

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
INTERNAL QUALITY ASSURANCE CELL
ACTION PLAN FOR THE YEAR 2021-22

Criterion I - Curricular Aspects:

- a. Identify the challenges including online teaching, student engagement, and assessment.
- b. Develop and implement strategies that cater to the needs of students who may not have access to the internet or the required technology.
- c. Review and update the curriculum by integrating certificate and bridge courses.
- d. Encourage faculty and students to engage in community outreach activities such as volunteering for social causes, conducting online literacy programs, and organizing awareness campaigns.
- e. Provide a range of student support services, including academic advising, counseling, and career guidance
- f. Collaborate with other institutions to enhance the quality of education and research. This may include organizing joint seminars, workshops, and research projects.
- g. Remedial lectures for slow learners and encourage advanced learners to reach their full potential.

Criterion II - Teaching, Learning, and Evaluation:

- a. Monitor the academic progress of students and provide them with remedial assistance and support to overcome the challenges they may face during the pandemic.
- b. Use online surveys or feedback forms to create a safe space for students to express their opinions without fear of judgment
- c. Encourage and support students to participate in online training programs, internships, and other virtual learning opportunities.
- d. Encourage faculty members to engage in online training programs, webinars, and virtual conferences.



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- e. To evaluate the students' learning levels and find out the slow and advanced learners through online examinations.
- f. Implement Experiential Learning (PEL) to identify areas for improvement, help teachers tailor their approaches based on student needs.

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.
- b. Organize seminars, guest lectures, and workshops featuring renowned academicians and industry experts.

Criterion IV - Infrastructure and Learning Resources:

- a. Provide virtual access to library resources, including e-books, research databases, and academic journals.
- b. Ensure that all faculty members and students have access to a stable internet connection and appropriate software and hardware for online learning.
- c. Upgrade classrooms with modern audio-visual equipment and digital resources by June 2022.
- d. Enhance the D Space library with an additional collection of books, journals, and other digital resources by September 2022.
- e. Upgrade cloud-based dedicated language lab to facilitate language learning and proficiency development by December 2021.
- f. Create a flexible, technology-enabled learning environment to support remote learning and collaboration by March 2022.

Criterion V - Student Support and Progression:

- a. Continue with the mentorship programme by January 2022 to provide academic and career guidance to students.
- b. Organize semester skill development workshops focusing on communication, critical thinking, and employability skills and certificate courses for skill development




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- c. Encourage participation of students in extracurricular activities in state, national and international level.
- d. Offer scholarships and financial aid by Alumni and staff to meritorious and economically disadvantaged students, with applications opening in April 2022.

Criterion VI - Governance, Leadership, and Management:

- a. Develop a comprehensive strategic plan that outlines the institution's mission, vision, and goals.
- b. Enhance the advisory committee to overview the Value and Skill based Courses and experiential learning through extension and Community Engagement Programs.
- c. Develop 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.
- 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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