



UNION CHRISTIAN COLLEGE ALUVA-2



SSR 5th CYCLE 2023 

Criterion 6

6.3.3 FDP/MDP Annual Report



Annual Report on staff development programmes (2018 – 2019)

Teaching

During the academic year 2018-2019, a total of 18 faculties participated in faculty development program, refresher course etc. of more than 5 days. Majority of these programs were conducted by various national and regional Centres like HRDG Centres, PMMMNTTs etc. Ms. Rima Joseph attended a two-day workshop on “Structural Data Interpretation (HPLC, LC-MS, FTIR, NMR)”.

Non-teaching staff

During this academic year, the college had taken initiative to conduct a three days Staff Development programme for the non-teaching staffs of the college from 13th to 15th April, 2019. Mr. C.K. Basheer, Former Administrative was the resource person for the programme and the programme was intended to give hands-on training to staffs handling various administrative positions in the college.

33 non-teaching staffs were participated in the programme.

This year two of the non-teaching staff had participated in the one-day state level workshop for Laboratory Staff on First Aid and Safety Techniques, FAST 2018, organized by the Department of Chemistry, ST. Theresa’s College, Ernakulam on 9th November, 2018.



Annual Report on staff development programmes (2019 – 2020)

Teaching

During the academic year 2019-2020, a total of 33 faculties participated in faculty development program, refresher course etc. of more than 5 days. Majority of these programs were conducted by various national and regional Centres like HRDG Centres, PMMMMNMTTs etc. Some programs were conducted online by NPTEL or SWAYAM Platforms. 3 faculties attended FDPs/refresher programs which are less than 5 days

Non-teaching staff

In this academic year, the college had conducted a two days staff development workshop on Best Practices in Office Administration from 21st to 22nd February, 2020. There were four sessions in the workshop namely:

- Time Management and Productivity, led by Dr. T. Thomas Philip, Former Principal, Union Christian College,
- Effective Office Correspondence, led by Mr. Alwin Alexander, Assistant Professor in English, Union Christian College,
- Digital Skills Enhancement & Office Software's, led by Mr. Cijin K. Paul, Assistant Professor in Computer Science, Union Christian College,
- Stress Management, led by Dr. K.E. Leelamma, Former Faculty in the Department of Psychology, Union Christian College.

Out of the 37 non-teaching staffs of the college, 28 were participated in the programme.



Annual Report on staff development programmes (2020-2021)

Teaching

During the academic year 2020-2021, a total of 46 faculties participated in faculty development program, refresher course etc. of more than 5 days. Due to covid restrictions, many of the faculties attended these programs in online mode. These programs were conducted by various national and regional Centres like HRDG Centres, PMMMNTTs, NPTEL, SWAYAM etc. 4 faculties attended FDPs/refresher programs which are less than 5 days

Non-Teaching

Due to covid restrictions, non-teaching staff was not able to attend/conduct any developmental programs.



Annual Report on staff development programmes (2021-2022)

Teaching

During the academic year 2021-2022, a total of 39 faculties participated in faculty development program, refresher course etc. of more than 5 days. Due to covid restrictions, many of the faculties attended these programs in online mode. These programs were conducted by various national and regional Centres like HRDG Centres, PMMMNTTs, NPTEL, SWAYAM etc. 9 faculties Participated in FDPs/refresher programs which are less than 5 days.

Annual Report on staff development programmes of Non-teaching staff (2021 – 2022)

During the academic year 2020 – 2021, due to COVID-19 restrictions, the college office started to follow more online techniques for office administration. Even though, the college started using an office automation software during the previous years, some of its functionalities were not used completely. Due to the COVID – 19 restrictions, the college couldn't provide a hands-on session to make use of the office automation software effectively. But, two webinars were conducted during this year, to enhance the knowledge of non-teaching staff on Kerala Service Rules and Kerala Store Purchase Manual & P.D. Accounts. The sessions were lead by Mr. A.V. George, Trainer at Institute of Management in Government, Govt. of Kerala and Mr. K.C. Paulose, Former Junior Superintendent, Union Christian College.

Hence, in the year 2020- 2021, the college authorities decided to organize a training programme for online office administration. A two days workshop were conducted on 15th and 16th October, 2020 on the topic Office Automation and Digital Skills Enhancement. Three sessions were there in the two days programme namely:

- Advanced MS Office Techniques and Use of Internet by Dr. Shine K. George, Associate Professor of MCA, Union Christian College
- Excel in MS Excel by Mr. Cijin K. Paul, Assistant Professor in Computer Science, Union Christian College
- Data Management and TCS ERP Software by Mr. Sirajudheen M.V., Senior Technical Engineer at Meshilologic Software Consultants, Calicut

Out of the 27 non-teaching staff, all were participated in the workshop.



Annual Report on staff development programmes (2022-2023)

Teaching

During the academic year 2022-2023, a total of 32 faculties participated in faculty development program, refresher course etc. of more than 5 days. These programs were conducted by various national and regional Centres like HRDG Centres, PMMMNMTTs, NPTEL, SWAYAM etc. 4 faculties Participated in FDPs/refresher programs which are less than 5 days.

Annual Report on staff development programmes of Non-teaching staff (2022 – 2023)

This year also, the college had conducted a two days staff development programme on Effective Office Administration during 5th and 6th October, 2022. Four sessions were there in the two days programme namely:

- Professional Approach to Office Management by Dr. A. Sunny Kuriakose, Former Principal of BPC College, Piravom and Former Faculty in the Department of Mathematics, Union Christian College, Aluva
- Leadership Skills by Ms. Seethal V.R., Placement Officer, Union Christian College
- Malayalam Word Processing by Dr. Vidhu Narayan, Assistant Professor in Malayalam, Union Christian College
- Mental Health and Wellness by Dr. Seená M. Mathai, Assistant Professor in Psychology, Union Christian College

Five non-teaching staffs, Mr. Soni Varughese, Mr. C.M. Santhosh, Mr. Chandradas C.C., Ms. Viji Devasia and Mr. Paul K.C. participated in the two days training programme for non-teaching staffs held at St.Xavier's College, Aluva on 18th and 19th November 2022 organized by the Deputy Directorate of Collegiate Education Ernakulam.

Ms. Remya K. Nair participated in the one-day staff development programme held at Mahatma Gandhi University, Kottayam on 17th December 2022, organized by the College Development Council, Mahatma Gandhi University.

Mr. Amith Jacob attended the Orientation Programme on Office Administrations and KSR Part 1 & 2 organized by IQAC of MES College, Marampally on 26th November, 2022.

29 non-teaching staff participated various in the workshops.



UNION CHRISTIAN COLLEGE, ALUVA

Affiliated to Mahatma Gandhi University, Kottayam, India

NAAC Re-Accredited with A Grade in 4th Cycle (CGPA 3.45)

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5th CYCLE
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