community bias or special emphasis on experiential learning. A unique feature of Open NSS is the set of personality development Encounter Workshops designed for students, facilitated by 45 trained teachers with support from Ripples, a Kottayam based human resource development organization and Department of Adult Education, MG University. Orientation workshops to initiate students into partnership with schools in the neighbourhood to start clubs, literary associations etc, partnership with self help groups for community based data collection, empowerment of women, promotion of health and hygiene, networking with Panchayatraj Institutions and NGOs for promoting welfare programmes, awareness campaigns and mobilization of people's participation – these are a few of the activities on the agenda of Open NSS.

### **Monitoring and Certification**

Monitoring of a student's personal development process is carried out through the NSS Learning Journal which is a systematic documentation of students' learning experiences. Every student will be awarded a college level Open NSS certificate. All work undertaken by the student for personal development will be quantified in terms of number of hours and will be mentioned in the certificate.

### **YOUTH RED CROSS**

The Youth Red Cross Unit of the College was registered with the Indian Red Cross Society, Kottayam in 1998. The members are in the forefront in service to the poor and needy. They have taken the lead in reaching out to the victims of the Gujarat earthquake and collected three cartons of clothing for the cyclone affected people of Orissa. The Unit has a variety of regular activities and these include organizing demonstration classes in Yoga, awareness talks on health and hygiene, AIDS, cancer, drug abuse, pro-life awareness film shows and exhibitions for students. Frequent visits are made to orphanages and hospitals. The volunteers have been keen on collecting clothes and medicines to be distributed among the victims of the tsunami. Volunteers periodically attend seminars and orientation courses. The Youth Red Cross unit of the College upholds its motto "Worship God by Serving Man" through all its activities.

### **HUMAN RIGHTS CELL**

The Human Rights Cell of the College is affiliated to the State Human Rights Protection Council. The Cell was formed with the intention of upholding and protecting human rights and of standing up to the violation of these. It has submitted memorandums on certain socially relevant issues to the Prime Minister and the Chief Minister. The members have voiced their sympathy with *Infarm*, which works for the welfare of the disadvantaged farmers in society. As part of Reality Exposure programme, students are taken to rehabilitation centres, Old Age Homes, orphanages, homes for the destitute and the mentally challenged. The members take the initiative to supply noon meal packets twice a week to the inmates of Suhruth Bhavan. The HRC was responsible for raising a substantial amount from the College for the Cancer Relief Aid Fund for the inmates of Karunya Nilayam, a cancer care centre, in connection with their charitable and Social Service Project. The unit has organized a legal literacy seminar in collaboration with the Bar Association and the Rotary Club. The HRC has been active in relief activities to help the Tsunami victims. A chief agenda of the Cell is to create awareness about human rights issues. Group work, workshops and discussions are

regularly conducted, encouraging students to openly respond to the increasing number of atrocities against women.

### **CENTRE FOR WOMEN'S STUDIES**

Established in 2005, the Centre develops and coordinates academic courses and community programmes on gender related issues. The Centre supports and fosters research through seminars, workshops and lecture series to create awareness of and concern for women's issues among the faculty and students. It designs course material in Women's Studies in collaboration with other disciplines. The Centre coordinates the activities of the College Women's Cell. It maintains a library with books and periodicals related to Women's Studies. Its chief extension activity is in collaboration with Atmata Kendram—an NGO engaged in the promotion of health in the rural communities of Kerala. The College has submitted to UGC a proposal under the Scheme for Development of Women's Studies in Indian Universities and Colleges.

### **WOMEN'S CELL**

The Women' Cell encourages the College Union and other Associations to give emphasis to issues relating to women's empowerment. Members of the Cell are trained to impart awareness programmes and training in Yoga, remedial coaching, guidance in Home Management and AIDS awareness programmes to other students. They have undertaken project work on women's concerns and talks on women's empowerment were arranged for women in the Railway Colony. Every year the Cell raises funds from the College for charity. Delegates from the Cell attended two national seminars on women. The Women's Cell is venturing on a project work on self-help services for women. The members were engaged in relief work to help the Tsunami-hit people and raised a fund to buy clothes for them. The activities of the Women's Cell along with regular paper presentations and debates go a long way in encouraging the students to take up positions of leadership and to boost their confidence and resourcefulness. Since 2006 the activities of the Women's Cell have been brought under the Centre for Women's Studies.

### **CAREER GUIDANCE CELL**

The directors attended a one-month training programme on career counselling and guidance conducted by the Institute of Career Studies, Lucknow and organized two intercollegiate career guidance seminars and an exhibition sponsored by the Department of Student Services of the University. An international seminar was conducted with an international placement consultant from UK—Ms Elaine Craven as the key resource person to speak about career opportunities abroad. The Cell conducted a survey on the career aspirations of students. Nearly twenty seven of our students avail of the civil service exam coaching facilities at the

Career Orientation Center of our sister concern, St. Berchman's College. Our faculty members are also engaged in guiding them to take competitive exams.

### **PLACEMENT CELL**

The Placement Cell was set up in view of the demands raised by the numerous technical and job-oriented courses recently launched. The Cell centralizes the work already done in the various departments, strengthens career guidance, arranges on-the-job training, and establishes better contacts with industry and potential employers. The Cell also draws up lists of institutions and firms where students can undertake internships. It arranges within the campus recruitment drives of various firms. There is a separate Placement Cell at the Community College.

### **CATHOLIC STUDENTS' MOVEMENT**

The CSM strives to strengthen the spirit of togetherness which binds the Catholics around the world and recognizes the need for respecting the dreams of the Youth. The CSM unit of the College is involved in the faith formation of catholic students. Weekly prayer meetings are held and special prayers on important days. Holy Mass on first Fridays, Confession facilities and annual Novena in preparation for the feast of Our Lady of Assumption are arranged by the CSM. It conducts inter religious prayer meetings to promote communal harmony and religious tolerance. Orientation programmes, seminars, self-awareness classes and retreats are conducted under the auspices of CSM. The unit also organizes intercollegiate regional camps and CSM Festival and members participate in State level camps. To keep alive the Nazrani (Syrian Catholic) traditions Nazrani Manka competition is held every year.

### **PARENT TEACHER ASSOCIATION**

The PTA is an active body very much involved in the development of the College. The annual general body meeting serves as a meeting ground for parents and teachers and offers an opportunity for parent feedback. Two major contributions by the PTA in recent years have been the Intercom and sponsoring the networking of the campus. Under the auspices of the PTA awareness talks are conducted and counselling facilities are provided to the students. The association distributes notebooks to needy students and sportswomen and encourages achievers with cash awards and other incentives. The PTA has also instituted a cash prize—Mother Teresa Award—to be given to the best student who engages in social work.

### **ALUMNI ASSOCIATION (AASA)**

Apart from the alumni chapter attached to the College, the Alumni Association has branches in Delhi, four states in the US (SBAACAANA)—New York, Chicago, Washington and Florida—and Kuwait (ACCA), Doha and Dubai. In 2004, Rev Sr Geo Maria, our Principal at the time, on her visit to all these places, was accorded a warm reception at the general body

meetings of these Chapters. The Association has instituted scholarships for toppers. Lectures have been conducted by overseas Alumni office bearers on their visits to the College. The Association is keenly interested in the activities and development of the College and cooperates in charity ventures of the College (Tsunami Relief, for instance). The office bearers are invited for all important functions of the College. SBAACAANA contributed Rs one lakh to the Department of Fashion Technology at its inception. Alumni who win awards and recognitions are felicitated at the general body meetings.

### **YOUTH PARLIAMENT**

The Youth Parliament team in Assumption College was started in the early 90s when the Ministry of Youth Affairs introduced the scheme. Since then the team has been steadily participating in University, state and national level competitions and has consistently won prizes over the years. At least 3-5 students get selected as Best Parliamentarians every year. Our team was adjudged one of the best in the country in 2002 and fourteen members selected for their outstanding performance were invited to Delhi to receive the trophy and certificates. Our students Jismi Jose and Praveena Kurian secured Best Parliamentarian Awards at the national level and Jismi Jose won a prize tour to South East Asia.

### **CLUBS AND ASSOCIATIONS**

There are various clubs and departmental associations functioning under the Student' Union. The Dance Club, Music Club, Theatre Club, Press Club, Nature Club, Tourism Club (sponsored by Government of Kerala), Debate Club, Quiz Club, Folklore Club etc foster students' interests and talents in various fields, conduct competitions within the College and impart training to students to hone their skills. These clubs also take the initiative in sending students for intercollegiate competitions, camps and University Youth Festivals. Each Departmental Association takes the lead in organizing academic and cultural programmes and competitions under its auspices.

### **NATURE CLUB**

The Nature Club of the College, which has a link with Tata Tea, is meant to instil awareness on environmental issues and inculcate in students a love for nature and commitment towards protecting her. This is achieved through lectures and seminars on nature conservation, surveys on environmental issues, exhibitions, competitions and documentary shows. As part of the National Environment Awareness Campaign, a project sponsored by the Government's Science, Technology and Environment Department (STED) was taken up. In association with the Kerala State Land Use Board, an awareness programme on water conservation was conducted. Every year the Club conducts an Athapookalam Competition sponsored by Tata Tea to revive this fading art strongly associated with Onam.

### **STAFF ASSOCIATIONS**

The Associations of the teaching and non-teaching staff of the College are meant to foster cooperation and goodwill among the members. Both have annually elected executive bodies consisting of the President, Vice President, Secretary, Joint Secretary, Treasurer and other representatives. It is also a forum for the staff to share their views, put forth suggestions and bring to the notice of the Management any grievances they may have. Recreational activities and development programmes are arranged annually and the Associations contribute generously to a specific charitable cause every year. The Association of the Non-Teaching Staff extends financial help to members in times of emergency.

The Association of the Teaching Staff encourages students through competitions at the collegiate and intercollegiate levels, and distributes scholarships to student achievers. It organizes academic as well as recreational programmes for the staff. Dimensions—an interdisciplinary faculty forum for exchange of thought—functions under the Association. The Association sponsors the annual maintenance contract of the intercom system.