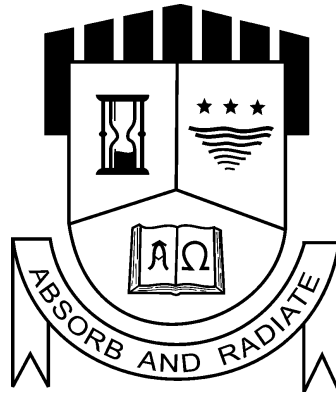


ST DOMINIC'S COLLEGE, KANJIRAPALLY

Kottayam Dist, PIN – 686512

Affiliated To Mahatma Gandhi University, Kottayam

Reaccredited with A grade by NAAC



PLAN DOCUMENT 2017-2022

Prepared by

The Planning Committee

St. Dominic's college, Kanjirapally

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Preface

St Dominic's College, founded in 1965 with a noble vision of making quality higher education accessible to the people of Kanjirapally and its neighbourhoods, has been rendering service to generations of people cutting across caste, creed, economic and religious differences. Started as a junior college affiliated to the Kerala University, it was upgraded into a degree college in 1976. It got affiliated to the Mahatma Gandhi University in 1983 and was recognized under Section 2(f) and 12(B) of the UGC Act on February 1994. The college was upgraded in a post graduate college in 1994. We were first accredited by the National Assessment and Accreditation Council (NAAC) of the UGC in 2000 and was reaccredited with A grade in 2017

Currently the college offers one Ph D, six P G and ten U G programmes. The college has been consecutively maintaining a top position in the Mahatma Gandhi University as far as the curricular and the co-curricular aspects are concerned. The college has won the champion's trophy in sports in the university many times and has brought up great athletes and sportsmen.

The goals and objectives of the college should be modified to keep in tune with the changes in the scenario of higher education. The plan document (2017-22) has been prepared after an analysis of the strengths weakness and opportunities of the institution. The report of the NAAC Peer team who visited the college for reaccreditation in 2017 was also taken into account while preparing the document. The document focuses on up gradation of the existing system of traditional courses, enhancement of the skills of the faculty, improving the infrastructural facilities and diversification of higher education. In each plan, the needs of the society and the socio economic conditions of the region are taken into account.

The plan document will help link the core competencies with a strategic vision for the growth of the college. It should guide the college in the direction of its goals and remind what the college wants to be in a near future. There are immense opportunities for the youth in diverse sectors. The talents, skills and trainings of our students should be well matched with the requirements of the society and economy. The plan document open up vistas for innovative and creative thinking and action to help modes of strong inter departmental relationships and external linkages to achieve the goals. The proposed plan is a first initiative into the larger goal of being accredited as one of the leading academic institutions in higher education with that status of centre for excellence and autonomy in academic matters.

The document discusses and proposes plans into 16 major areas of concern including Academic Activities, Research, College Website, College Office, Library, Infrastructure, Feedbacks and Academic Audit, Alumni Association, Sports, Support Systems and Organisations, Appointments of Faculty and Administrative Staff, Use of Alternative/ Renewable Energy, Green Campus & Actions On Environmental Issues, Recreational Activities To Staff, Consultancy, Extension & Linkages, Institutional Social Responsibility, Career and Placement/ Industrial Collaborations and recommendations to various departments

Criterion wise Plans and Recommendations

1. ACADEMIC ACTIVITIES.

1.1 Introduction of Bridge Course

A bridge course must be introduced for newly admitted students of UG and PG Programmes. The Orientation Programme, which we are following, can be restructured into a Bridge Course. It must contain

1. A general Orientation
2. Health Awareness programme to Girls students by a Lady Doctor
3. Anti Narcotics Awareness programme
4. Classes on need of better civic sense and social Behaviour.
5. Orientation on Language skills (English)
6. Departmental Orientations

1.2 Academic Results

Even though the college has a better result compared to the nearby institutions, it should be improved so that we can compete with the leading colleges under the university and also those throughout the state. The following steps are suggested in to be implemented in short term basis.

- Identifying the fast learners and slow learners
- Introducing proper remedial measures to slow learners.
- Motivating fast learners to top results
- Introduce an aptitude for higher studies and research
- Ensuring at least one talk on each semester by experts/leading scientists/ technicians on advanced areas of the subject

- Constant consultation with parents on academic issues

The long terms goals which are supposed to be attained are

- Ensuring that cent percent pass is achieved
- Attaining top spots in university examinations regularly
- competing with best colleges in the state in academic excellence/output

1.3 Introduction of new courses

The Departments should consider the possibility of starting certificate / Diploma /Add on courses in subjects related to their disciplines. These courses must be designed by the departments. A few suggestions include

- * Accounting Packages
- * Econometrics
- * Horticulture and Bio farming
- * Archaeology
- * Industrial Chemistry
- * Nano Technology
- * English for Careers
- * Mathematics for Competitive examinations

Short term courses can also be introduced on General topics like Communication Skills, Journalism, Web designing, Computer Applications and Packages, Library Science and HR Management, Measures to encourage students to do more online courses of reputed international universities and promote internship by students in various institutions should be taken into consideration.

The college should take all necessary steps to start new aided courses as and when the government grants permission. The possibility of starting career oriented, new generation and economically viable courses on self financing mode should be taken with at most priority.

1.4 Coaching for NET and other higher educational options

The PG departments should take the initiative to introduce/ strengthen the NET Coaching Classes. Students must also be encouraged for higher studies/ research in leading institutions like IIT/IIM/Central Universities. The opportunities in each discipline must be discussed with

students and proper guidance/ assistance for securing admissions in such institutions must be given to students.

The long term aims must be an increased number of NET qualified students, more students securing Scholarships for higher education in the country and abroad and getting admitted to leading higher educational institutes in India and abroad. The possibility of conducting Educational Fairs annually should also be considered

2. RESEARCH

2.1. Research Activities

The following steps are recommended to be implemented without much delay

- Effective supervision of Research Committee into the research activities of the College
- Workshops on Research Methodology and expert talks on Post Doctoral Research, Patents and Intellectual Property Rights.
- Classes for improving quality of publications
- Yearly one National Seminar by each Department on topics of academic relevance
- Promotion of inter disciplinary research
- Increase in number of publications by faculty
- Encouraging students to undertake research projects and to win Research Scholarships and Fellowships
- Under taking more research Projects from various funding agencies

Long Term

- Up gradation of PG Departments into Research Departments.
- More Research Guides among Faculty
- Availing more Post Doctoral Fellowships
- Increase in the number of PhD holders
- Major Research Projects from various agencies
- More patent holders among faculty

- At least one International Conference in each Discipline
- Undertaking Industry sponsored Research activities
- Undertaking Research in association with SHGs, Local bodies and other Govt. Agencies
- Identification and Development of specific areas of Research/expertise by Departments.

2.2. Research Infrastructure

Short Term

- Facilities to access more e-journals
- Subscription of more relevant subject related research Journals
- Installation of softwares for research activities

Long Term

- Computer Lab exclusively for research purposes
- Research Labs in Science Departments

2.3. Research Funds

The funds available for promotion of research in institutions, both individual and institutional, should be tapped by submission of timely projects and proposals. More funds should be tapped immediately from various funding agencies like UGC/CSIR, Management, DST/FIST, DBT and KSCSTE/KSHEC/KCHR

In a long run funds should be availed from UGC/CSIR through research projects and grants. More Research Fellowships (UGC Raman, Fulbright-Nehru, Ramanujan, JC Bose National Fellowships, National PDF etc.) should also be availed by faculty

2.4. Research Journals

The committee suggests that regular publication of the research journal of the college, “Dominican Discern” should be ensured. The Publication of an annual inter-disciplinary student’s Journal, publishing one or two best student projects from each department should also be taken into consideration. Allocation of funds for publications of research Journals should be made on the college budget.

3. COLLEGE WEBSITE

The college website must serve as the tool for communication with college and its stakeholders. It should be maintained and updated in such a way that any one in corners of the world can gather all basic information about the college. The website should be made dynamic, informative and attractive. Regular updating of College website should be ensured. All noticeable activities of the college should be posted on the website as early as possible.

Creation of Department websites and individual sites/pages for faculty members must be the long term goal of website committee. The departmental/ faculty websites should be made interactive by uploading study materials, lecture notes, and other audio visual support files for academic excellence.

4. COLLEGE OFFICE

The functioning of college office should be made more admirable. Steps should be taken to fill the vacancies in the office. The following measures can be adopted on a regular basis

- Training on use of ICT in office management
- Training on office and file management
- Proper updating on various office procedures as per Government/UGC Norms
- Classes on Stress Management and communications skills

A fully automated office with well equipped and efficient staff members must be the output of the above said initiatives

5. LIBRARY

The college Library should be made as the hub of knowledge in the college. The following measures should be adopted in short term to achieve this goal

- The number of books/ titles should be increased
- The Library must be directed to purchase new editions of text books required as per University Syllabus.
- More funds must be tapped for purchase of books to Library.
- The Library usage/ walk in must be increased. Measures are to be taken to bring back the reading habits of students.

- More books should be purchased for competitive examinations like entrances of IIT/IIM, NET Examinations, PSC Tests, and Bank Tests etc.
- Students must be made aware of the use of online journals and encourage them to use those facilities regularly

These steps will finally lead to the realisation of long term goals like Digitalization of Library and Online use of College Library. The possibilities of associations with Regional Libraries and school Libraries should also be considered.

6. INFRASTRUCTURE

The short term requirements in enhancement of infrastructure includes

- Completing the construction of the Academic Block
- Completion of Women's Hostel.
- Upgradation of the College Library and Canteen
- Construction of Principal Quarters
- Upgradation and Renovation of existing Seminar hall
- Construction of a common staff room in the ground floor
- Improvement of Students Amenities
 - * Mini auditorium should be converted into a student amenity centre by giving proper ceiling and installing sufficient fans
 - * Construction of sufficient toilets for male students in 2nd floor
 - * Furnishing of women's centre
 - * Provision for toilet facilities in health room
 - * Installing fans in health room

In a long run the following constructions/infrastructural facilities are also required for the development of the college

- Make all class rooms smart rooms in a structured manner
- Construction of a Guest house for visiting dignitaries and academicians
- Construction of sports Hostel
- Construction of Men's Hostel
- Construction of Pavilion

- A Seminar Hall that can accommodate around 150 persons

7. FEEDBACKS AND ACADEMIC AUDIT

The feedback systems should be strengthened. Feedbacks must be collected by teachers at the end of each semester. A format must be developed for this and the feedbacks need to be kept by the teacher himself/herself and must honestly introduce corrective measures if needed. The teachers' appraisal will also be done semester wise in a regular manner. Academic audit must also be done both internally and with external academic experts. It is desirable to collect the feedback from parents during open house programmes, with the help of questionnaires

8. ALUMNI ASSOCIATION

The alumni association needs to be strengthened. It should be converted into one with a participatory role in the development of the college. The successful alumni can serve as mentors or motivators for the present generations of students. Measures should be introduced for regular interaction of successful alumni and present students.

The alumni association should be registered and must use its potential to tap more funds/donations to the development of the college. The College should make plans/ proposals that can gather support from its Alumni

9. SPORTS

The college promoted the development of sports ever since its inception. The following measures can be adopted to lift the department to greater heights in the coming years.

- Appointment of a lady Physical director on continuous basis
- Construction of Hostel for sports students
- Conducting Inter collegiate tournaments by the college
- Construction of practicing nets for Cricket
- Synthetic Track for shuttle court
- Construction of Pavilion
- Renovation of Volley ball court

10. SUPPORT SYSTEMS AND ORGANISATIONS

The three new initiatives of the Govt., ASAP, WWS and SSP need to be encouraged. They can serve a good role in uplifting the students to new heights.

The role of NSS in extension activities should be increased. NSS should serve as the bridge between student community and nearby population. It must imbed into the minds of students a deep sense of social responsibility. Awareness programmes for local community on socio-economic and health aspects will be organized by NSS in a more efficient and notable manner. NSS Volunteers must take the responsibility of maintaining a clean campus. NSS can also think of adopting a local area and developing that area by their intervention

All clubs and associations should conduct at least one noticeable and innovative programme every year along with their routine activities. More intercollegiate programmes/competitions should be introduced

11. APPOINTMENTS OF FACULTY AND ADMINISTRATIVE STAFF

Timely appointments are needed for continuity of the works of departments and office. The college management should give priority for sanctioning and filling the vacancies at the earliest possible time.

12. USE OF ALTERNATIVE/ RENEWABLE ENERGY, GREEN CAMPUS & ACTIONS ON ENVIRONMENTAL ISSUES

Installation of Solar panels and tapping of solar energy must be a top priority. As a beginning, the college office should be made dependent only on solar energy to the most possible extent. The introduction of rain water harvesting System and a vermicompost unit should be done in a short term. The possibility of using Bio gas to the chemistry lab must be checked. The construction of a fish tank and rearing of edible fishes is also a possible step. The fishes can be fed with the waste rice by students after each daily meal.

The medicinal/ herbal gardens must be nurtured with at most care and they must even become a source of knowledge about medicinal plants by future generations. The possibility of making medicinal plants available for needy patients of general public will also be considered. The responsibility of these measures can be entrusted to NSS volunteers

13. RECREATIONAL ACTIVITIES TO STAFF

There must be place for enough recreational activities for staff amid their hectic schedule. A common staff room must be made available in the ground floor and it must be made a point of convergence of teacher community from all disciplines and a place of inter disciplinary/ general talks and discussions. Annual family get together and staff tour must be conducted regularly. Sports activities in the evenings must also be encouraged among faculty members.

14. CONSULTANCY, EXTENSION & LINKAGES

More Consultancy Services should be introduced in a structured manner. The consultancy services should change from its advisory nature to and income generating one. A few suggestions include

- Tax Consultancy services by Commerce Department
 - * Income Tax Returns for General Public
 - * GST for Merchant Community /Industries
- Surveys by Economics Department
 - * Socio-economic Surveys in collaboration with Local bodies
 - * Analysis of data by LSGs.
- Trainings by Physical Education Department
 - * Training Programmes to those who compete in Medical fitness examinations conducted by various government / private agencies
 - * Training to school students for promotion of sports among youth.

The Committee recommends the establishment of three centres for Extension/Student empowerment. Many of the existing extension/empowerment programmes can be linked or merged with these centres.

1. CENTRE FOR ASSISTANCE TO RURAL AGRICULTURE

This centre can be introduced under the initiative of Chemistry, Botany Economics and Commerce Departments. Its suggested aims are

- Measures to introduce DRC testing, Soil testing and water purity testing etc. The Chemistry and botany departments can initiate these tests
- The Botany Department can conduct/arrange classes to farmers. Suggested topics include Bio farming, New methods of farming, Methods to increase farm output and introduction of new agricultural machineries to farmers.

- The Economics and Commerce departments can also be part of this by helping the agriculturists on market related problems. They can provide inputs in finding market spaces, understanding global trends in marketing and developing entrepreneurship strategies.
- It will be a great achievement if the Botany and Physics Departments be able to invent some agriculture tools or can modify existing ones.
- This centre can make linkages with Rubber Board, Agricultural Colleges/ University, MDS/PDS, local bodies and local self help Groups.

2. CENTRE FOR SKILL DEVELOPMENT

This centre is aimed at enhancing the talents and skill of students. Both soft skills and other skills must be developed and the skills must be fine tuned into means of money earning.

- It should aim at improving the Skills for Communication, Interview Techniques, Usage of IT and computers for Designing and other purposes
- On the other side, skills for umbrella making, Soap making, Flower designing/arrangement, Cooking, Fashion Designing, basic maintenance of electrical and plumbing materials etc can also be enhanced.
- It can promote a culture of *earning while learning* among student community. For example, if implemented in a healthy manner, the umbrellas or soaps can be made available to the market.
- This centre can make linkages with local bodies and social service/ co-operative societies.

3. CENTRE FOR WOMEN EMPOWERMENT

The centre aims at total up lift of the girl students by giving all sorts of encouragement and support and to lead them to the path of empowerment. The centre should act as the centre stone in any activity related to women empowerment. Its area of action can be broadened into the women community of the locality. This centre can make linkages with local bodies and local SHGs, Kudumbasree etc. Its suggested activities include

- Promoting Self defence Skills
- Proper Counselling and health related information
- Proper advice for career development

- Introduce ways and means of self employment.
- Assuring that, basic needs for women are met at the institution.
- Promotion of the need of exercise
- Promotion of better food habit

The committee recommends to the management for sanctioning a financial assistance of one Lakh rupees for each of the three centres of extension. The departments can conduct programmes, associating with the above centres. The proposals should be kept before the planning committee in advance. The committee will decide on the financial assistance to be allotted for the programme.

The Academic/Industrial Linkages with academic institutions/ social service agencies / local bodies/ industry needs to be strengthened. The linkages should be specific in nature and measures must be taken to ensure that the purpose is met.

15. INSTITUTIONAL SOCIAL RESPONSIBILITY

All existing social service initiatives should be continued in a stronger way. The extension activities aimed at local community should be strengthened. The Adoption of a backward ward of the Panchayat or a tribal colony and participation in its development should a new front to express our social commitment. Plans to revive the water sources and streams of the locality should be introduced and implemented with the help of other supporting agencies. Steps are recommended to preserve the herbal garden and made it available for needy patients for medicinal purposes.

16. Career and Placement/ Industrial Collaborations

The recently visited NAAC peer team was pleased with the activities of the Career and Placement Cell. But in present scenario of competitive job market, more measures should be taken to strengthen the activities of Career and Placement Cell. Concrete steps must be taken to make industrial collaborations, which in turn lead to increased internships, research and placements

The planning committee suggest that each department should select a faculty member for assisting the Career and Placement Cell. She/he will be in charge of the activities of the Cell in the concerned department. The services of outside experts should be ensured occasionally

The committee recommends the management to sanction an assistance of fifty thousand rupees to the smooth functioning of the career and placement cell. The financial support from PTA should be enhanced to twenty five thousand rupees.

The career and placement Cell should take steps to introduce initiate and promote start up missions by the students. It can work with the proposed start up cell in the college.

The role of departments in realization of Proposed Plans

The Departments of the college are the major players in implementing all sorts of quality enhancements in the college. The proposed plans can be made possible only with the active involvement of faculty members.

Each Department should make department action plans based on plan document. The plans should be on achievable targets and should be implemented on as per plan. The implementation of the plans should be ensured by departments

The possible areas of extension activities and consultancy in each discipline should be discussed and implementation process should be started without much delay. The possibility of starting Diploma/ Certificate courses should also be discussed and proper follow ups should be taken. Promotion of ICT enabled teaching will be given a priority. The departments ensure e that a few classes are taken with ICT support. The records of such classes should be maintained. The results and student progression and participation students in cultural activities and other associations and clubs should be analysed and proper decisions must be made on them