

KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

INTERNAL QUALITY ASSURANCE CELL

ACTION PLAN FOR THE YEAR 2020-21

Criterion I - Curricular Aspects:

- a. Review and update the curriculum by integrating online certificate and bridge courses.
- b. Implement innovative online teaching methodologies like supplemental, experiential, participative learning, and problem-solving, from the start of the academic year 2020-2021, with periodic reviews and improvements.
- c. Establish collaborations with national, international institutions by June 2021 to facilitate online academic exchange programs.
- d. Implement a feedback system in the form of online student feedback on curriculum, parent, student, alumni feedback on staff performance.
- e. Provide additional online resources and support for slow learners, and offer online advanced learning opportunities for motivated students.
- f. Strengthen the cloud-based language lab for online language learning.
- g. Offer new online courses focusing on skill-building and adapting to the changing job market.

Criterion II - Teaching, Learning, and Evaluation:

- a. Organize biannual online workshops on effective pedagogy, assessment methods, and curriculum design for faculty members, beginning in January 2021.
- b. Use online surveys or feedback forms to create a safe space for students to express their opinions without fear of judgment.
- c. Implement student-centered teaching-learning methods, including experiential and participative learning.
- d. Prepare and adhere to an academic calendar and teaching plans.
- e. Evaluate students' learning levels and identify slow and advanced learners through online assessments.
- f. Implement Experiential Learning (PEL) to identify areas for improvement and help teachers tailor their approaches based on student needs.

Criterion III - Research, Consultancy, and Extension:




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- a. Encourage faculty members to pursue higher education, attend virtual conferences, and publish research papers, with a target of at least two professional development activities per faculty member per year.
- b. Organize webinars, online guest lectures, and virtual workshops featuring renowned academicians and industry experts.

Criterion IV - Infrastructure and Learning Resources:

- a. Upgrade classrooms with modern audio-visual equipment and digital resources by June 2021.
- b. Enhance the D Space library with additional 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 2020.
- d. Create a flexible, technology-enabled learning environment to support remote learning and collaboration by March 2021.
- e. Enable access to D Space Library module at home.

Criterion V - Student Support and Progression:

- a. Continue with the mentorship programme by January 2021 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.
- c. Encourage participation of students in extracurricular activities, such as literary clubs, debate societies, and creative writing competitions, with at least one major event per semester.
- d. Offer scholarships and financial aid by alumni and Staff to meritorious and economically disadvantaged students, with applications opening in April 2021.

Criterion VI - Governance, Leadership, and Management:

- a. Develop a comprehensive strategic plan that outlines the department's mission, vision, and goals.
- b. Enhance advisory committee to overview Experiential Learning through Value and Skill based Courses and Extension and 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 virtual seminars, webinars, and online 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 in both physical and online classrooms.




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c. Foster a culture of transparency, accountability, and continuous improvement through online periodic evaluations and feedback.

d. Ensure that the institution's academic and administrative processes are efficient, effective, and transparent, using technology as needed, such as online document management systems and virtual meetings.



A handwritten signature in green ink, appearing to read "A. Azhar".

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