

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

INTERNAL QUALITY ASSURANCE CELL

ACTION PLAN FOR THE YEAR 2018-2019

Criterion I - Curricular Aspects:

- a. Review and update the curriculum by integrating Value and Skill based Certificate Courses and induction programme.
- b. Implement innovative teaching methodologies like supplemental, experiential, participative learning and problem-solving, from the start of the academic year 2018-2019, with periodic reviews and improvements.
- c. Initiative to assess the learning levels of students will be enhanced
- d. Students feedback will be analyzed and initiatives will be introduced.
- e. Promote remedial coaching and peer group teaching
- f. Conduct at least one class wise PTA meeting in each semester.
- g. Conduct value education, gender equality programmes and promote academic seminars and career guidance programs for students.

Criterion II - Teaching, Learning, and Evaluation:

- a. Using feedback forms to create a safe space for students to express their opinions without fear of judgment.
- b. Plan to implement student centered teaching-learning methods, Experiential learning and Participative learning.
- c. Prepare and adhere to the academic calendar and teaching plans.
- d. Assess the learning levels of the students and organize special Programmes for advanced learners and slow learners.
- e. Follow university norms for internal assessment patterns.

Criterion III - Research, Consultancy, and Extension:

- a. Encourage the teachers to apply for research, guideship and also motivate them to publish papers or books in journals and conferences
- b. Organize seminars, guest lectures, and workshops featuring renowned academicians and industry experts.
- c. Promote extension activities at the department level.
- d. Encourage innovations and promote club activities.

Criterion IV - Infrastructure and Learning Resources:




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- a. Increase the number of classrooms with ICT capabilities.
- b. Take steps for online access to the college library.
- c. Provide free Wi-Fi access to students.
- d. Establish a flexible, technology-enabled learning environment to support remote learning and collaboration.

Criterion V - Student Support and Progression:

- a. Enhance Student progression to higher education by continuous counseling through mentor system.
- b. Organize 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 and International level.
- d. Ensure a mechanism for timely redressal of students' grievances including sexual harassment and ragging cases.
- e. Provide guidance for competitive examinations and career counseling through the Career Advising and Counselling Cell

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 Experiential Learning of the students through VSBL courses and Extension & Community engagement programmes.
- 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. Adopt 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. Ensure the institution's academic and administrative processes are efficient, effective, and transparent, using technology as needed.



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