

# **IQAC LECTURE SERIES**

**REPORT OF TALKS, LECTURES AND FDP  
ORGANISED BY IQAC FOR ACADEMIC AND  
ADMINISTRATIVE STAFF**

**2017-18**

## **TOPIC:API SCORE CALCULATION FOR PROMOTION**

Resource Person:**PROF. JOGY ALEX, ASSOCIATE PROFESSOR,  
ST. THOMAS COLLEGE, PALA**

26<sup>th</sup> JULY 2017

IQAC,Baselius College organized a class on “API Score Calculation for Promotion” for teachers on 26th July 2017 at Mrs. MammenMappilla Hall at 3.00pm. Prof. Jogy Alex, Associate Professor, St. Thomas College, Pala was the resource person. Dr. Jancey Thomas, Principal, Baselius College, Kottayam presided over the function. Dr. Selvi Xavier, Secretary, Staff Club delivered the welcome address. Prof. Abu Joseph delivered Vote of Thanks. Teachers from various departments attended the class and found ituseful. Prof. Jogy Alex detailed on the UGC Regulations related to API score. He explained the requirements that should be met when applying for promotion. The various stages for promotion of a College teacher were explained in detail. He demonstrated how to fill the API proforma. Doubts raised by the participant teachers on API score and filling of the proforma were cleared by the resource person.

**TOPIC: OFFICE MANAGEMENT AND ALLIED MATTERS**

**Resource Person: ADV. G. SREEKUMARAN**

**(Retd. Additional Secretary, Home Department, Govt. of Kerala)**

**9<sup>th</sup> December 2017**

The administrative staff is an inevitable part of the college for the proper functioning of the institution. So in order to create awareness among them, a one-day Conference for non-teaching staff at Baselius College was organized by IQAC of Baselius College on the topic "Office Management and Allied Matters". The class was handled by **Adv. G Sreekumaran**. His class was really useful especially to beginners in this field. He explained the need of numbering the files and how the files are sorted and how it should be presented to higher officials. The steps to be followed when a file arrives at the office table, the need of a covering letter and drafting of a letter when it is forwarded to higher officials were detailed. He also explained the method of preparation of bills and utilization of technology in preparing bills etc. The session ended after all the doubts were cleared

**TOPIC: ONE DAY WORKSHOP FOR ADMINISTRATIVE STAFF**

**Resource Person: SRI. ASHOK KUMAR**

(Formerly Accounts Officer, Deputy Directorate Office,  
Collegiate Education, Kottayam)

13<sup>th</sup>October 2017

The contribution of the administrative staff in the successful working of the college is crucial. IQAC of the college had arranged a one-day workshop for administrative staff on 13 October 2017 at Dr. AP Mani Hall. The resource person for the day was Mr. Ashok Kumar M., former Accounts Officer, Deputy Directorate office, Collegiate Education, Kottayam.

The meeting was intended to make the administrative staff aware of the procedural formalities connected with office work and documentation. Mr. Asok interacted with the administrative staff and clarified their doubts and queries. He had spoken on the areas of office procedures like PD Account, UGC Grant, Tender formalities, Audit formalities etc. He explicated in detail the procedures that should be followed in flawless filing and documentation. He had also spoken about the necessity of showing dedication in discharging the administrative duties. He concluded his lecture on a positive note by asking them to find joy and pleasure in doing their job in order to make it easy and satisfactory for them. The staff actively contributed to the session with their questions and explanations.

## **TOPIC: HANDSHAKING TECHNOLOGY FOR TEACHING AND LEARNING**

**Resource Person- DR. VISHNU V.S.**

(Asst. Professor, Govt. Arts College, Thiruvananthapuram)

31st October 2017

It is highly challenging for any educational institution to cater to the needs of today's tech-savvy generation and mould them as competent professionals suitable for the digital era. In order to accomplish that purpose, the IQAC of Baselius College organized an orientation class for the teaching staff on the topic "Handshaking Technology for Teaching and Learning" on 31 October 2017 at A.P. Mani Media Centre. The resource person for the day was Dr. Vishnu V.S., Assistant Professor, Government Arts College, Thiruvananthapuram, a person whose knowledge and expertise in the new tech enabled vistas of knowledge is unparalleled. The session began with a prayer song and Dr. Sindhu Jones of Physics Department welcomed the gathering. All the teaching staff participated eagerly in the session as they were keen to update themselves with the latest technologies.

Dr. Vishnu began the class by mentioning about the conventional modes and strategies of teaching like pencils, type writer, OHP, PPT etc. But in a world where even higher education board is promoting the use of online courses like MOOC, the teachers have to adapt themselves to the latest web enabled teaching strategies. The title of the session, "Blended Learning", suggests that teaching and learning should be a combination of face to face learning and online learning. Blended learning is very effective in the modern smart era as it ensures more student participation in the learning process. Students could be given assignments using Socrative, Padlet, CMS, LMS, Wiki Blogs, and Virtual Labs etc. Teachers can also make use of online virtual instruction, forums, webinars and online learning communities. Dr. Vishnu explained the uses and needs of taking online certificate courses in various branches of knowledge.

The two-hour sessions had been highly effective and useful as it had opened to the teachers the windows of new technological world. Dr. J. Nalini, HOD of Commerce proposed the vote of thanks. The teaching community of the college highly benefitted from the talk which was evident from the queries and feedback they had given at the end of the session.

## **TOPIC- APPLICATION OF MANAGEMENT PRINCIPLES IN EDUCATION**

**Resource Person- SRI. M.C. DATHAN**  
(Scientific Advisor to Chief Minister)

5<sup>th</sup> February 2018

A teacher performs the function of a mediator between a student and the community s/he represents. Science and technology have captured many arenas of knowledge dissemination which had been handled solely by teachers. However, the role and importance of teaching community has not yet diminished even in this digital era. Hence the era demands a revision in the approach of the teachers in the teaching-learning process; the IQAC had arranged an orientation lecture on the application of management principles in education on 05 February 2018 at A.P. Mani Media Centre. The lecture was taken by Mr. M.C. Dathan, Scientific advisor to Chief Minister and former Director of Vikram Sarabhai Space Centre.

The session commenced with a prayer song and Dr. Jyothimol P., HOD of English welcomed the gathering. Mr. Dathan began the talk by mentioning an anecdote from Dr. A.P.J. Abdul Kalam, where he expressed his wish to become an elementary school teacher in his next birth. He elaborated on how management principles can be utilized in moulding excellent student community as well as developing successful teaching community. He stressed on the principle of love and caring to shape and mould a good student. A teacher should be a loving guide to the student to love the class and the subject s/he is being taught.

During the two-hour lecture, focus was given on topics like relations, motivation and team building, communication skill, professional ethics, art of learning, time management and synergy of mind and body. Mr. Dathan detailed on the need of the time for the teachers to transform themselves and their strategies according to the requirement of the time. One of the most essential things to do, according to him, is finding out time for

interacting with the students. As a fine tool, he suggested that twenty minutes could be spared each hour for interacting with the students.

A teacher has to function in multiple roles. Sometimes s/he has to act as a substitute for parents. In order to get a generation of desirable students, a teacher should develop good relationships with students. A set of worthy students could be generated only if they are guided by an able teacher who finds time and occasion to impart positive strokes and appreciations to her/his students. In order to motivate the students, the teacher should be self-motivated. A teacher should be an epitome of motivation, inspiration, flexibility and common sense.

Being a social animal, man has certain duties and responsibilities to her/his fellow beings. The personal as well as professional ethics play a vital role defining the character and identity of a person. A teacher, who is the guiding light of a society, must be having a clean certificate in professional ethics and interpersonal relationships. Mr. Dathan explained the importance of knowledge, wisdom, communication skill etc. which are the essential prerequisites of a good teacher.

The lecture was indeed inspiring and motivational and all the teachers got rejuvenated. Dr. Shyla Abraham, HOD of Malayalam, proposed the vote of thanks.

## **TOPIC- HOW TO TAP FUNDS FOR RESEARCH**

Resource Person- **DR. NANDAKUMAR KALARIKKAL**

(Director, IIUNN, Mahatma Gandhi University)

6<sup>th</sup> February 2018

In order to enhance the research output of the teachers, the IQAC arranged an orientation class for the teachers of Science Departments on 6 February 2018 at Dr. AP Mani auditorium. The renowned resource person, Dr. Nandakumar Kalarikkal, Director, IIUNN, Mahatma Gandhi University, took the class on the topic “How to tap funds for research”. Dr. Nandakumar elaborately spoke about the different funding agencies which provide ample assistance to commendable and original research works. He also spoke about the parameters of getting the eligibility for Guideship. A detailed description about impact factor journals was also given by him.

**TOPIC: CHANGING ROLE OF TEACHERS IN THE PRESENT  
SCENARIO**

Resource Person: **DR. K JAYAKUMAR IAS**

(Ex. Vice Chancellor, Thunchathuzhuthachan Malayalam University)

10<sup>th</sup> February 2018

The 15th One day Educational Conference for Academic Staff of MOC Colleges was held at Titus Varkey Hall at K.G College, Pampadi under the auspices of IQAC of K.G College Pampadi, IQAC Baselius College, Kottayam and IQAC of Catholocate College, Pathanamthitta. After the official inauguration, the technical session was handled by **Dr. K Jayakumar IAS**. The education system of the 21st century has changed radically with the integration of the technology in every sector. In the seminar, he started the class by saying quotes of teachers of his time and added that the role of teacher is changing from a position from one where the teacher is in control of everything that goes on in the classroom to one where the teacher shares some of the leadership with the students. The teacher should be or must be the best mentor for a student. He added that there has no value for rote learning as the technology has improved a lot.

## **TOPIC- ROLE OF IMPACT FACTOR AND JOURNAL RANKING IN RESEARCH PUBLICATIONS**

**Resource Person- DR. NIBU A. GEORGE**

(Assistant Professor, Dept. of Physics, Baselius College, Kottayam)

16th February 2018

A researcher's task would be accomplished only when s/he publishes the research findings for the benefit of a wider group of people. Baselius College has a large number of inquisitive young research scholars who are publishing their research papers in various national and international peer reviewed journals. Since there are many fake journals which are claiming to be having index number and impact factor, IQAC of the college had conducted a lecture on the nuances and methods of finding out the best journals in the world. Dr. Nibu A. George, Assistant Professor, Department of Physics, Baselius College, Kottayam, an ardent researcher with a number of publications in impact factor journals, led the session on 16 February 2018 at A.P. Mani Media Centre. Prof. Reshmi Annie Thomas of Commerce Department welcomed the gathering.

Dr. Nibu elucidated the ways to find out the best impact factor journals from the web. He spoke about journal rankings, the method of calculating the impact factor and other journal ranking parameters like immediacy index, five-year impact factor etc. He also presented the freely available journal ranking called SCImago Journal and Country rank during the session. Participants also got knowledge about various fake matrices used by predatory journal publishers across the world and the strategies to identify non-reputed journals. He explained the terms "ISSN number" and "Indexed Journal". The journals that are included in the UGC recognized list of journals were also a topic of discussion. Research output quality measurement of individual researchers using h- index and i10-index were briefly described. The participants got clarifications for all their doubts and confusions regarding journals and research publications. The session came to an end with the vote of thanks by Prof. Jithin John of the Department English.