



# **KURIAKOSE ELIAS COLLEGE MANNANAM**

Affiliated to Mahatma Gandhi University, Kottayam  
[www.kecollege.ac.in](http://www.kecollege.ac.in) | [kecollegemnm@gmail.com](mailto:kecollegemnm@gmail.com)



## **Criterion - VI**

### **Governance, Leadership and Management**

#### **6.3- Faculty Empowerment Strategies**

##### **6.3.1.**

### **Programmes organized by Institution for Teaching and Non-Teaching Staff**



**List of Programmes organized by Institution for  
Teaching and Non-teaching Staff**

<b>Sl. No</b>	<b>Title of the Programme</b>	<b>Year</b>
1	Training Programme on Office Tools for Administrative Staff	2023
2	Orientation Programme for Staff on the functioning of Internal Complaints Committee	2022
3	Faculty Enrichment Programme on ERP Module	2022
4	Faculty Development Programme on Outcome mapping	2022
5	PRAJNA - Orientation Programme for Faculty Members	2022
6	Faculty Training programme on Admission Process	2022
7	Orientation Programme for Administrative Staff	2022
8	Training Programme for Heads of the Departments on ERP software- M Campus	2021
9	Three-day training programme on ERP for all faculty members	2021
10	Faculty Enrichment Programme on “Introduction to the New Format of AQAR”	2021
11	Faculty Development Programme on ‘Innovation and Entrepreneurship Development’	2021
12	Orientation programme for Administrative staff	2021
13	Orientation for staff on NAAC Revised Accreditation Framework National Seminar on “NAAC Revised Accreditation Framework: A Comprehensive Approach”	2021
14	Orientation for staff on NEP- Webinar on National Education Policy	2021



15	Training programme on Academic and Administrative Audit	2020
16	Faculty Development Programme on “Role of Institutional Values and Green Practices in Accreditation process”	2020
17	Orientation Workshop for faculty on Online Teaching tools for Faculty members	2020
18	Orientation Programme on Mentoring	2020
19	Workshop on 'Skills for Successful Mentoring: Competencies of Outstanding Mentors and Mentees'	2019
20	Faculty Enrichment Programme on NAAC Parameters	2019
21	Orientation programme - how to improve teacher effectiveness	2018
22	Orientation programme on revised NAAC Accreditation framework	2018
23	Orientation programme for non teaching staff	2018



## Training Programme on Office Tools for Administrative Staff

Date: 26th April 2023

Organized by: Internal Quality Assurance Cell (IQAC) of the college in association with Ministry of Micro, Small and Medium Enterprises, Government of India

Duration: April 26, 2023, to May 18, 2023

Timing: 2:20 p.m. to 4:30 p.m on working days

Participants: 8 newly appointed staff

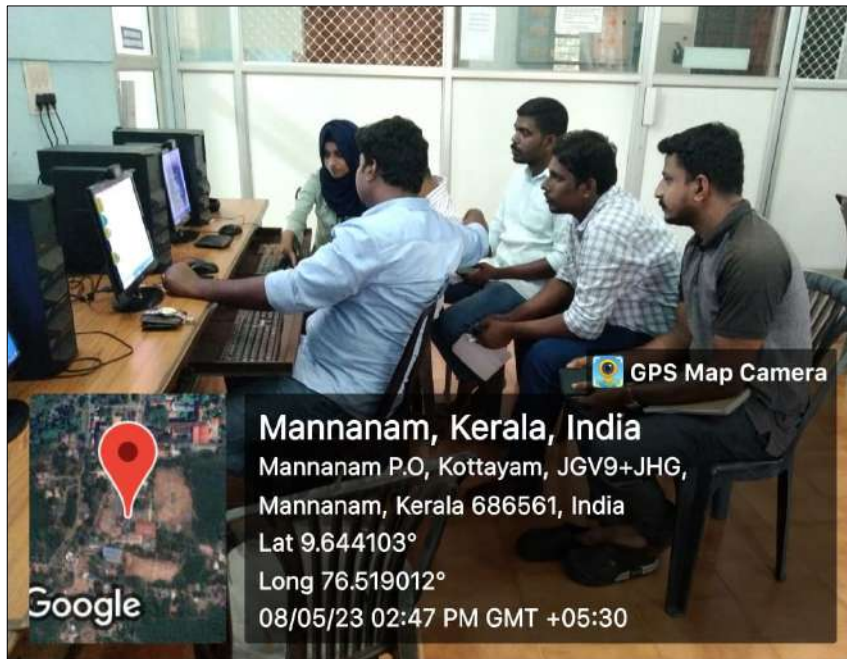
Objectives: To enhance the expertise of administrative staff and improve productivity and efficiency in office tasks.

Sessions: Introduction to Office Tools, Importance of office tools in daily administrative tasks, Training on Word, Excel, and PowerPoint, and Document management.

Outcome: The programme provided improved proficiency in Microsoft Office tools and enhanced document management skills.

The knowledge gained from the program will contribute to better office management practices and increased productivity in the college administrative functions.

The poster features the Kuriakose Elias College logo (KE) and name at the top left, along with the college crest and contact information. The title 'Training Program on Office Tools for Administrative Staff' is prominently displayed. It mentions the program is powered by KEC IQAC in collaboration with MSME (Ministry of Micro, Small & Medium Enterprises), Govt. of India. The dates and timing are listed as 'From April 26 - May 18, 2023, 2:30 PM to 4:30 PM'. Contact details for Dr. Ison V. Vanchipurackal (Principal), Mr. Joshy Kurian (Office Superintendent), and Mr. Dasco Mathews Jacob are provided. A photograph of the college entrance is shown on the right side of the poster.



Dr. Sandhya.C

IQAC Coordinator

Dr. Ison V Vanchipurackal

**PRINCIPAL**  
**KURIAKOSE ELIAS COLLEGE**  
**MANNANAM, KERALA-686 561**

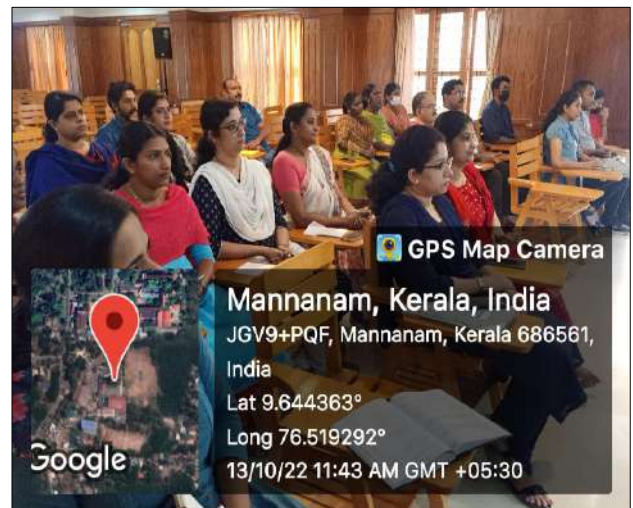
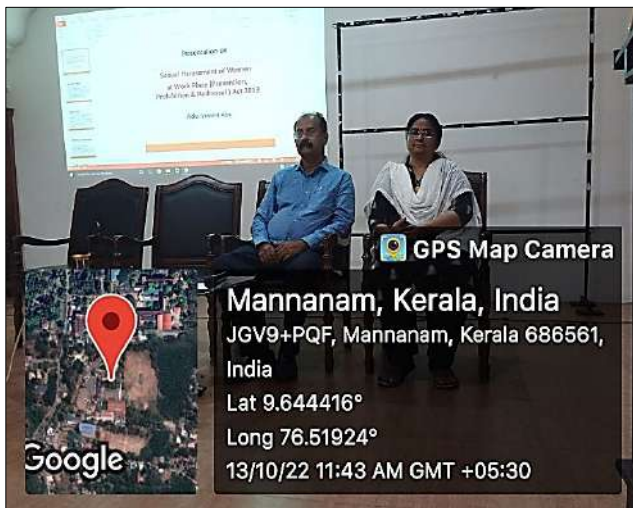




### Orientation Programme for Staff on the functioning of Internal Complaints Committee

Date: 13th October 2022

An orientation programme on the functioning of the Internal Complaints Committee (ICC) was conducted on 13th October 2022 at 11:30 am in the New Seminar Hall. The programme was attended by the ICC members, Heads of Departments, teachers, and administrative staff of the college. The resource person for the programme was Advt. Vincent Alex, Vice Chairman of Mannanam Janasabha Community Development Council, Kottayam, and ICC Member of the college. His extensive experience and knowledge in the field provided valuable insights into the functioning of the ICC and its importance in ensuring a safe and respectful work environment. The programme covered various aspects of the ICC's role and responsibilities, including handling complaints of sexual harassment, conducting inquiries, and ensuring confidentiality and impartiality throughout the process. Advt. Vincent Alex emphasized the need for sensitizing the college community about gender issues and creating awareness about the ICC's role in addressing them. The Q & A session allowed participants to raise questions and seek clarifications on the ICC's functioning. The programme enhanced the participants understanding of the role of ICC in maintaining a safe and respectful work environment.



**Prof. (Dr.) Ison V. Vanchipurackal**  
Principal  
Kuriakose Elias College, Mannanam  
Mannanam P.O., Kottayam-686 561



## Faculty Enrichment Programme on ERP Module

Date: 27th September 2022

The Internal Quality Assurance Cell of the college organized a Faculty Enrichment Programme on the ERP module on 27 September 2022. The training, conducted by Mr. Ashique Rahman K, Implementation Manager at Embase Prosuite Pvt. Ltd., focused on updation of the module in the ERP software Embase Prosuite. The programme, which included department-wise training, covered an overview of the ERP modules for Faculty, Staff, and Students, and briefly explored the core functionality of ERP. The aim of the FEP was to showcase the new features of the Academics module, such as attendance entry and report generation. Feedback provided during the Q&A session has been considered for further enhancement of the ERP modules. Seventy-two faculty members participated in the programme and successfully adapted to the new updated version of the ERP software.

The poster features the college logo and name at the top. The main title 'FACULTY ENRICHMENT PROGRAMME' is prominently displayed in a large, bold font. Below it, the subtitle 'On ERP Module' and 'An IQAC Initiative' are written. A central circular image shows Mr. Ashique Rahman K, the resource person, smiling. To the right of the image, his name and title are listed. At the bottom, the date and time of the programme are provided in a dark, rounded box.

**KE** KURIAKOSE ELIAS COLLEGE  
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www.kuriakoseeliascollege.edu.in

**FACULTY ENRICHMENT PROGRAMME**  
On ERP Module  
An IQAC Initiative

Resource Person  
**Mr. Ashique Rahman K.**  
Implementation Manager  
Embase Prosuite Pvt.Ltd.

10:00am - 12:50pm 27 September, 2022



Dr. Sandhya.C

IQAC Coordinator

Dr. Ison V Vanchipurackal

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**KURIAKOSE ELIAS COLLEGE**  
**MANNANAM, KERALA-686 561**





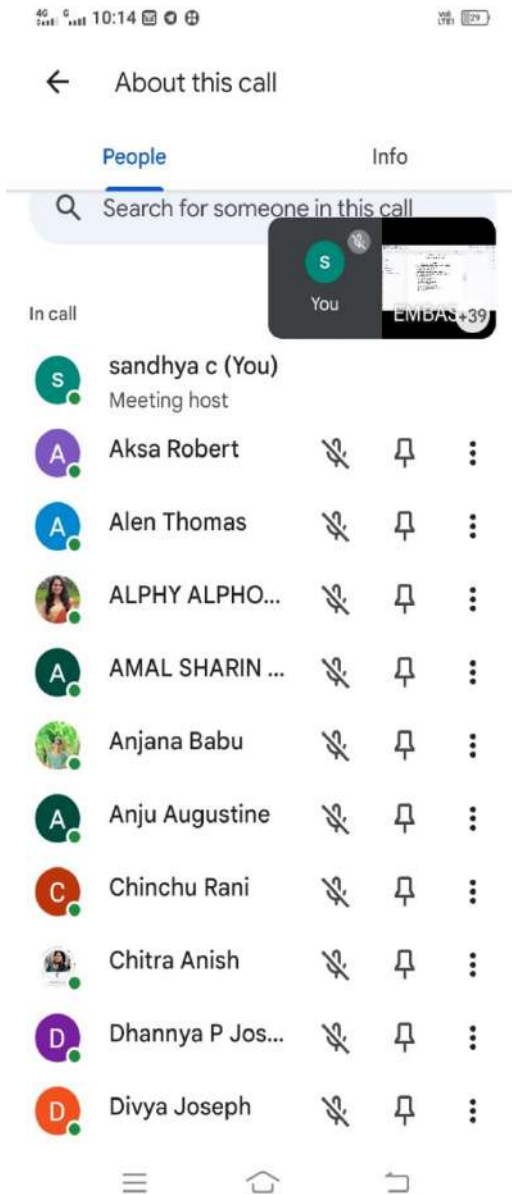


## Faculty Development Programme on Outcome mapping

Date: 25th May 2022

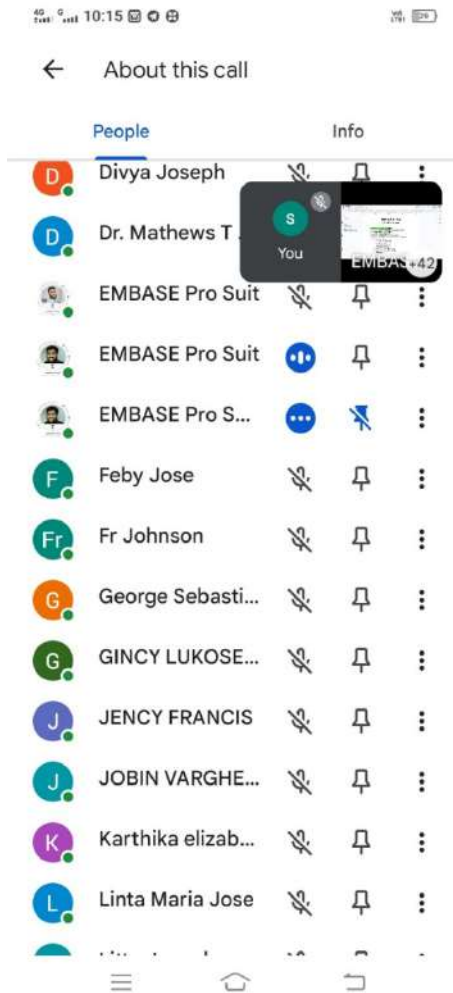
An online faculty development programme on Outcome Mapping was organized by the IQAC on the Google Meet platform (link <http://meet.google.com/jqv-fuzc-otv>) on May 25, 2022, at 10 a.m. This webinar was part of the department-wise training programs previously held in the college. The IQAC coordinator welcomed the participants and outlined the steps taken by the IQAC in implementing outcome mapping in the college. The resource person, Mr. Firoz M.A, CEO and Founder of Embase prosuite Pt.Ltd. MGU Innovation Foundation, Kottayam, commended the progress of the outcome mapping process in the college using the Embase outcome mapping module and explained the latest updates in the module. Forty-six faculty members actively participated in the webinar and are now capable of evaluating course attainment and aligning course outcome with programme outcomes.

The poster features the college's crest at the top center. Below it, the text reads: "KURIAKOSE ELIAS COLLEGE, MANNANAM", "MANNANAM P.O., KOTTAYAM - 686561, KERALA", "RE-ACCREDITED BY NAAC IN 2019", "AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM", and "COLLEGE SELECTED FOR THE 'STAR COLLEGE PROGRAMME' OF THE DEPARTMENT OF BIOTECHNOLOGY, GOVT. OF INDIA IN 2023". The main title is "Faculty Development Program (in) OUTCOME MAPPING". It specifies the event is a "Webinar" on "Thursday 25 MAY 2023" at "Time 10 AM" via "Google Meet". A circular portrait of Firoz K. A. is shown. His details are: "FIROZ K. A.", "CEO & FOUNDER", "EMBASE PRO SUIT PVT. LTD.", "MGU Innovation Foundation, Kottayam.". The poster also includes "AN IQAC INITIATIVE", a QR code, and the website "www.kecollege.ac.in".



Dr. Sandhya.C

IQAC Coordinator



Dr. Ison V Vanchipurackal

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**KURIAKOSE ELIAS COLLEGE**  
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## PRAJNA - Orientation Programme for Faculty Members

Date: 1<sup>st</sup> June 2022

The IQAC and code of conduct committee of the college organised an orientation programme for faculty members, PRAJNA, on June 1, 2022, at 9:30 a.m. in Fabian Hall. Rev. Fr. Bobby Jose Kattikad, a renowned preacher and priest from the Order of Friars Minor Capuchin, served as the resource person. The resource person engaged extensively with faculty members, focusing on the importance of healthy relationships for fostering a positive and productive work environment. Healthy relationships contribute to improved communication, increased trust, enhanced morale, better collaboration, effective conflict resolution, reduced stress, and higher retention rates. Maintaining healthy relationships among colleagues is beneficial for both individuals and organizations was the key takeaway for the seventy-nine faculty members participated in the programme.





Dr. Sandhya.C

IQAC Coordinator

Dr. Ison V Vanchipurackal

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## Faculty Training programme on Admission Process

Date: 8th August 2022

A faculty training programme was organized by the IQAC on August 8, 2022, at 11 a.m. in the computer laboratory to familiarize UG first semester class teachers with the admission process of Mahatma Gandhi University through the Centralized Admission Process (CAP). Mr. Tijo Mathews, the Nodal Officer of the college, detailed the admission procedure and discussed updates to the CAP website, index mark calculation, and other relevant information for precise and prompt admission processing. The fifteen faculty members who participated in the programme are now able to provide improved assistance to students applying for admission to Mahatma Gandhi University.

The poster features the Kuriakose Elias College logo (KE) and the Mahatma Gandhi University crest. The text reads: 'TRAINING PROGRAMME FOR FACULTY ON ADMISSION PROCESS An IQAC initiative'. Below this, it identifies the 'Resource Person' as 'Mr. Tijo Mathews', an Assistant Professor of Statistics and Nodal Officer of the Admission Committee at Kuriakose Elias College, Mannanam. The event details are listed as '11:00am - 01:00pm' on '08 August, 2022'. The background of the poster is white with green decorative elements.



Dr.Sandhya.C

IQAC,Coordinator



Dr. Ison V Vanchipurackal

**PRINCIPAL**  
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## Training Programme for Heads of the Departments on ERP software- M Campus

Date: 22nd September 2021

On 22nd September 2021, a training cum orientation session focusing on Entrepreneurship Resource Planning (ERP) Software M Campus was conducted for Heads of the Departments. The session took place at 10:00 am in the Computer Lab and was facilitated by Sri. Robert M P, Director of Sales and Marketing at M/S Krisinvent, Ernakulam, who served as the resource person.

During the programme, the participants were introduced to the intricacies of using ERP software for various academic purposes. A total of 16 Heads of Departments actively took part in the session. The workshop concluded at 1:30 pm, providing valuable insights and knowledge to the attendees.

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**INTERNAL QUALITY ASSURANCE CELL**  
*organizes*

**22nd SEPTEMBER 2021**

Training Programme on  
**for HODs on  
ENTERPRISE RESOURCE  
PLANNING SOFTWARE**



Dr. Sandhya.C  
IQACCoordinator



Fr. Dr. Xavier C S

**PRINCIPAL**  
**KURIAKOSE ELIAS COLLEGE**  
**MANNANAM, KERALA-685 561**





## Orientation Programme for Administrative Staff

Date: 7<sup>th</sup> May 2022

The IQAC of Kuriakose Elias College, Mannanam, collaborated with the code of conduct committee to arrange a one-day orientation programme for the administrative staff on May 7, 2022, at the New Seminar Hall. Dr. Sandhya C., the IQAC Coordinator, extended a warm welcome to all attendees, and the college manager, Fr. Mathews Chackalackal, CMI, inaugurated the event.

The program was divided into three sessions. The first two sessions were conducted by Sri. K.C. Sebastian, an experienced retired Administrative Staff member from St. Joseph's College, Devagiri, Calicut. The first session focused on professional ethics, office behaviour, the manual of office procedures, and the right to information. This session aimed to enhance the staff members' ability to identify and promote ethical decisions in their workplace. It also provided them with valuable insights into office procedures. The second session covered Kerala Service and Income Tax Rules along with University Statutes, enriching the participants' understanding of these topics. For the third session, Sri. Prince Jose, an Administrative Staff member from Devamatha College, Kuravilangadu, served as the resource person. This session focused on the Spark Information System, which proved to be highly beneficial for the attending staff members. The programme concluded with a vote of thanks from Sri. Joshy Kurian, the Office Superintendent. A total of 40 participants including 18 from neighbouring colleges attended this informative and insightful orientation program





KE

**KURIAKOSE ELIAS COLLEGE  
MANNANAM**

INTERNAL QUALITY ASSURANCE CELL & CODE OF CONDUCT COMMITTEE

ORGANIZES

**ONE DAY  
ORIENTATION  
PROGRAMME  
FOR  
ADMINISTRATIVE STAFF**

SESSION 1: PROFESSIONAL ETHICS, OFFICE BEHAVIOUR, MANUAL OF OFFICE PROCEDURES AND RIGHT TO INFORMATION

SESSION 2: KERALA SERVICE & INCOME TAX RULES, AND UNIVERSITY STATUTES

RESOURCE PERSON: Mr. K C Sebastian  
Administrative Staff (Retired)  
St. Joseph's College Devagiri,  
Calicut.

SESSION 3: SPARK INFORMATION SYSTEM

RESOURCE PERSON: Mr. Prince Jose  
Administrative Staff,  
Devamatha College,  
Kuravilangadu.

**DATE: 07-05-2022**

**TIME :**

SESSION 1 10.00 AM TO 11.15 AM

SESSION 2 11.30 AM TO 12.45 PM

SESSION 3 01.30 PM TO 03.00 PM

**VENUE: NEW SEMINAR HALL**

REGISTER HERE

Prof. (Dr.) Ison V Vanchipurackal  
Principal

Fr. Dr. Xavier C S CMI, Vice-Principal  
Dr. Sandhya C , IQAC Co-ordinator

Dr. Sandhya.C  
IQAC Coordinator

Fr. Dr. Xavier CS  
PRINCIPAL  
KURIAKOSE ELIAS COLLEGE  
MANNANAM. KERALA-685 561





### Three-day training programme on ERP for all faculty members

Date: 8<sup>th</sup> to 10<sup>th</sup> November 2021

A comprehensive three-day training programme on ERP was organized for all faculty members of the College. The training took place from 8<sup>th</sup> to 10<sup>th</sup> November 2021. Sri. Robert M P, Director of Sales and Marketing, and Sri. Noble Davis, Associate Product Manager, both from M/S Krisinvent, Ernakulam, served as resource persons for the program.

Each department was assigned a specific time slot, and all faculty members received hands-on training on various applications within the ERP. A total of 88 faculty members actively participated in this enriching and informative training program.

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**INTERNAL QUALITY ASSURANCE CELL organizes**

**8<sup>th</sup> to 10<sup>th</sup> November 2021**

**Training Programme on ENTERPRISE RESOURCE PLANNING SOFTWARE**

**MONDAY 08-11-2021**  
10.00 am to 11.00 am - Chemistry  
11.00 am to 12.00 pm- Commerce  
12.00 pm to 1.00 pm- Economics  
1.30 pm to 2.30 pm- Statistics  
2.30 pm to 3.30 pm- Maths (UG)  
3.30 pm to 4.00 pm- MSW  
4.00 pm to 4.30pm - Psychology

**TUESDAY 09-11-2021**  
9.30 am to 10.30 am- Physics  
10.30 am to 11.30 am - Zoology  
11.30 am to 12.30 pm- History  
1.00 pm to 2.00 pm- English  
2.00 pm to 3.00 pm- Botany  
3.00 pm to 3.45 pm - Malayalam  
3.45 pm to 4.30 pm - Hindi

**WEDNESDAY 10-11-2021**  
9.30 am to 10.30 am - M. A English  
10.30 am to 11.30 am - M.Sc. Mathematics  
11.30 am to 12.30 pm- Psychology (SF)  
1.00 pm to 2.00 pm- Commerce (SF)  
2.00 pm to 3.00 pm- Physics with Applied Electronics  
3.00 pm to 4.00 pm- B.Sc. Computer Application  
4.00 pm to 4.30 pm - M.Sc. Botany

**Dr. Fr. Xavier CS**  
Principal





Dr. Sandhya.C  
IQAC Coordinator



**Fr. Dr. Xavier C S**

**PRINCIPAL**  
**KURIAKOSE ELIAS COLLEGE**  
**MANNANAM, KERALA-689 561**



### Faculty Enrichment Programme on “Introduction to the New Format of AQAR”

Date: 14th to 19th June 2021

The IQAC of the College organized a Faculty Enrichment Programme on the Introduction to the New Format of AQAR (Annual Quality Assurance Report) with the primary objective of familiarizing faculty members with the updated AQAR format and enhancing their understanding of the quality assurance process in higher education. The programme was conducted online via the Google Meet platform and spanned six days from 14th to 19th June 2021, with sessions starting at 2.30 p.m. (Video call link: <https://meet.google.com/qqm-xmgn-ixb>).

The programme featured a valedictory session on the sixth day after a comprehensive discussion. To gather feedback from the participants, Google Forms were used for each session. Additionally, an online examination was administered through the following link: <https://forms.gle/XYxohpfM5Nb7SZhM8>. Participants who scored above 60% marks received a certificate as recognition for their engagement and successful completion of the programme.

The Faculty Enrichment Programme received active participation from sixty-seven faculty members. During the sessions, participants gained in-depth insights into the revised

The poster is a white document with green accents. At the top left is the Kuriakose Elias College logo and name. To its right is the IQAC logo and 'Internal Quality Assurance Cell'. A large circular image in the center shows an aerial view of the college campus. Below this, the text reads 'ONE WEEK FACULTY ENRICHMENT PROGRAMME'. At the bottom left, a calendar graphic shows the dates '14th June 2021 TO 19th June 2021' with the text 'INTRODUCTION TO THE NEW FORMAT OF AQAR' next to it. On the right side, there is a 'Dear Colleagues' message from the Principal, a 'SCHEDULE' table, a 'NOTE' section, and a list of coordinators. A circular graphic on the right indicates the meeting time: 'TIME 2.30 PM ON GOOGLE MEET'. At the bottom right, there is another Kuriakose Elias College logo and a photograph of the college building.

**KE KURIAKOSE ELIAS COLLEGE**  
Mannanam P.O., Kottayam, Pin-686591

**IQAC**  
Internal Quality Assurance Cell

Dear Colleagues  
NAAC has introduced a new format of AQAR with effect from the academic year 2020-21. So our IQAC is organising a training programme to enrich the faculty members on the revised manual and DVV of AQAR from 14<sup>th</sup> to 19<sup>th</sup> June 2021 at 2.30 pm. IQAC also reminds each and every faculty to make the most of this opportunity.

13-06-2021 Fr. Dr. Xavier Cheeranathara  
Principal

SCHEDULE		
Day 1 : 14-06-2021 Criteria I	Day 2 : 15-06-2021 Criteria II	Day 3 : 16-06-2021 Criteria III
Day 4 : 17-06-2021 Criteria V	Day 5 : 18-06-2021 Criteria VI	Day 6 : 19-06-2021 Criteria VII

**NOTE:**

- DQAC members and respective department criteria members should attend each session.
- Coordinators of Clubs/Cells/Forums are requested to participate in sessions on Criteria III, V, VI & VII without fail.

Dr. Mathews T Thelley  
IQAC Coordinator

Dr. Sandhya C  
NAAC Coordinator

Dr. Jollyamma Mathew  
Joint Coordinator

Dr. Rinu Jose  
Secretary

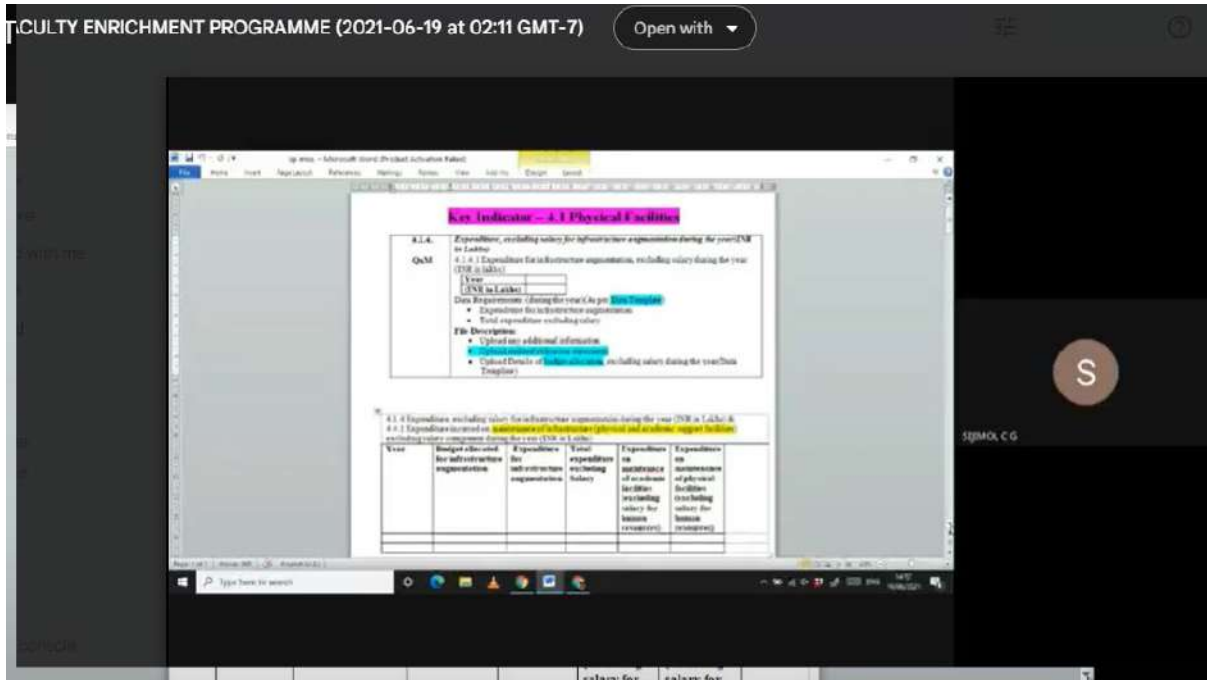
Mr. Shamal T N  
Joint Coordinator

**TIME 2.30 PM ON GOOGLE MEET**

**KE KURIAKOSE ELIAS COLLEGE**  
Mannanam P.O., Kottayam, Pin-686591



AQAR format and its significance in promoting quality assurance and continuous improvement in the realm of higher education.



*Mathews T. Thelly*

Dr. Mathews T. Thelly  
IQAC Coordinator

*Xavier C.S.*

Fr. Dr. Xavier.C.S.  
Principal





## Faculty Development Programme on ‘Innovation and Entrepreneurship Development’

Date: 15th to 21<sup>st</sup> April, 2021

An online faculty development Programme was organized by Innovation and Entrepreneurship Development Centre (IEDC) in association with Scheme for Trans Disciplinary Research for India’s Developing Economy (UGC-STRIDE), Mahatma Gandhi University, Kottayam during the period of April 15-21, 2021.

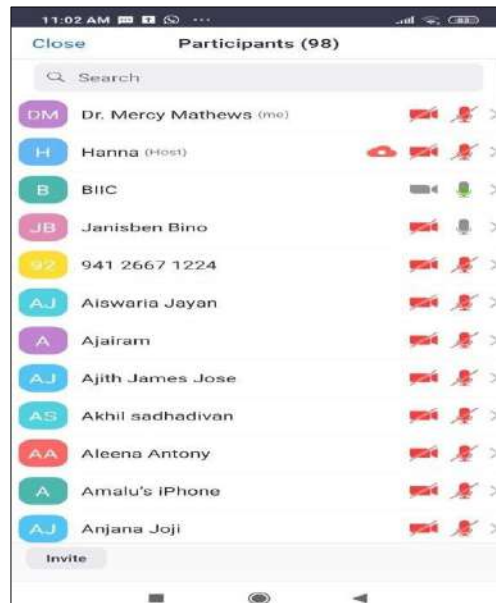
This one-week online Faculty Development programme (FDP) was organized

- To enable the faculty to generate new ideas.
- To equip them to convert their ideas into market.
- To motivate faculties to become mentors of idea generation, innovation, entrepreneurship and skill development among students.
- To inspire the faculty to organize entrepreneurial and innovation related programmes in their institution.

The target group was Research scholars and faculties of Research Centers/Schools/Affiliated Colleges of M.G University. 120 registrations were made and all the 98 participants benefitted from the programme. Two main sessions were organized each day and Start-up owners, Experts from Kerala Start up Mission, and many international industrialists acted as resource persons.

Given below the few screenshots of the talks





*Dr. Mathews T. Thelly*

Dr. Mathews T. Thelly  
IQAC Coordinator

*Fr. Dr. Xavier.C.S.*

Fr. Dr. Xavier.C.S.  
Principal







### Orientation programme for Administrative staff

Date:4<sup>th</sup> September 2021

One day orientation programme for Administrative staff was held on 4th September 2021 from 10.00 am to 3.00 pm in the New Seminar Hall of the College. Sri Babu M P, Senior Superintendent, Deputy Directorate of Collegiate Education, Kottayam spoke on “P D Rules and Store Purchase Manual.” Sri.Shine K S, Junior Superintendent, Deputy Directorate of Collegiate Education, Kottayam took a session on “E Grants”. Administrative Staff members enlightened themselves with latest information and got an opportunity to clear their doubts regarding various administrative matters. Along with the official matters, the officers elaborated on the code of conduct for administrative staff and emphasised the need to maintain dignity in their speech and behaviour. Twenty-eight members from administrative staff participated in the programme.

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**INTERNAL QUALITY ASSURANCE CELL** | **CODE OF CONDUCT COMMITTEE**

*ORGANIZES*

**ONE DAY ORIENTATION PROGRAMME FOR ADMINISTRATIVE STAFF**

**DATE | TIME**  
SATURDAY  
4<sup>TH</sup> SEPT 2021  
10.00AM - 3.00PM

**TOPIC: P D RULES AND STORE PURCHASE MANUAL**  
RESOURCE PERSON: Mr.Babu M P  
Senior Superintendent  
Deputy Directorate of Collegiate Education  
Kottayam

**TOPIC: E GRANTS**  
RESOURCE PERSON: Mr.Shine K S  
Junior Superintendent  
Deputy Directorate of Collegiate Education  
Kottayam

**Fr. Dr. Xavier C S**  
Principal

**Dr. Mathews T Thelly**, IQAC Coordinator



Dr. Mathews T. Thelley  
IQAC Coordinator

Fr. Dr. Xavier.C.S.  
Principal





## Orientation for staff on NEP- Webinar on National Education Policy

Date: 27<sup>th</sup> January 2021

The National Education Policy of India 2020 is a significant policy document laying the national-level strategy for the new millennium which was approved by the Union Cabinet of India on 29 July 2020. It outlines the vision of new education system of India. The policy is a comprehensive framework for elementary education to higher education as well as vocational training in both rural and urban India. The policy aims to transform India's education system by 2040.


To sensitise the faculty members of Kuriakose Elias College about the various aspects of National Education Policy of India 2020, a webinar was organised on 27<sup>th</sup> January 2021 at 2.00 pm via google meet. Dr. T C Thankachan, Principal, St. Thomas College of Teacher Education, Palai served as the resource person. He explained the nuances of National Education Policy of India giving emphasis to changes proposed in the realm of Higher Education. Fifty-six faculty members participated in the programme and they got ample opportunity to clarify their doubts.


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**INTERNAL QUALITY ASSURANCE CELL**  
*organizes*

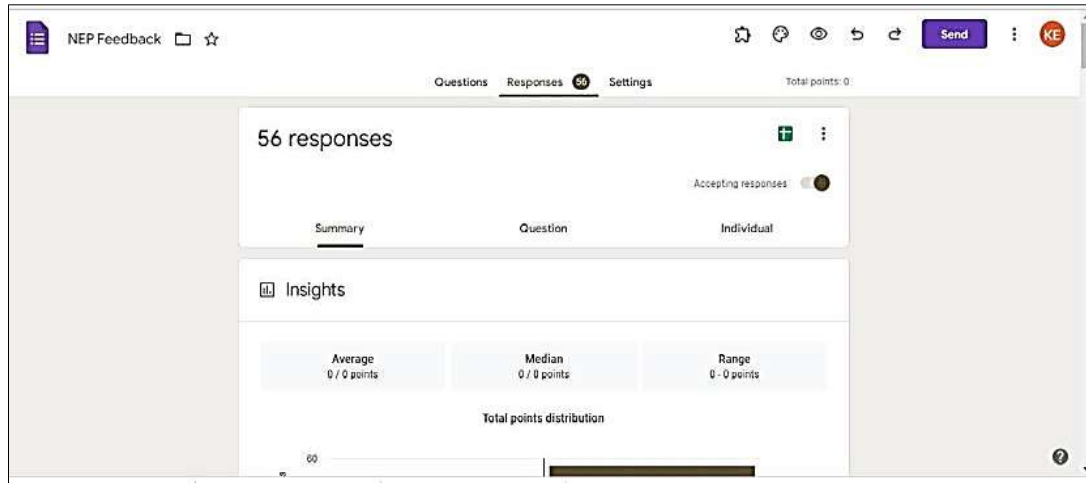
**27<sup>th</sup> January 2021, Wednesday**  
**@ 2.00pm**

Webinar on  
**NATIONAL EDUCATION POLICY**

*Resource Person*  
  
**Dr. T C Thankachan**  
*Principal,*  
*St. Thomas College of Teacher Education, Palai*

on  Meet

Dr. Brigit Paul, Principal      Dr. Mathews T Thelily, IQAC Coordinator



Dr. T.C. THANKACHAN



*Mathews T. Thelly*

Dr. Mathews T. Thelly  
IQAC Coordinator

*Brigit Paul*

Dr. Brigit Paul  
Principal



## **Orientation for staff on NAAC Revised Accreditation Framework**

### **National Seminar on “NAAC Revised Accreditation Framework: A Comprehensive Approach”**

Date: 20th and 21st January 2021

The National Assessment and Accreditation Council have the prime agenda to assess and accredit institutions of higher learning with the objective of helping them to work continuously to improve the quality of education. Accreditation status of an institution is a key indicator that reflects upon its overall quality and reputation. Quality in Education is a continuous process and the challenge before us is to enhance the quality in education. NAAC has been continuously improving its methodology for Assessment and Accreditation and the revised assessment and accreditation framework is in tune with global developments and challenges in higher education.

The National level webinar on “NAAC Revised Accreditation Framework: A Comprehensive Approach” was organized by the college on 20th and 21st January 2021. The objective of the webinar was to familiarise the faculty members and academia concerned with the key features related to the revised accreditation framework of NAAC so that institutions going for accreditation can be better equipped and prepared. Brochure was circulated to various institutions through social media and 136 faculty members/Research Scholars attended the webinar. Among them 48 participants were from various institutions across the country

Dr. Mathews T. Thelly, IQAC coordinator welcomed the virtual gathering on 21st January 2021 at 10.00 a.m. The inaugural session was presided over by the college principal Dr. Brigit Paul. The webinar was inaugurated by Dr. Sabu Thomas, Honourable Vice Chancellor of Mahatma Gandhi University, Kottayam. In his inaugural address, Dr. Sabu Thomas emphasised the importance of accreditation for higher education institutions and the need for quality enhancement. He further elaborated the importance of seven criteria involved in the accreditation process. Dr. B. S. Ponmudiraj, Adviser NAAC delivered the Keynote address. He gave insight on the NAAC accreditation process and the role of teachers in SSR preparation. He also highlighted the importance of technology in the teaching, learning and the evaluation process.

The inaugural session was also graced by Fr. Dr. Xavier C.S, Vice-Principal of the college and Dr. T. M. Joseph, Former Principal Newman College, Thodupuzha. The session



concluded with the vote of thanks proposed by Dr. Sandhya C, the NAAC coordinator.

In the first Technical Session, Dr. B. S. Ponnudiraj, Adviser NAAC explained the process of accreditation and highlighted various components involved in SSR and the types of questions asked in SSR citing relevant examples. He further elaborated upon the importance of SOP and reading manuals for better understanding of the metrics. This was followed by presentation on Assessment & Accreditation Process for Higher Education Institutions – An Overview by Dr. D K Kamble, Assistant Adviser, NAAC.

Dr. Binu Thomas, Associate Professor and IQAC coordinator, Marian College Kuttikanam, highlighted the importance of OBE in the revised accreditation framework and stressed that any institution desirous of getting better grading in the accreditation process should implement OBE curriculum effectively. He also focused on the six parameters of OBE as projected in Bloom's Taxonomy. He pointed out that curriculum should meet global and regional needs and this need to be reflected in PO, PSO and CO. He also emphasized the importance of restructuring our curriculum in such a manner that it improves knowledge along with skill ensuring employability to young graduates of any discipline.

This session was followed by a presentation by Dr. Mendus Jacob, CEO, IPSR Solutions Limited, who highlighted key points to achieve better NAAC grade. He brought out the importance of branding or repackaging of certificate, add-on courses and project works to claim more points in various matrices. His talk covered a wide range of innovative and the best practices through which the institution can transform the education system towards quality improvement.

On the second day, Dr. Suresh Mathew, Professor of Inorganic Chemistry, School of Chemical Sciences Mahatma Gandhi University gave an overview of the “Revised Accreditation and Assessment Format.” He explained in detail the major changes in the Accreditation process and further elaborated about the seven criteria, key indicators and the subsequent metric involved in the accreditation process. He pointed out that Criteria 2 and criteria 5 play a vital role in getting good grades.

Dr. Jose James, Former Registrar Mahatma Gandhi University, gave a detailed presentation on the principles and the stages of the academic and administrative audit process and pointed out what type of audit should be conducted and how Academic and Administrative Audit Reports are to be drafted. He stressed the importance of AAA in achieving excellence.



In the valedictory session Dr. Sabu Thomas, Hon. Vice Chancellor of Mahatma Gandhi University highlighted the reasons why higher education institutions must engage in resource mobilization. He elaborated the strategies of resource mobilization for research. The importance of systematic planning in attracting resources for research projects was also highlighted.

At the end of the valedictory session, Dr. Rinu Jose, Secretary IQAC, K. E. College, Mannanam summarized the proceedings of the workshop. The programme concluded with the vote of thanks by Prof. Rony George, Assistant Professor, Department of English. He expressed his gratitude to the resource persons for their informative and enlightening presentations. He thanked NAAC for sponsoring the national level webinar. He also thanked the participants for their keen interest and active interaction during the sessions.

NAAC Sponsored National Level Seminar  
**“NAAC Revised Accreditation Framework: A Comprehensive Approach”**  
 Organized by  
 IQAC, KURIAKOSE ELIAS COLLEGE, MANNANAM

**Dr. Sabu Thomas**  
 Hon. Vice Chancellor,  
 Mahatma Gandhi University  
 Inauguration @ 10.00 am

**Dr. B S Ponnudiraj**  
 Advisor, NAAC  
 Keynote Speaker  
 Topic: Preparation of Self Study Report  
 @ 11.00 am - 12.15 pm

Date: 20<sup>th</sup> and 21<sup>st</sup> January 2021

KURIAKOSE ELIAS COLLEGE MANNANAM

Meet YouTube Free Registration SCAN & REGISTER

**20-01-2021, Wednesday**  
 Session II - Time: 1.00 pm to 2.15 pm  
**Dr. Binu Thomas**, Associate Professor & IQAC Coordinator, Marian College Kuttikkanam  
 Topic: *Outcome Based Education and RAF of NAAC*

Session III - Time: 2.30 pm to 3.45 pm  
**Dr. Mendus Jacob**, CEO, IPSR Solutions Limited  
 Topic: *Low-hanging fruits: Tips for a better NAAC Grade*

**21-01-2021, Thursday**  
 Session IV - Time: 10.00 am to 11.15 am  
**Dr. Suresh Mathew**, Professor of Inorganic Chemistry, School of Chemical Sciences, Mahatma Gandhi University  
 Topic: *Revised Accreditation and Assessment format- An Overview*

Session V - Time: 11.30 am to 12.45 pm  
**Dr. Jose James**, Former Registrar, Mahatma Gandhi University  
 Topic: *How to conduct Academic and Administrative Audit*

Session VI - Time: 2.00 pm to 3.30 pm  
**Dr. Sabu Thomas**, Hon. Vice Chancellor, Mahatma Gandhi University  
 Topic: *Resource Mobilization for Research*  
 Valedictory Session

**Resource Persons**

**Dr. Jose James**    **Dr. Mendus Jacob**    **Dr. Suresh Mathew**    **Dr. Binu Thomas**

Fr. Mathews Chackalakal Manager    Fr. Brigit Paul Principal    Fr. Dr. Mauler Cheeramthara Vice Principal    Fr. Joby Joseph Mukalol Bursar

**Organizing Committee**  
**Dr. Mathews T Thelley** (IQAC Coordinator): 9895200582  
**Dr. Sandhya C** (NAAC Coordinator): 9447036472

**Dr. Jollyamma Mathew** Joint Coordinator    **Dr. Rinu Jose** Secretary    **Mr. Shama I T M** Joint Secretary



ಪ್ರೊ. ಎಸ್.ಸಿ. ಶರ್ಮ  
ನಿರ್ದೇಶಕರು  
ಪ್ರೊ. एस.सी. शर्मा  
निदेशक  
Prof. S.C. Sharma  
Director



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission

NAAC/Seminar/BSP/DIR/2020

24<sup>th</sup> October 2020

Dr. Antony Thomas  
Principal  
Kuriakose Eliase College,  
Mannanam, P.O Kottayam – 686561,  
Kerala

Respected Sir,

Greetings from NAAC.

This has reference to your proposal seeking NAAC financial assistance/academic support for organizing seminar in your institution. After due consideration your proposal has been accepted for financial assistance of Rs.30,000/- (Rupees Thirty-Thousand only). Due to new Corona Virus Disease 2019 (COVID 19), NAAC encourages the HELs organising seminars through online mode. Therefore, NAAC sponsorship for financial assistance under different heads has been revised. The balance amount required to organize this activity may kindly be mobilized at your end. The financial assistance is subject to the adherence to the enclosed procedures for release of sanctioned grants and settlement of the same. NAAC appreciates the initiative taken by your institution and hope that the institution will continue to strive for quality and excellence in Higher Education.

The seminar/workshop has to be conducted on the scheduled date(s) as mentioned in the seminar proposals sent to NAAC. In case of any change in scheduled date due to COVID 19 the institution should inform NAAC the exact date of the seminar. In any case the seminar has to be conducted on or before 28<sup>th</sup> February 2021. In case of any delay in submission of the claims the reimbursement will not be made and NAAC will not be liable for the expenditure incurred.

Yours sincerely,

(S. C. Sharma)

Encl: a/a

cc: Southern Region Coordinator (Dr. M. S. Shyamasundar, Adviser,  
NAAC; [mssnaac@gmail.com](mailto:mssnaac@gmail.com))

ಅಂಶ ಪಟ್ಟಿ ಸಂಖ್ಯೆ : 0028, ನಾಗರಭಾವಿ, ಬೆಂಗಳೂರು - 560 029, ಕರ್ನಾಟಕ, ಭಾರತ / प. ओ. वाक्स न. १०७५, नारायणी, बेंगलूरु - ५६० ०२९, भारत  
P.O. Box No.1075, Nagarbhavi, Bengaluru - 560 072, INDIA  
☎ : +91-80-23210267, 23005112, 114, 115 (Direct) ☎ : +91-80-23210268  
ಮಂಚಂಪ/ई-मेल/E-mail : [director.naac@gmail.com](mailto:director.naac@gmail.com) / कार्यालय/वेबसाइट/Website : [www.naac.gov.in](http://www.naac.gov.in)

Dr.Mathews T. Thelly

IQAC Coordinator



Dr.Brigit Paul

Principal





## Faculty Development Programme on “Role of Institutional Values and Green Practices in Accreditation process”

Date: 7<sup>th</sup> July 2020

Environmentally Responsible educational practices are vital in molding young minds towards adopting sustainable and environmentally friendly attitude. The Internal Quality Assurance Cell of Kuriakose Elias College made a humble attempt to enlighten its faculty members in this regard as they play a pivotal role in transforming the minds of their wards in a favorable manner. Institutional values and green practices have also become an important element in the Accreditation Process. In this context, a virtual Faculty Development Programme on “Role of Institutional Values and Green Practices in Accreditation process” was organised by the IQAC on 7<sup>th</sup> July 2020 at 11.00 am via google meet. Prof. Priya Josson Akkara, Member IQAC, Department of Life Science, Kristu Jayanti College, Bengaluru was the resource person.

The resource person presented diverse methods for making teaching-learning process environment friendly and generating sustainable practices for enhancing environmental values. She explained in detail the various aspects of institutional accreditation like Quality initiatives, Quality sustenance and Quality enhancement. One hundred and thirty-one faculty members from various institutions inside and outside Kerala participated in the programme. The participants actively took part in the interaction session and clarified their doubts.

The poster features the logos of Kuriakose Elias College and IQAC at the top. Below them, the text reads 'KURIAKOSE ELIAS COLLEGE, MANNANAM' and 'INTERNAL QUALITY ASSURANCE CELL'. The main title is 'Virtual Faculty Development Programme' followed by 'Role of Institutional Values and Green Practices in Accreditation Process'. A circular portrait of Prof. Priya Josson Akkara is shown next to her name and title: 'Resource Person: Prof. Priya Josson Akkara, Member IQAC, Dept. of Life Science, Kristu Jayanti College (Autonomous) Bengaluru'. A table provides the date and time: '07<sup>th</sup> July 2020' and 'Time 11.00 am'. Below the table, it states 'No registration fees' and 'E-certificate will be provided'. At the bottom, it says 'Registration Last Date: 05-07-2020' and 'On Google Meet'. Contact information is provided at the very bottom: 'Contact: IQAC Coordinator : 9895200582, NAAC Coordinator : 9447036472, Email: iqac@kecollege.ac.in'.

07 <sup>th</sup> July 2020	Time 11.00 am
No registration fees	E-certificate will be provided

Registration Last Date: 05-07-2020 On Google Meet

**Contact:**  
IQAC Coordinator : 9895200582 Email: iqac@kecollege.ac.in  
NAAC Coordinator : 9447036472



Kristu Jayanti College  
 AUTONOMOUS Bengalore  
 INTERNAL QUALITY ASSURANCE CELL (IQAC)  
 Virtual FDP  
 Organized by IQAC  
 Kuriakose Elias College, Mannanam  
 July 07, 2020  
**ROLE OF INSTITUTIONAL VALUES & GREEN PRACTICES IN ACCREDITATION PROCESS**  
 Prof. Priya Josson Akkara  
 Member, IQAC, Department of Life Sciences,  
 Kristu Jayanti College, Autonomous

Webinar on Institutional values & Green Practices 07-07-2020

Quizzes Responses 131 Settings Total points: 0

131 responses

Summary Question Individual

Insights

Average	Median	Range
0 / 0 points	0 / 0 points	0 - 0 points

Total points distribution

Zoom meeting grid with participants: A, D, P, R, J, and others. A notification at the bottom says 'H. J. has left the meeting'.

*Mathews T. Thelly*

Dr. Mathews T. Thelly  
IQAC Coordinator

*Xavier C.S.*

Fr. Dr. Xavier.C.S.  
Principal





## Training programme on Academic and Administrative Audit

Date: 22<sup>nd</sup> September 2020

Academic and Administrative Audit (AAA), is very essential for excellence in Higher Education. In order to have quality oriented academic excellence, there should be a strong administrative background also. It is important that HEIs should formally prepare the guidelines / statutes / ordinances for AAA, so that it becomes an institutionalised practice. In order to sensitise the criteria members and Head of the Departments on various aspects of AAA, a one-day training programme was organised on 22<sup>nd</sup> September 2020 from 9.30 am to 4.30 pm in the New Seminar Hall of the College. Dr. Jose James, former Registrar, Mahatma Gandhi University and erstwhile member of NAAC peer team served as the resource person.

The schedule of the programme was as follows:

09.30 - 10.00 am	Meeting with Manager, Principal and IQAC Team
10.00 – 10.45 am	Presentation and Discussion Criteria I
10.45 – 11.30 am	Presentation and Discussion Criteria II
11.30 – 12.00 pm	Presentation and Discussion Criteria III
12.00 – 12.30 pm	Presentation and Discussion Criteria IV
12.30 – 01.00 pm	Presentation and Discussion Criteria V
01.00 – 01.45 pm	Presentation and Discussion Criteria VI & VII
02.00 – 03.30 pm	Interaction with Criteria Team I – VII
03.30 – 04.30 pm	Exit meeting with Manager, Principal and IQAC Team

Effective deliberations were conducted criteria wise and all the members got ample opportunity to clarify their doubts and apprehensions. Thirty-seven members participated in the programme.



  
**KURIAKOSE ELIAS COLLEGE, MANNANAM**  
 Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India

**ACADEMIC  
AND  
ADMINISTRATIVE  
AUDIT 2020-21**

by 

**DR. JOSE JAMES**  
Former Registrar, M.G University,  
Kottayam

On 22<sup>nd</sup> September 2020  
Venue: New Seminar Hall  
Time: 09.30 am Onwards

**ORGANIZED BY**  
INTERNAL QUALITY  
ASSURANCE CELL

Dr. Brigit Paul Principal	Fr. Dr. Xavier C S Vice-Principal	Dr. Mathews T Thelly IQAC Coordinator	Dr. Sandhya C NAAC Coordinator
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Dr. Mathews T. Thelly  
IQAC Coordinator



Dr. Brigit Paul  
Principal



## Orientation Workshop for faculty on Online Teaching tools for Faculty members

Date:4<sup>th</sup> June 2020

In the advent of the lockdown due to Covid-19, and the stoppage of offline classes, all faculty members had to shift their academic and curricular activities to online mode. In this scenario, the IQAC of the College organised an Orientation Workshop on “Online Teaching tools for Faculty members” on 04-06-2020 from 10.00 am to 12.30 pm. Sri. Tijo Mathews, Assistant Professor, Department of Statistics, KE College, Mannanam served as the resource person. He enlightened the faculty members on the advanced functions regarding Google Classroom. Faculty members brushed up their knowledge on online resources available for teaching-learning activities.30 faculty members participated in the programme.



Dr. Mathews T. Thelly  
IQAC Coordinator

Dr. Brigit Paul  
Principal





## **Orientation Programme on Mentoring**

Date: 27<sup>th</sup> October 2020

As part of National Mentoring Day, webinar on Mentoring was organised by the Social Entrepreneurship, Swatchhta and Rural Engagement Cell in association with UBA, IQAC, Mentoring Wing of the college and KEDAS on 27<sup>th</sup> October 2020 at 3.30pm in Google meet platform. Dr. Johnson X. Palackapallil CMI, Principal Sacred Heart College, Thevara served as the resource person. Dr. Rony George, Coordinator UBA welcomed the virtual gathering. The programme was inaugurated by Dr. Brigit Paul, Principal, K.E College, Mannanam. Felicitation was made by Vice Principal Fr. Dr. Xavier C.S. The resource person reflected on role of a teacher, professionalism and team work. He explained the various types of mentoring such as cloning, nurturing, friendship model and apprenticeship. He also dealt with the various modes of mentoring namely accompanying, sowing, catalyzing etc. and also discussed the periodicity of mentoring. He also talked about various possible activities for mentoring. The webinar helped the participants to carry out the mentoring process effectively. 48 faculty members actively participated in the webinar. The programme concluded with the vote of thanks by Dr. Sandhya C., NAAC Coordinator.



**KURIAKOSE ELIAS COLLEGE**  
MANNANAM, KOTTAYAM, KERALA

observing  
**National Mentoring Day**



Organized by  
Social Entrepreneurship, Swachhta  
and Rural Engagement Cell



**Resource Person**  
Rev. Dr. Johnson X Palackapallil CMI  
Principal, Sacred Heart College, Thevara  
Date: 27th October 2020  
Time: 3:30 -4:30 p.m.  
Venue: Google Meet




In association with UBA,  
IQAC, Mentoring Wing & KEDAS

Dr. Brigit Paul (Principal)  
Rev. Dr. Xavier C S (Vice Principal)  
Dr. Mathews T Thelly (IQAC Coordinator)



**EXPERIENCES - FOR REFLECTION**

- ✦ 1. Gurukulam - Guru - disciple/s (pupil/s) stay/s with the Guru and learn 'from' him. Part of the family. Disciple becomes like the Guru.



Mentoring Feedback

Questions Responses 48 Settings Total points: 0

48 responses


Accepting responses:

Summary Question Individual

Insights

Average	Median	Range
0 / 0 points	0 / 0 points	0 - 0 points

Total points distribution




Midhila Baby  
Coordinator, Mentoring Cell

Rony George  
UBA Coordinator

Dr. Mathews T Thelly  
IQAC Coordinator





## Workshop on 'Skills for Successful Mentoring: Competencies of Outstanding Mentors and Mentees'

Date: 17<sup>th</sup> October, 2019.

The Mentoring wing of the college, in collaboration with the Internal Quality Assurance Cell (IQAC), organized a workshop on 'Skills for Successful Mentoring: Competencies of Outstanding Mentors and Mentees' on October 17th, 2019. The event was designed to enhance the effectiveness of the mentoring process, and it featured Prof. Mathew Kanamala, Head of the Department of Social Work at St. Thomas College, Moolamattam, as the resource person. Prof. Kanamala's inspiring session focused on the essential skills required for successful mentoring, emphasizing the importance of developing core mentoring competencies to facilitate mentee growth and development. He encouraged the mentors to adopt innovative approaches to promote mentee learning, stressing that effective mentoring is crucial for the mentee's success. Throughout the workshop, Prof. Kanamala shared his expertise and experience, providing valuable insights into the qualities and characteristics of outstanding mentors and mentees. He highlighted the need for mentors to be aware of their own strengths and weaknesses, as well as those of their mentees, to create a supportive and productive mentoring relationship.

The workshop was a resounding success, with mentors gaining a deeper understanding of the skills and competencies required to excel in their roles. Prof. Kanamala's session was highly engaging, and his emphasis on the importance of continuous learning and self-improvement resonated with the participants. The event marked a significant step forward in the college's efforts to enhance the mentoring experience, and it is expected to have a positive impact on the mentees' academic and personal growth.





*Mathews T. Thelly*

Dr. Mathews T. Thelly  
IQAC Coordinator



*Antony Thomas*

Dr. Antony Thomas  
Principal



## Faculty Enrichment Programme on NAAC Parameters

Date: 2nd November 2019

The Faculty Enrichment Programme on NAAC Parameters was held on 2nd November 2019, with the objective of enhancing the understanding and knowledge of faculty members on the crucial aspects of NAAC accreditation. The programme featured two esteemed resource persons: Dr. S.V. Sudheer, Director of the UGC HRDC at Kerala University, Thiruvananthapuram, and Fr. Johnson Joseph, Head of the Department of Psychology at KE College.

Dr. Sudheer, with his vast experience in academic administration and quality assurance, provided valuable insights into the NAAC parameters, focusing on the key aspects of institutional quality, academic excellence, and governance. He emphasized the importance of faculty engagement, student-centered learning, and innovative pedagogies in achieving NAAC accreditation.

Fr. Johnson Joseph, with his expertise in psychology and pedagogy, shared practical strategies for enhancing student learning outcomes, curriculum design, and assessment methods. He highlighted the significance of faculty development, mentoring, and student feedback in ensuring academic quality and institutional excellence.

Through this programme, the faculty members gained a deeper understanding of the NAAC parameters, enabling them to contribute effectively to the institution's quality enhancement initiatives. The programme facilitated a collaborative and interactive environment, fostering a culture of continuous improvement and excellence among the faculty.






**INTERNAL QUALITY ASSURANCE CELL**  
KURIAKOSE ELIAS COLLEGE, MANNANAM

**Faculty Enrichment Programme**

**One Day Seminar on NAAC Parameters**



Resource Person  
**Dr. S.V. Sudheer**  
Director,  
Human Resource Development Centre,  
Kariavattom

2019 November 02, 10.00 am, New Seminar Hall




Dr. Mathews T. Thelley  
IQAC Coordinator



Dr. Antony Thomas  
Principal



## Orientation programme - how to improve teacher effectiveness

Date: 4th August 2018

A training cum orientation class for teachers was held on 4th August 2018, focusing on the vital topic "How to Improve Teacher Effectiveness". The event was graced by the presence of His Excellency Mar Thomas Tharayil, Auxiliary Bishop of Changanassery Arch Diocese, who served as the resource person. Bishop Tharayil's session was a resounding success, as he emphasized the importance of teachers understanding their pupils on a deeper level, catering to their psychological, intellectual, and emotional needs. He urged the teachers to be more empathetic and understanding towards their students, recognizing that each child is unique and requires individual attention. By doing so, teachers can create a supportive and inclusive learning environment that fosters academic excellence and personal growth.

In the afternoon session, Prof. E. John Mathew, former Principal of Baselios College, took the stage to discuss the dual roles of teachers as academic and administrative facilitators. He shared valuable insights on how to make classroom teaching more engaging and effective, stressing the significance of thorough subject preparation and updation. Prof. Mathew encouraged teachers to adopt innovative methods in the teaching-learning process, emphasizing the need to stay updated with the latest developments in their respective subjects. He also highlighted the importance of student engagement, suggesting practical strategies to promote active learning and participation.

The training cum orientation class proved to be an enriching experience for the teachers, providing them with a renewed sense of purpose and enthusiasm. The event reinforced the college's commitment to excellence in education, recognizing that effective teachers are the cornerstone of a successful academic institution.





Dr. Mathews T. Thelly  
IQAC Coordinator



Dr. Antony Thomas  
Principal



## Orientation programme on revised NAAC Accreditation framework

Date: 6th July 2018

The Internal Quality Assurance Cell (IQAC) of the college organized a comprehensive one-day orientation programme on 6th July 2018, focusing on the crucial aspect of NAAC accreditation. The event was led by Prof. Suby Baby, the esteemed IQAC Coordinator from Nirmala College, Muvattupuzha, who served as the resource person.

During the programme, Prof. Baby provided an in-depth understanding of the revised assessment and accreditation framework of the National Assessment and Accreditation Council (NAAC). The faculty members were thoroughly briefed on the latest guidelines and criteria set by NAAC, enabling them to comprehend the expectations and requirements for accreditation.

The orientation programme served as a valuable platform for the faculty members to clarify their doubts and seek guidance on the accreditation process. Prof. Baby's expertise and experience in IQAC coordination enabled her to provide practical insights and suggestions, empowering the faculty to prepare effectively for the NAAC accreditation.

Through this programme, IQAC aimed to ensure that all faculty members were well-versed in the NAAC accreditation framework, thereby enhancing the college's preparedness for the accreditation process. The event demonstrated the college's commitment to quality education and its determination to meet the highest standards of academic excellence.





Dr. Mathews T. Thelly  
IQAC Coordinator



Dr. Antony Thomas  
Principal





## Orientation programme for Non teaching staff

Date: 8th November 2018

An orientation programme specifically designed for non-teaching staff was conducted on 8th November 2018, featuring Mr. Abdul Rahaman, Senior Superintendent from the Deputy Directorate of Collegiate Education, Kottayam, as the resource person. The programme focused on familiarizing the staff members with the Kerala Service Rules (KSR) and Kerala Education Rules (KER), which govern various administrative aspects of the college. During the session, Mr. Rahaman provided a comprehensive overview of the rules and regulations, clarifying the roles and responsibilities of non-teaching staff within the college administration. He addressed various administrative matters, providing the staff with an opportunity to seek clarification on their doubts and concerns.

In addition to discussing the KSR and KER, Mr. Rahaman highlighted the significance of leveraging information technology to enhance office automation. He emphasized the importance of adopting digital solutions to streamline administrative processes, improve efficiency, and reduce manual errors. The orientation programme proved to be highly beneficial for the non-teaching staff, equipping them with a deeper understanding of the administrative framework and the tools necessary to excel in their roles. By organizing such programmes, the college demonstrated its commitment to the professional development and growth of all staff members, recognizing their vital contribution to the institution's overall success.





*Mathews T. Thelly*

Dr. Mathews T. Thelly  
IQAC Coordinator



*Antony Thomas*

Dr. Antony Thomas  
Principal