No: IQAC/2016/PoA   Dated 04/08/2016

PLAN OF ACTION 2016-17

This PoA has been placed before the 3rd IQAC meeting. It was decided that suggestions should be invited from faculty, staff and students on this and any modifications and additions should be incorporated before finalizing it in the next IQAC meeting. The activities of the IQAC in the academic year 2016-17 would be broadly based on this PoA. However, the IQAC can decide to modify it suitably when needed. The plan is based on the goals to be achieved by the college and based on the objectives of the college.

Departments are hereby requested to discuss the PoA among their faculty members and students. They should submit their suggestions to the IQAC latest by end of August.

Details

1. Initiating new academic programmes: The College at present has 6 UG programmes and one PG programme. Steps should be taken to enhance these numbers.

2. The faculty should be encouraged to participate in the workshops for revising syllabus and Board of Studies meetings of the University to suggest innovative practices in curriculum design and transaction.

3. Students should be encouraged to appear in career related/higher studies related examinations like NET/ SET/ GATE etc, and a database of the students appearing in these examinations and succeed thereafter should be maintained in the departments.

4. For faculty development, seminars should be organized by various departments. Two- three seminars at least should be organized in the college this year in various subjects. General seminars for improving communication skill, etc should be either organized, or the teachers should be encouraged to participate in such programmes at various institutions including the Academic Staff Colleges.

5. A seminar on quality parameters should be organized in the college.

6. Various clubs/cells/units in the college should be graded based on parameters decided by the staff council/ faculty. The facilities/clubs/units like Administrative services, IQAC, Departments and faculty, Library, and Various programmes in the college (like ASAP, WWS, SSP, Continuing Edn. Cell, EDUSAT, NSS, NCC, etc.)

7. Inter collegiate seminar on how to use technology to support teaching and learning should be conducted.

8. Teachers should be kept informed and should be encouraged to undertake research projects on behalf of various governmental/non governmental agencies. Collaborations for such projects with other institutes should be promoted. Those teachers without Doctoral degrees should be encouraged to pursue doctoral programmes in their subject of teaching. Awareness about citation index, impact factor, and other research quality indicators should be promoted among the teachers.

9. Departments with faculty members who are actively interested in research should be encouraged to take steps to obtain the research centre status of the University.

10. Student and faculty should be encouraged to use online research resources like INFLIBNET, etc. to the maximum possible extent. The usage of these should be quantified with the help of statistical data available with these resources by the respective co-ordinators.

11. Departments should be encouraged to get assistance from various agencies like UGC/DST under different funding schemes

12. Remedial Coaching for weaker sections/students should be started. Coaching for competitive examinations like UGC-CSIR NET, PSC examinations, etc should be started utilizing existing faculty, former faculty members, and alumni.

13. Community services should be promoted mainly through bodies like NCC and NSS in the college. The following should be considered for providing services to the community by various departments:

    (a) Health camps and health awareness classes for the nearby locality people, fish cultivation in the ponds (Zoology)

    (b) Class to educate parents on demonetization and encourage them towards cashless purchases (Commerce)

    (c) How to improve communication skills (Languages),

    (d) How to use technology and mathematics in real life, training in basic mathematics for plus two students, and career opportunities for plus two students in mathematics (Mathematics)

    (e) Identifying medicinal plants, rainwater harvesting (Botany)

    (f) To give more emphasis to eco-friendly activities (Green Chemistry initiatives) (Chemistry)

(g) Spread energy awareness, conservation and to promote use of renewable energy resources (Physics)

14. Library infrastructure should be improved. Introducing online facility for students to access the library database should be thought of. New books and journals should be purchased, and the list of such newly acquired ones should be published. Reading room for the library should be set up, and internet facility should be provided in this room.

15. The existing mechanism for collecting the feedback of students should be changed a bit. Feedback of students and teachers based on the Curriculum need to be done. Actions taken on feedback by departments/various sections should be consolidated.

16. In the feedback form for the outgoing students, questions like, whether they will advice their friends to join the college for the course they have undergone should be included. Their suggestions also should be asked, and constructive criticism/suggestions should be made public in the website, with the comments of the administration. Feedback of students on courses should be forwarded to the University/board of studies.

17. Activities of various clubs/cells in the college should be planned in advance in consultation with IQAC. Committees should be set up to suggest changes to the working of existing clubs/ units/ bodies/ practices in consultation with the administration. The details about the objectives of each and every club should be made available in the website.

18. Office rooms for all the clubs/units/bodies should be provided. These rooms should provide all the required facilities like, space to keep files, internet access etc. to the clubs/units.

19. **Increase the infrastructural facilities:**
    (a) Full UPS support and internet access to be provided to both the computer labs.
    (b) Sports facilities to be enhanced.
    (c) All departments to use ICT more for teaching learning process
    (d) The facilities in the canteen should be improved.
    (e) The students/faculty should be encouraged to use fitness centre on a larger scale.

20. Using technology in communications: Faculty and students should be encouraged to use e-mail communication system more effectively. Training should be given to students/staff using our own faculty/external experts on how to use cloud computing, Google services, online resources, email communications etc. more effectively.

21. Training to teachers, non teaching staff, and students: Computer training sessions to be conducted for all the college fraternity to make them use technology more effectively.

22. Administrative staff should be encouraged to participate in training programmes to enhance their capabilities.

23. Alumni associations and Parent-Teacher Association should be asked to sponsor, promote various activities of the college.

24. Health services should be made available to students in the college. Health awareness camps, and medical checkup camps should be organized.

25. Students to be encouraged to participate in various academic/sports/cultural events.

26. Full-fledged Career Guidance Cell and Human Resource Department should be set up. An external expert should be made as patron of these bodies. Two-three interactive sessions should be conducted in this year through these bodies for the benefit of students.

27. Placement drive should be conducted in January/February for the students. Placement Cell and Career Guidance Cell should be entrusted for this task.

28. To give wide publicity to anti-ragging laws, and activities of student grievance cell. Especially, mechanism to redress the student complaints regarding internal academic evaluation should be properly explained to the students, and necessary documents should be placed in the college website.

29. Linkages with other research/academic bodies/institutions should be promoted.

30. **Innovative practices:**

   (a) To eradicate the use of plastic and to initiate a sustainable mode of development.

   (b) To rectify the unpardonable mistakes in the notebooks of CBSE school students.

   (c) Biogas plant should be introduced for processing food waste. Via this, the average food cost in the canteen can be reduced, and the residues from the plant can be used for promoting agriculture in the unused college land. Support of agencies like Kudumbasree can be sought for this purpose.

   (d) Energy generation through solar projects should be thought of and promotion talks on energy conservation should be done.

   (e) Bridge courses should be conducted for first year students by all the major departments. Syllabus for the same should be prepared by faculty in consultation with experts, if necessary, from other colleges.

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Dr. Ratheesh Kumar V

The Co-ordinator (IQAC)

Mannam Memorial NSS College,

Kottiyam

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