

## **Action Plan 2017-18**

S.N.	Head	Action Plan for the year
1.	<b>Curricular Planning and Implementation</b>	<ol style="list-style-type: none"><li>1. Academic calendar will be prepared by IQAC for Annual and Semester pattern.</li><li>2. IQAC will ensure that Departmental Calendars of Activities (Academic and Co-curricular) are prepared and followed by every department.</li><li>3. IQAC will ensure that Teaching plans are available and meticulously followed in every department.</li><li>4. Objectives of the curriculum will be achieved by departments and ensured by IQAC.</li></ol>
2.	<b>Academic Flexibility</b>	<ol style="list-style-type: none"><li>1. Short term course in communication skill in English will be started.</li><li>2. Add-on courses will be started.</li></ol>
3.	<b>Curriculum Enrichment</b>	<ol style="list-style-type: none"><li>1. IQAC will ensure that Study tours, field visits, group discussions and seminars are conducted in various departments.</li><li>2. At least 1-2 Sensitization programmes on cross cutting issues will be organized.</li></ol>
4.	<b>Feedback System</b>	Feedback will be obtained from students, alumni and parents. IQAC will analyze the feedback and new initiatives will be introduced.
5.	<b>Teaching-Learning Process</b>	IQAC will check the following teaching-learning methods in departments <ol style="list-style-type: none"><li>1. Classroom teaching.</li><li>2. Interactive teaching learning methods,</li><li>3. Teaching by using PPT.</li><li>4. Experiential learning through field visits and study tours.</li><li>5. Collaborative teaching.</li></ol>

<b>6.</b>	<b>Teacher Quality</b>	<ol style="list-style-type: none"><li>1. IQAC will encourage the teachers to participate in Orientation, Refresher courses, Faculty development programmes, Workshops, Conferences and Seminars.</li><li>2. IQAC will organize Recreation tours for faculties.</li><li>3. Faculty will be motivated for perusing his/her M.Phil. , Ph.D. and any other relevant course.</li><li>4. Feedback from students will be obtained on teacher's performance and necessary suggestions will be given to the concerned teacher for any improvement.</li></ol>
<b>7.</b>	<b>Evaluation Process and Reforms</b>	<ol style="list-style-type: none"><li>1. IQAC and RMC will analyze the Dropout rate and systematic steps will be taken to reduce it.</li><li>2. Objective Test / Open book tests will be conducted.</li><li>3. Test series will be started in departments.(by CE Committee)</li></ol>
<b>8.</b>	<b>Student Performance and Learning Outcomes</b>	<ol style="list-style-type: none"><li>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.</li><li>2. Learning outcomes stated by the college will be achieved through the process of teaching learning and evaluation.</li><li>3. Group discussion, Viva test series will be conducted to identify slow and fast learners.</li></ol>
<b>9.</b>	<b>Promotion of Research</b>	<ol style="list-style-type: none"><li>1. At least 02 Major and 05 minor research projects will be undertaken by the faculty.</li><li>2. Student projects will be allotted through Research committee.</li><li>3. 02 Conferences / Seminars / Workshops will be organized.</li></ol>
<b>10.</b>	<b>Resource Mobilization for Research</b>	<ol style="list-style-type: none"><li>1. Resource mobilization will be done through major and minor research projects.</li><li>2. Process for Tie Ups with Industries will be started.</li></ol>

<b>11.</b>	<b>Research Facilities</b>	1. Research committee will encourage Ph. D. supervisors for Registration of Ph. D. students and 2-3 departments will submit the proposals for research centre to affiliating University.
<b>12.</b>	<b>Research Publications and Awards</b>	Research publications will be done in UGC approved journals. At least 20-30 publications will be done.
<b>13.</b>	<b>Consultancy</b>	The process for Formal System of consultancy will be established by Consultancy committee.
<b>14.</b>	<b>Extension Activities and Institutional Social Responsibility</b>	Institution- community network will be strengthen through various extension activities and NSS/NCC, SJJS and women welfare committee. About <b>04</b> outreach programmes will be conducted.
<b>15.</b>	<b>Collaboration</b>	1. 01 new MOUs/ collaboration will be established.
<b>16.</b>	<b>Physical Facilities</b>	1. Yoga Centre will be started. 2. The college will try to make adequate facilities like toilet (Sanitation), Auditorium and Parking space.
<b>17.</b>	<b>Library as a Learning Resource</b>	1. The process for Library automation will be started. 2. Number of titles will be increased. 3. Reprographic service will be started in the library.
<b>18.</b>	<b>IT -Infrastructure</b>	1. Number of nodes will be increased. 2. Interactive boards will be installed in some classrooms and laboratories. 3. Free Wi-Fi facility will be available for students.
<b>19.</b>	<b>Maintenance of Campus Facilities</b>	1. Civil / Physical facilities will be maintained as per needs. 2. Sensitive equipments will be calibrated time to time. 3. IT facilities will be kept updated.
<b>20.</b>	<b>Student Mentoring and Support</b>	1. Mentor system will be followed. 2. Remedial teaching will be provided to slow learners. 3. Projects will be allotted to fast learners. 4. Regular classes for competitive exams will be arranged (EIS).

		<p>5. Co-curricular and extracurricular activities will be run for students.</p> <p>6. Career counseling will be done.</p> <p>7. Placement activities will be arranged.</p> <p>8. Welfare schemes for students will be enhanced.</p>
21.	<b>Student Progression</b>	<p>1. Student progression to higher education will be enhanced by continues counseling through mentor system and career counseling cell.</p> <p>2. Results and completion rate will be increased and drop out will be decreased.</p>
22.	<b>Student Participation and Activities</b>	<p>Will be ensured through student council, NSS, NCC, sport department, cultural committee, college magazine and departmental activities.</p>
23.	<b>Strategy Development and Deployment</b>	<p>Strategy development will be done through LMC, staff council and IQAC and Decentralization of administration will be done through different committees run under College Council and IQAC's sub committees.</p>
24.	<b>Faculty Empowerment Strategies</b>	<p>Faculty will be sent for participation in Orientation courses, refresher courses, faculty development programmes, conferences, workshops, seminars and training programmes.</p>
25.	<b>Internal Quality Assurance System</b>	<p>Internal quality will be assured through IQAC. 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 quarterly meetings.</p>

26.	<b>Environment Consciousness</b>	1. Green audit procedure is in place under environmental Studies committee. 2. Efforts will be strengthen to make the Campus Eco friendly.
27.	<b>Innovations and best practices</b>	At least 01 new innovative practice will be started.

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

*Date:*

*Place:*