



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MAJLIS ARTS AND SCIENCE COLLEGE, PURAMANNUR**

(Affiliated to the University of Calicut)

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**Action Plan 2016-17**

1. IQAC will ensure the preparation of Master Time Table and Departmental Action Plan in consultation with College Accommodation Committee and Council.
2. Review the working of various college level and department level committees formed as per the latest (2014) regulations of the University.
3. Ensure the CIE is conducted in adherence to the academic calendar.
4. Apply for the Recognition of UGC under 2(f) of the UGC Act 1956.
5. IQAC will monitor the participation of teachers in Assessment / Evaluation of UG and PG Programmes of the University Participation of teachers in Question paper setting of UG and PG programmes of the University is ensured by IQAC.
6. Organise review meeting of internal grievance redressal committee, Anti ragging and Anti sexual harassment committee.
7. Add-on and or certificate courses by all departments will be provided to the UG and PG students.
8. Ensure the transparency of selection and administration of open courses under CBCSS.
9. IQAC will ensure that Study tours, field visits, group discussions and seminars are conducted in various departments.
10. Sensitization programmes / courses on cross cutting issues like gender, environment and sustainability, human values, Energy conservation and professional ethics will be organized.
11. Feedback on curriculum will be obtained from students, teachers, employers, Parents and alumni, analyzed and actions will be taken.
12. Feedback Committee will collect the feedback on institution and infrastructure
13. Induction Programme and Bridge courses to be conducted in the Month of July and post bridge course test will be conducted to identify the level of learning.
14. Conduct Remedial classes, Crash Courses, Study camps, One to One teaching, Peer teaching, Experiential learning for each courses in odd and even semesters.
15. Orientation programmes on CAT, MAT will be organized to final year students.
16. IQAC will observe the following teaching-learning methods in departments such as Classroom

teaching, Interactive teaching learning methods, Experiential learning through field visits and study tours

17. Special Programmes for slow and advanced learners will be organized.
18. Faculty members will be motivated for pursuing his/her M.Phil. , PhD etc.
19. IQAC will encourage the teachers to participate in Workshops, Conferences and Seminars
20. Strengthen the existing ERP System (e College Solution) for governance ( Attendance, Fee collection, Student data base)
21. Outreach programmes will be conducted by all departments and report should be incorporated in the department annual report (2016-17).
22. Collaboration and MoUs / Linkages with Institutions and Industries for research / internship/ faculty exchange etc. should be increased.
23. Reprographic service in the library will be further extended by installing another reprographic machine.
24. Number of computers in the college computer centre and labs will be increased.
25. Campus Biodiversity Park will be further enriched by planting more saplings on June 5.
26. Monitor Majlis scholarship holders' performance by the end of odd and even semesters.
27. Organize programmes to promote national integration, Patriotic fervor like Independence day, Youth Day, Republic Day, Kargil Day by departments, clubs and forums etc.
28. Organize Alumni meet of all departments in the months of October and November 2016.
29. Construction of Annex building and extension of M.Sc Chemistry laboratory.
30. Conduct regular meeting of IQAC once in every month.
31. Strengthen the proctorial system under a chief proctor for enhanced campus discipline.
32. organize Faculty Development Progrmmes on recent development in various programmes
33. Internal academic audit will be organised by IQAC core team in Novemebr 2016 and March 2017.
34. External Academic Audit by a team of experts from other NAAC accredited institutions
35. Mentoring system will be strengthened to focus various issues of students and provide solutions to the issues.
36. FDP on recent trends in teaching learning will be organized in July 2016 to all staff members.
37. An orientation programme on office administration will be provided to the non teaching staff members.
38. Self Appraisal Reporting System will be modified by adding recent developments / attributes in

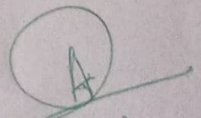
teaching learning.

39. Organize various programmes under different clubs and forums like WDC, ED Club, NSS, Music Club, Maths Club, association of all disciplines etc.
40. Preparation and Submission of data to AISHE
41. Conduct the programme exit survey from final year students in March 2017, analyse the same, prepare report and action will be taken.
42. Faculty sensitization towards accreditation to begin data collection for NAAC.

*The above mentioned activities are discussed and finalized in the IQAC's Meeting held on 01<sup>st</sup> June 2016, Wednesday and uploaded on college website.*



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