

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

INTERNAL QUALITY ASSURANCE CELL

ACTION PLAN FOR THE YEAR 2019-2020

IV. Action Plan

Criterion I - Curricular Aspects:

- a. Review and update the curriculum, integrating Value and Skill based certificate courses and bridge courses.
- b. Implement innovative teaching methodologies like supplemental, experiential, participative learning and problem solving, from the start of the academic year 2019-2020, with periodic reviews and improvements.
- c. Establish collaborations with regional institutions by June 2019 to facilitate academic exchange programmes.
- d. Strengthen feedback system in the form of student feedback on curriculum, parent, student, alumni feedback on staff performance.
- e. Remedial lectures for slow learners and encourage advanced learners to reach their full potential.


Criterion II - Teaching, Learning, and Evaluation:

- a. Organize biannual workshops on effective pedagogy, assessment methods, and curriculum design for faculty members, beginning in June
- b. Using online surveys or feedback forms to create a safe space for students to express their opinions without fear of judgment
- c. To establish students centered teaching learning methods
- d. Prepare and adhere the academic calendar and teaching plans
- e. Evaluate the students' learning levels and find out the slow and advanced learners
- f. Implement Experiential learning to identify areas for improvement, help teachers tailor their approaches based on student needs.
- g. Maintain the current ratio of students to mentors in academics and other areas.
- h. Organize induction program and bridge courses for students.
- i. Organize remedial coaching classes.

Criterion III - Research, Consultancy, and Extension:

- a. Encourage faculty members to pursue higher education, attend conferences, and publish research papers, with a target of at least two professional development activities per faculty member per year.




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- b. Organize seminars, guest lectures, and workshops featuring renowned academicians and industry experts.
- c. Promote extension activities both at the institution and department level.

Criterion IV - Infrastructure and Learning Resources:

- a. Upgrade classrooms with modern audio-visual equipment and digital resources by June 2020.
- b. Enhance the D Space library with an additional collection of books, journals, and other digital resources by September 2020.
- c. Upgrade cloud based dedicated language lab to facilitate language learning and proficiency development by December 2019.
- d. Create a flexible, technology-enabled learning environment to support remote learning and collaboration by March 2020.
- e. To enable access to D Space Library module at home.

Criterion V - Student Support and Progression:

- a. Continue with mentorship program by January 2020 to provide academic and career guidance to students.
- b. Conduct semester skill development workshops focusing on communication, critical thinking, and employability skills and certificate courses for skill development
- c. Encourage participation of students in extracurricular activities in state, national & international level.
- d. Offer scholarships and financial aid by the Alumni and staff to meritorious and economically disadvantaged students, with applications opening in April 2020.
- e. Ensure guidance for competitive exams and career counseling.

Criterion VI - Governance, Leadership, and Management:

- a. Develop a comprehensive strategic plan that outlines the institution's mission, vision, and goals.
- b. Establish an advisory committee to overview the Value and Skill based Courses and Experiential learning through extension and outreach programmes.
- c. Restructure a mentoring program for new faculty members to promote professional development and leadership skills, especially in ERP, language lab, and examination system

Criterion VII - Institutional Values and Best Practices:

- a. Promote a culture of inclusivity, gender sensitivity, and social responsibility through seminars, workshops, and awareness programs, with at least one event per semester.



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- b. Adopting inclusive and learner-centered teaching methods that cater to the diverse needs of students
- c. Foster a culture of transparency, accountability, and continuous improvement through periodic evaluations and feedback.
- d. Ensuring that the institution's academic and administrative processes are efficient, effective, and transparent, using technology as needed.



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