



**ST. THOMAS COLLEGE**

Ranni, Pathanamthitta, Kerala - 689673

ACCREDITED BY NAAC WITH ' B ' GRADE

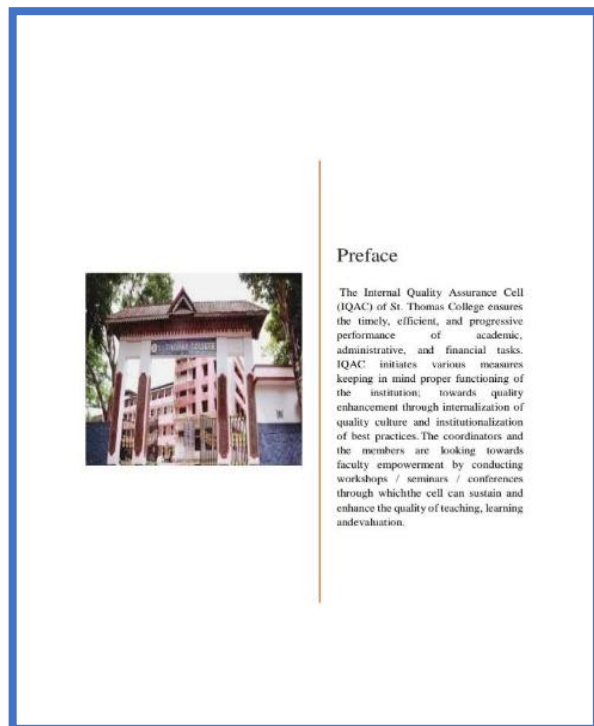
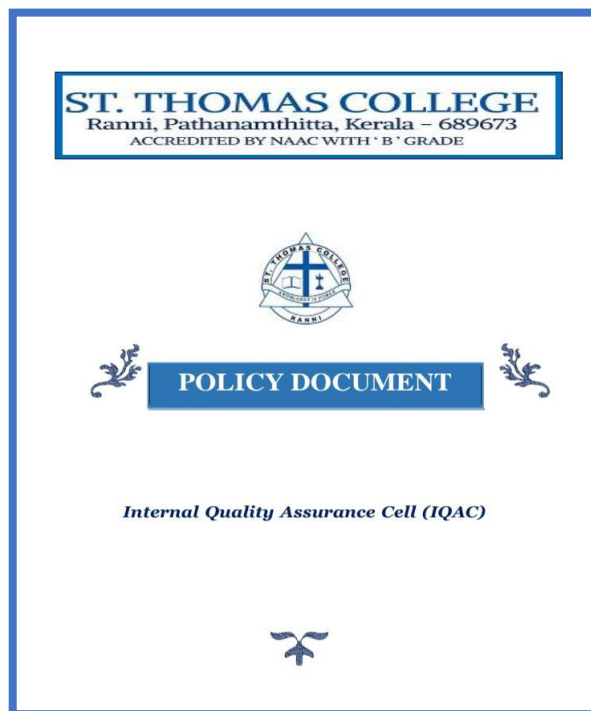
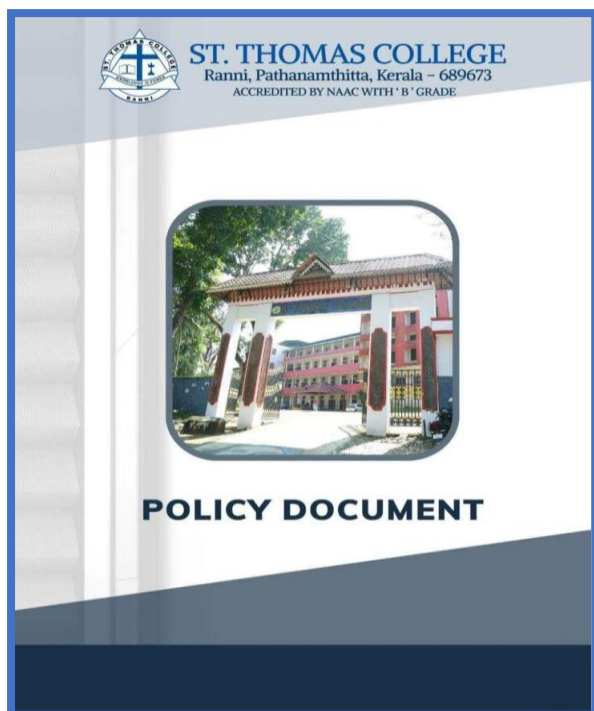
**2.5.1 : Mechanism of internal / external assessment is transparent and the grievance redressal system is time bound and efficient – Additional Details**

**CRITERION : 2**

**TEACHING - LEARNING AND  
EVALUATION**



# ST. THOMAS COLLEGE, RANNI



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### 4. INTERNAL EXAM POLICY

Student Evaluation is very important for the effective functioning of any educational institution; hence our institution has a very transparent and efficient student evaluation system which is regularly monitored by the head of the institution, apart from class tests conducted at the department level, internal exam and model exam is conducted at the college level. The institution has an Internal Exam Committee which conducts exams, they prepare time table for the exams and accordingly, teachers prepare question papers and submit them to the committee. After the exams, students are shown their answer scripts. Viva-voce is also conducted and students are given assignments on various topics. Records of internal exams, assignments, projects, etc are maintained in each department.

College makes regular assessments of the results of each department, activities of departments, requirements of students etc. Internal marks are assessed on the basis of tests conducted, assignments, and seminars presented by the students, and based on their attendance, the student's performance in the class is also taken into consideration. All students are shown their internal marks before their marks are uploaded.

### 5. STUDENT ACTIVITIES POLICY

Students' active participation in all activities of the college is ensured through their representation in academic and non-academic bodies and various committees of the institution. Every year the College Union is elected democratically as per MG University norms. College Union has an Executive Committee consisting of the Chairman, Vice Chairman, General Secretary, University Union Counselor, Arts Club Secretary, Magazine Editor, and two Lady Representatives. Class representatives of all UG and PG programmes are also elected in the parliamentary mode. Furthermore, students actively participate in various Clubs, Committees, and cells of the college like Nature Club, Bhoomithra Sena, Women's Forum, Men's Forum Vimukthi Cell etc. NCC and NSS units of the college play a very important role in moulding the life of students and in their multi-faceted development. Student's representation is ensured in IQAC and their grievances are addressed through the Students' Grievance and Redressal Cell.

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### 6. DIVYANGJAN POLICY

St. Thomas College, Ranni strives to create a welcoming learning atmosphere. The college wants and strives to provide a barrier-free and differently-abled (divyangjan) friendly atmosphere on our campus by establishing an inclusive education framework for all. Where necessary, there are ramps, special restrooms, and other facilities in the campus. At the time of the exam, scribes and additional time are given in accordance with the standards. Students are given access to Divyangjan-friendly wheelchairs, washrooms and other equipment based on their needs. The College provides Divyangjan students equal opportunities for accessing all the facilities available in the campus. Classrooms and examination rooms for the differently abled are arranged at convenient places. Ramps are provided for easy access to all the buildings of the campus. The special toilet is set apart for the disabled.

### 7. STUDENT GRIEVANCE REDRESSAL POLICY

Student Grievance Redressal Policy is drafted keeping student welfare as the highest priority and to fulfill obligations as prescribed by UGC (UGC Regulation F.No. 14-4/2012 (CPP-II) dtd. 7<sup>th</sup> Dec. 2018), the institute hereby declares the Student Grievances Redressal policy.

St. Thomas College, Ranni has a robust mechanism for handling student grievances related to academic and non-academic matters. The functions of the Grievance Redressal Committee are to look into the complaints lodged by any student, and assess its merit. The Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the Coordinator of Students' Grievance Redressal Committee or Principal.

#### OBJECTIVE

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. In general, the objectives of these committees are:

- To ensure that students get prompt solution to their problems
- To ensure harmonious student - faculty relationship
- To provide a platform for essential communications and bridge the communication gap related to various academic matters

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- To provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases

The college ensures that grievances/complaints of students are handled promptly for necessary action.

#### SCOPE

The Committee deals with Grievances received in writing from the students about any matters including Academic, Finance, etc

#### FUNCTIONS AND PROCEDURE OF FILING OF A COMPLAINT

On the receipt of grievances from the students, the complaints are attended promptly. Any student (former or present) shall have the right to file a complaint or application to the Committee to redress his or her grievance. Student may file a complaint through e-mail to the coordinator of the committee or Principal. After the receipt of the application from the applicant, the committee shall fix the date, time and venue of the meeting after having a discussion with the members.

#### COMPOSITION AND TENURE OF THE COMMITTEE

The committee shall comprise of Principal as the Chairperson, two Coordinators, IQAC Coordinator, five teaching faculties, College Union Chairman and two students for an academic year. The members of the committee shall be appointed by the Principal of the institute. The Principal shall be the final authority in the matters of composition and tenure of the Committee. The Principal shall also appoint an Ombudsman to hear and decide appeals against the recommendations of the Committee.

#### DECENTRALIZATION IN WORKING AND GRIEVANCE REDRESSAL MECHANISM

For the purpose of handling grievances in *academic areas*, the college has the following committees:

1. Admission grievance committee
2. Internal assessment committee
3. Examination committee.

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### ADMISSION GRIEVANCE REDRESSAL MECHANISM

The nature of admission related grievances includes: Irregularity in the admission process adopted by the college; Breach in reservation policy in admission as applicable; Refund of fees in case a student withdraws admission within the stipulated time; Issues of clarity relating to admission in various cut-offs. The institution takes necessary steps to ensure the smooth conduct of admissions within the college by forming Admission Committee. The names of the committees and their members are displayed in the College Handbook/notified on Website of the College. This committee ensures that all grievances of students are duly taken care of.

#### Receipt of complaint

If any student has a complaint/query/grievance, then he/she /they may either lodge a written complaint or may mail it to the college.

#### Action taken at the committee level

On receipt of the complaint, the grievance committee tries to resolve it within the committee, if unresolved then it is directed to the Principal.

#### Action taken by the Head of the institution

If committee is not able to resolve the issue or the student is not satisfied with the committee's decision, then the complaint may be filed with the Head of the Institution for necessary action.

Reporting to the University: If the complaint is related to a matter pertaining to decisions at the university level then the complaint is forwarded to the concerned person of the university level seeking a resolution for the same.

### INTERNAL ASSESSMENT GRIEVANCE REDRESSAL MECHANISM

St. Thomas College follows all the guidelines of Mahatma Gandhi University to ensure that the process of continuous assessment is efficient and in the best interest of students. The Institution has three levels to address the grievances related to internal assessment- Department, College, and University. The protocol established by the college for grievance redressal aims to make the mechanism time-bound, transparent, and efficient.

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### NATURE OF GRIEVANCES:

The Internal Assessment-related grievances include:

- Incorrect uploading of Internal Assessment marks
- Marks not visible to the students on the college portal
- Late submission of assignment
- Non-submission of assignments due to medical issues, family emergency or academic/ non-academic event participation
- Any other.

### INTERNAL ASSESSMENT GRIEVANCES REDRESSAL POLICY

- All the faculty members must adhere to the guidelines laid down by the Mahatma Gandhi University for the Internal Assessment.
- In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members.
- The College ensures that every student signs the hard copy of the Internal Assessment after a careful scrutiny before sending it to the examination branch of the University. The Internal Assessment Committee constituted by the college may intervene if the subject teacher and the department are experiencing difficulties in sorting out the issues at their end.

### EXAMINATION GRIEVANCE REDRESSAL MECHANISM:

The college has an examination committee which is responsible and accountable for handling all examination-related issues. This committee comprises teaching and non-teaching staff which acts as a connecting link between students and the university. The committee deals with examination-related grievances of the following nature:

#### PRE- EXAMINATION ISSUES

- Papers opted for by the students are not reflected in the data sheet;
- Late submission of examination fee;
- Missing admit card;
- Matters related to students found using unfair means
- Appearing late for the exam. Post-examination issues

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- Marks are not uploaded;
- Delay in the declaration of results;
- Non-transparent or unfair evaluation practices;
- Student is wrongly marked absent in the result;

### THE PROCEDURE OF GRIEVANCE REDRESSAL

- The aggrieved student submits the problem/complaint in the form of an application to the committee. Depending on the nature of the issue, the committee tries to resolve the problem as early as possible.
- If the problem is related to the University, then the committee forwards the same to the University and approaches the concerned person for redressal.
- If the student is not satisfied with the college level efforts on the matters related to the University, then he/she/they is free to directly write an application to the University.

#### Non-Academic Matters Grievances

- related to non-academic matters are taken care off by separate committees formulated for this purpose, such as:
- Issues related to indiscipline: Discipline Committee
- Issues related to Ragging/Bullying: Anti-Ragging Committee
- Issues related to sexual harassment: Anti Sexual Harassment Committee etc.
- Issues related to Discrimination: SC/ST/OBC Monitoring Committee
- Issues related to Infrastructure/facilities: Maintenance and Utilization Committee
- Any other issues: Internal Complaint Committee.

### 8. ANTI-RAGGING POLICY

Merits and Ethics are the core driving values for professionals of higher calibre with a strong sense of ethical judgment; social integration of students coming from different parts of the country with diverse cultural and social backgrounds becomes a matter of prime importance. Ragging is a social menace that has to be avoided in an academic environment and concerted efforts are required to prevent its occurrence. Hence the institution has adopted a sound Anti-Ragging policy. The anti-ragging policy adopted by the institution takes care of preventive, procedural, and punitive aspects of ragging based on the guidelines provided by the

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University Grants Commission and Mahatma Gandhi University. As per the policy, the institution shall:

- Constitute an Anti-Ragging Cell with a faculty coordinator and representatives from the stakeholders to mentor various aspects related to the menace of ragging.
- Ensure the creation, development, and nurturing of a conducive socio-academic environment within the student community.
- Generate and maintain a high level of confidence among the freshers and their parents/guardians by providing a perception that the newcomers are provided support and a cordial environment rather than being harassed and intimidated.
- Advocate Zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical and psychological humiliations, restraints/confinement, violation of decency and morals, and other acts recognized as forms of ragging.
- Keep in place an integrated system to discourage and prevent any negative acts by the seniors, which disrupt socio academic integration of new entrants.
- Organise orientation programs for the student community, both freshers and seniors to raise awareness of the constitutional and institutional laws and regulations regarding ragging.
- Encourage new entrants to report any act of misconduct that they are subjected to or have witnessed, to the authority concerned.

Ragging/eve teasing/intimidating/harassing/using words of abuse etc. to anyone including junior students especially female students within the campus or outside is a punishable crime under Police Act, and such matters will be reported immediately to the police.

### 9. ANTI-SEXUAL HARASSMENT POLICY

St. Thomas College Anti-Sexual Harassment Committee is committed to providing a supportive environment free of violence, harassment, and abuse among students, teachers, and non-teaching faculty on the College campus. This includes all forms of sexual violence and sexual harassment against all members of the college. The committee members should fully assist the "anguished person" in writing a sexual harassment complaint and the members should also be aware of the role and responsibilities under the UGC Regulations and the Sexual Harassment of Women at Workplace Act 2013.

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# ST. THOMAS COLLEGE, RANNI

## CBCS Syllabus for under graduate courses- Sample



**MAHATMA GANDHI UNIVERSITY**  
Priyadarshini Hills, Kottayam 686 560

### CURRICULUM OF CHOICE BASED CREDIT SYSTEM FOR UNDERGRADUATE

#### ZOOLOGY PROGRAMME

2017 ADMISSION ONWARDS

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#### ACKNOWLEDGEMENT

The unstinted support provided by some profound personalities and their guidance has immensely contributed to the successful completion of this syllabus restructuring venture.

The initiative taken by the Hon.Vice Chancellor of Mahatma Gandhi University towards restructuring the curriculum of the undergraduate courses of this university is gratefully acknowledged here. Under his leadership, this restructuring effort by a team of Professors has been successfully completed.

The relentless support by the Hon. Pro Vice Chancellor and the Registrar of M. G. University, for the successful completion of the syllabus restructuring is also gratefully acknowledged.

The gratitude felt towards the Syndicate members for their encouragement and continuous support right through the entire exercise is to be mentioned here with gratitude.

The hospitality shown by the M. G. University staff and the assistance provided by them in various stages of this endeavor of restructuring is also acknowledged here.

Any venture of this magnitude requires the whole hearted support of several individuals in their official capacity or otherwise, directly or indirectly associated with the process. The magnanimity of each and every such person is being etched here in golden words.

Dean – Faculty of Science  
M G University, Kottayam.

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Model II - B.Sc Botany

Model II - B.Sc Vocational Courses:

B.Sc Aquaculture,

B.Sc Food Microbiology,

B.Sc Medical Microbiology

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B.Sc Industrial Microbiology

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##### a. Different subjects for Vocational Courses

1. Aquaculture

2. Food Microbiology

3. Medical Microbiology

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## 1. INTRODUCTION

Curriculum restructuring is the responsibility of any University that offers different courses. As per U.G.C guidelines it should be revised every three years. Accordingly the authorities of M.G University have taken the initiative to restructure the syllabus of each course for the benefit of the students.

According to Altman and Cashin "the primary purpose of a syllabus is to communicate to one's students what the course is about, why the course is taught, where it is going, and what will be required of the students, for them to complete the course with a passing grade. Claire Johnson says "the syllabus functions as a major communication device that provides details of how student learning will be assessed and about the roles of both Students and Instructors in the learning and assessment process. The syllabus is a "description" and "plan" for a course and if well written may be a tool that improves student learning, facilitates faculty teaching, improves communication between faculty members about their courses and assists with monitoring program quality says Claire Johnson (2006). Additionally Parke,Fix and Harris suggest that "the syllabus serves as a contract between the Instructor and the learner".

The M.G. University is well recognised among Universities for their quickness in updating technologies. It is the recipient of the award for computerization among the Universities. Ever since its inception, the M.G.University has had the history of updating its syllabi for the various courses offered. Presently, this exercise has resulted in the syllabus of Zoology, for the undergraduate students undergoing model I, II and III courses, reaching successful updation.

India, a mega biodiversity nation stands out as a fascinating destination, exhibiting an incredible diversity in its fauna and flora. Innumerable species of organisms live here contributing to India's most beautiful natural topography. All round development becomes possible only by exploring the vast potential of the still unknown resources of nature. Zoology undergraduate students are therefore made to go through the realities like Biota, anatomy and physiology of living organisms, DNA biotechnology, diseases, pathogens and parasites, environment, resources, protection of endangered organisms and their conservation, the "right to live" of all organisms in this world, and finally scientific knowledge about cottage industries, prompting students to involve in self employment programs.

The constant and unstinted efforts of the entire faculty of Zoology within M.G.University has been instrumental in framing this syllabus for the subject Zoology in this form. The faculty of Zoology proudly and sincerely submit herewith this updated syllabus in Zoology for its implementation in the coming three years.

## 2. AIMS & OBJECTIVES

The B.Sc. Zoology programme is designed to help the students to:

1. Acquire basic knowledge of various disciplines of Zoology and General Biology meant both for a graduate terminal course and for higher studies.
2. Incubate interest in nature and love of nature.
3. Understand the rich diversity of organisms and their ecological and evolutionary significance
4. Imbibe basic skills in the observation and study of nature, biological techniques, experimental skills and scientific investigation
5. Create awareness on the internal harmony of different body systems and the need for maintaining good health through appropriate lifestyle.
6. Acquire basic knowledge and skills in certain applied branches for self employment
7. Impart awareness of the conservation of the biosphere.

## 3. DURATION OF THE COURSE

The duration of U.G. programmes have 6 semesters. There shall be two Semesters in an academic year, the odd semester commences in June and on completion, the even Semester commences after a semester-break of one or two days with two months' vacation during April and May. (The commencement of first semester may be delayed owing to the finalization of the admission processes.)

## 4. PROGRAMME STRUCTURE - B.Sc Model I

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	22
d	Credits required from Common Course II	16
e	Credits required from Core course and Complementary courses including Project	79
f	Open course	3
g	Minimum attendance required	75%

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## B.Sc Model II

A	Programme Duration	6 Semesters
B	Total Credits required for successful completion of the Programme	120
C	Credits required from Common Course I	16
D	Credits required from Common Course II	8
E	Credits required from Core + Complementary + Vocational Courses including Project	93
F	Open course	3
G	Minimum attendance required	75%

## B.Sc Model III

A	Programme Duration	6 Semesters
B	Total Credits required for successful completion of the Programme	120
C	Credits required from Common Course I	8
D	Credits required from Core + Complementary + Vocational Courses including Project	109
E	Open course	3
F	Minimum attendance required	75%

## 5. EVALUATIONS:

The evaluation of each paper shall contain two parts:

- (i) Internal Assessment
- (ii) External Assessment

The internal to external assessment ratio shall be 1:4.

## EXTERNAL EXAMINATION AND INTERNAL EVALUATION

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment.

## ASSIGNMENTS

At least one assignment should be done in each semester for all papers.

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