



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MAJLIS ARTS AND SCIENCE COLLEGE, PURAMANNUR

(Affiliated to the University of Calicut and Recognized by UGC under 2(f))

Action Plan 2020-21

Sl No.	Head	Action Plan for the Year
1	Curricular Planning and Implementation	<ol style="list-style-type: none">1. Academic calendar will be prepared by IQAC for Annual and Semester pattern.2. Admission will be completed as per the CAP of University of Calicut.3. IQAC will ensure the preparation of Master Time Table and Departmental Action Plan in consultation with College Accommodation Committee and Council4. IQAC will ensure that Departmental Calendars of Activities (Academic and Co-curricular) are prepared and followed by every department.5. Will review the working of various college level and department level committees formed as per the latest (2019) regulations of the University.6. Ensure the CIE is conducted in adherence to the academic calendar.7. Develop an Android App for students to ensure easy dissemination of information relating to Programmes offered by college, curriculum, courses, facilities in the Campus, PO, PSO and CO etc.8. IQAC will ensure that Teaching plans, Staff Diaries are available and meticulously followed in every department.9. Objectives of the curriculum will be achieved by departments and ensured by IQAC.10. 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
2	Academic Flexibility	<ol style="list-style-type: none">1. Add-on courses and or certificate programmes by all departments will be started and to be decided through Meetings.2. Will ensure transparency of selection and administration of open

		<p>courses.</p> <p>3. Will introduce open course of the department of physical Education “ Physical Activity Health and Wellness ”</p>
3	Curriculum Enrichment	<p>1. IQAC will ensure that Study tours, field visits, group discussions and seminars are conducted in various departments.</p> <p>2. Sensitization programmes / courses on cross cutting issues like gender, environment and sustainability, human values, Energy conservation and professional ethics will be organized.</p> <p>3. Value added course will be introduced.</p> <p>4. Maximum number of field projects for students will be enhanced.</p>
4	Feedback System	<p>1. Feedback on curriculum will be obtained from students, teachers, employers and alumni.</p> <p>2. Feedback Committee will analyze the feedback and new initiatives will be introduced.</p>
5	Catering to student diversity	<p>1. Initiatives to assess the learning levels of students will be enhanced.</p> <ul style="list-style-type: none"> • Proficiency/ Diagnostic tests to identify slow and advanced learners. • Bridge courses <p>2. Will Conduct Remedial classes, Crash Courses, Study camps, One to One teaching, Peer teaching, Experiential learning and Participatory learning</p> <p>3. Establish e-CDC and make E Content / Video lessons to help advanced and slow learners.</p> <p>4. Conduct Hackathon, Workshop on Robotics and IoT</p> <p>5. Conduct special programmes under the Department of Student Welfare (DSW)</p> <p>6. Orientation programmes on CAT, MAT, NET, KPSC, UPSC and Civil Service examinations</p>
6	Teaching – Learning Process	<p>IQAC will observe the following teaching-learning methods in departments-</p> <ol style="list-style-type: none"> 1. Classroom teaching. 2. Interactive teaching learning methods, 3. Teaching by using PPT. 4. Experiential learning through field visits and study tours. 5. Collaborative teaching.

		<ol style="list-style-type: none"> 6. Videlectures 7. MOOC / Swayam courses will be introduced to the students.
7	Teacher Quality	<ol style="list-style-type: none"> 1. IQAC will encourage the teachers to participate in Orientation, Refresher courses, Faculty development programme, Workshops, Conferences and Seminars. 2. IQAC will organize Recreation tours for faculty members. 3. Faculty will be motivated for pursuing his/her M.Phil. , Ph.D. and any other relevant course. 4. Feedback from students will be obtained on teacher's performance and necessary suggestions will be given to the concerned teacher for any improvement. 5. IQAC will organize training workshops for teachers on ICT based skill Enhancement, OBE and Question Paper Setting.
8	Evaluation Process and Reforms	<ol style="list-style-type: none"> 1. IQAC will analyze the dropout rate and systematic steps will be taken to reduce it. 2. Objective Test / Open book tests will be conducted. 3. Test series will be started in departments.(by CIE Committee) 4. Online examination will be introduced for internal evaluation. 5. E college solution will be used to record and evaluate students attendance. 6. IQAC will ensure the Grievance Redressal Committee Works effectively 7. Feedback on Internal Evaluation will be collected and actions taken
9	Students Performance and Learning Outcomes	<ol style="list-style-type: none"> 1. IQAC and Result monitoring committee will analyze students performance during the complete evaluation process and steps will be taken for improvement of students performance. 2. IQAC will measure the achievement of learning Outcomes by students.
10	Innovation Eco System	<ol style="list-style-type: none"> 1. Monitor the working of ED Club, IEDC and IIC of the college. 2. Seminar / workshop on Startups, Social Entrepreneurship will be organized. 3. Join hands with Incubation Centre of nearby college for start up incubation 4. Placing LED lights & solar panels throughout the campus 5. Activities under MGNCRE, SESREC etc.
11	Promotion of Research	<ol style="list-style-type: none"> 1. Student projects will be allotted through Research committee. 2. Introduce KMMACRP, A Chair in the college for promotion of

		<p>research.</p> <ol style="list-style-type: none"> 3. Conferences / Seminars / Workshops on Research Methodology and skill development will be organized in the campus by all post graduate departments. 4. Students' seminar will be organized by departments.
12	Extension Activities and Institutional Social Responsibility	<ol style="list-style-type: none"> 1. Institution - community network will be strengthened through extension activities of various departments, NSS, SIP, WDC and ED Club with respect to COVID 19 support 2. Outreach programmes will be conducted by all departments. 3. Counseling center for COVID 19 affected students and parents
13	Collaboration and MoUs	<ol style="list-style-type: none"> 1. New MOU / collaboration will be established. 2. Collaboration with Industries will be promoted. 3. Linkages with other institutes for UG / PG students will be established by Research Promotion Council.
14	Physical Facilities	<ol style="list-style-type: none"> 1. Yoga Centre will be started. 2. The college will try to extend Media labs, Computer Science lab, Auditorium and Parking space. 3. Make adequate facilities like Games arena, Canteen, and Gymnasium
15	Library as a Learning Resource	<ol style="list-style-type: none"> 1. The process for Library automation will be finished. 2. Number of titles will be increased. 3. Reprographic service will be extended in the library. 4. Network resource center will be enhanced. 5. Increase subscription of CARE journals 6. Subscription to NPTEL repository. 7. RFID enabled attendance system & Identity Card for students
16	IT infrastructure	<ol style="list-style-type: none"> 1. Number of nodes will be increased. 2. IT facilities will be kept updated. 3. Interactive boards will be installed in some classrooms and laboratories. 4. Smart TVs will be installed in all classrooms. 5. High speed lease line of internet having a speed ranging between 40-50 Mbps will be subscribed. 6. Free Wi-Fi facility will be available for students.
17	Maintenance of Campus facilities	<ol style="list-style-type: none"> 1. Renovation of Gents and Ladies toilet will be done. 2. Renovation of Ladies Common Room will be done. 3. Rain Water Recharge facility will be renovated.

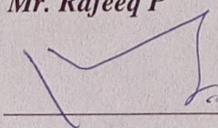
		<ol style="list-style-type: none"> 4. Trees / Plants/ lawn will be maintained & Beautification of campus will be done. 5. Campus bio Diversity Park will be maintained. 6. Solar Units will be installed. 7. Civil / Physical facilities will be maintained as per needs. 8. Sensitive equipment will be calibrated time to time. 9. Boards for College Building plan, Courses available in the college, meritorious students, College Staff List board, Classroom Number Plates, Facility Boards will be prepared by concerned committee. 10. Biogas plant will be renovated. 11. Energy saving Sensor based LED lights will be installed in the campus.
18	Student Mentoring and Support	<ol style="list-style-type: none"> 1. Mentoring system will be followed. 2. Remedial teaching will be provided to slow learners. 3. Projects will be allotted to the advanced learners. 4. Classes for competitive exams will be arranged by competitive exam committee. 5. Co-curricular and extracurricular activities will be run by each department for students. 6. Career counseling activities will be done. 7. Enrolment in MOOC will be encouraged. 8. Placement activities/ drives will be arranged. 9. Welfare schemes for students will be enhanced. 10. Competitive examinations guidance activities will be conducted by competitive exams guidance center. 11. Guidance to scholarship holder students by the college faculty.
19	Student Progression	<ol style="list-style-type: none"> 1. Student progression to higher education will be enhanced by continuous counseling through mentor system and career counseling cell. 2. Results and completion rate will be increased and dropout will be decreased.
20	Student Participation and activities	<ol style="list-style-type: none"> 1. Will be ensured through student council, NSS, Physical Education department, Cultural committee, College magazine, Environmental studies committee and through departmental activities. 2. Organize Hackathon, Robotics workshop 3. Will Organize programmes to promote national integration, Patriotic fervor, Swachhata awareness, Make in India, Digital India Initiative

		and Athma Nirbhar Bharath.
21	Alumni Engagement	<ol style="list-style-type: none"> 1. Conduct MASCOSA Common Meet. 2. Ensure Significant contribution by alumni in the form of financial contribution, academic contribution in the form of invited talks and lectures, Library enrichment and placement activities.
22	Strategic Development and Deployment	<ol style="list-style-type: none"> 1. Strategy development will be done through College Development Committee (CDC), IQAC and decentralization of administration will be done through different sub committees run under IQAC. 2. Non Teaching Staff will be Given Orientation Programmes on ICT, Office Automation, Personality Development.
23	Faculty Empowerment Strategies	<ol style="list-style-type: none"> 1. Faculty will be sent for participation in Orientation courses, Refresher courses, Faculty Development Programmes, Conferences, Workshops, Seminars and Skill oriented training programmes. 2. Organise FDP in ICT and E Content Development. 3. Will encourage faculty members to enroll in MOOC, SWAYAM courses. 4. Faculty sensitization towards RAF 2019 5. Will give assistance for Publications. 6. CALEM Programme 7. Workshop on question paper setting and OBE by TLC, IIT Madras
24	Internal Quality Assurance System	<ol style="list-style-type: none"> 1. As per the norms, we have elaborated the IQA cell. We have also included two peer experts from society. 2. The IQAC functions throughout the year for quality assurance. There is a regular meeting which held quarterly. 3. IQAC will subdivide the perspective plan year wise and it will be the action plan of IQAC for subsequent years. This action plan will be executed by IQAC through different college committees and will be monitored in its monthly meetings. 4. Staff Self Appraisal System under IQAC as an initiative for Staff evaluation.
25	Environmental Consciousness	<ol style="list-style-type: none"> 1. Green audit procedure is in place under environmental Studies committee. 2. Will take efforts to make the Campus Ecofriendly. 3. Sustain the Bio diversity park.
26	Distinctiveness and Best Practice	<ol style="list-style-type: none"> 1. Strengthen the tutorial and proctorial system. 2. Regularize the Class Observation of the teachers, reports prepared

		<p>and communicate them for improvement.</p> <ol style="list-style-type: none"> Village Institution Interface is to be strengthened. COVID 19 Cell to be formed to support students and villages nearby. Teaching Learning Center for faculty Improvement programmes
27	E Content Development	<ol style="list-style-type: none"> The teachers will prepare E- contents for their respective subjects. Advanced learners will also prepare video lessons which will be used for peer teaching
28	Guest Lecture	<ol style="list-style-type: none"> Each department will organize guest lectures on recent development in their faculty concerned especially with respect to the impact of COVID 19
29	Sports Activities	<ol style="list-style-type: none"> Department of Physical Education will enable students to Participate University level events and various college level sports event including Yoga. The department will conduct COFE (College Fitness Education) programme. Open Course of Physical Education “Physical Activity Health and Wellness” will be offered.

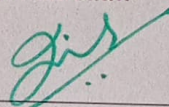
The above mentioned activities are discussed and finalized in the IQAC's Meeting held on 08 June 2020 and uploaded on college website.

Mr. Rafeeq P



Signature of the Coordinator, IQAC

Dr. P Mohamedali



Signature of the Chairperson, IQAC

Date: 08/06/2020

Place: Puramannur



PRINCIPAL
MAJLIS ARTS & SCIENCE COLLEGE
Puramannur P.O, Malappuram Dt
Kerala - 676552