

Action plan of IQAC 2020-2021

Criterion 1

1. Provide more attention to Bridge course and induction programme for the students
2. Promote Remedial coaching & Peer group teaching
3. Develop PPT bank, Question bank and Video tutorials
4. Take step to start youtube channel, blog, facebook page at department level
5. Conduct at least one parents meeting (online) in each semester.
6. Continue the new initiative programmes like WWS, SSP, ASAP online mode.
7. Introduce at least one add-on/ certificate course by each departments
8. Conduct value education, gender equality programmes for the students
9. Promote Academic seminar or Webinar and career guidance programmes for students

Criterion 2

1. Introduce mentor mentee system in addition to tutorial systems.
2. Expand the operation of MIS in all areas of office administration to keep proper documentation.
3. Encourage the students for group learning, role play, news letter, blog writing, online magazines, youtube videos related to learning
4. Ensure the transparency of internal assessment by the Academic monitoring committee. Implement the uniform pattern for the internal assessment as per university norms. Properly maintain the minutes of academic monitoring committee.
5. Encourage the presentations or discussions on course outcomes and programme outcomes by the departments. Make arrangements for the display of course outcomes and programme outcomes in class rooms or share it with students.
6. Academic monitoring committee should convene meetings regularly to decide all the academic matters like online teaching, internals, seminars, workshops etc. The committee should evaluate the university result and provide suitable suggestions for the improvement.
7. Promote the usage of infliabnet, e resources among teachers and students for effective teaching and learning.

Criterion 3

1. Promote the teachers to apply for major and minor projects
2. Encourage the innovations and promote the club activities at department level.

3. Promote the Workshops/seminars on Research methodology,Intellectual Property Rights (IPR) and entrepreneurship.
4. Encourage the teachers to apply for research, guideship and also motivate them to publish papers/books in journals, conferences.
5. Promote extension activities at department level.
6. Extension Committee, Departments,NSS and NCC try to establish collaborations and MoUS with institutions,industries etc. and also engage in extension activities.
7. Apply for awards and recognitions from government/ government recognised bodies for extension activities.
8. Encourage collaborative activities for research, Faculty exchange, Student exchange/ internship at department level.

Criterion 4

1. Promote more ICT enabled classrooms
2. Encourage to create more facilities for cultural activities,sports etc
3. Take a step for Online access to college library and books.

Criterion 5

1. Maintain proper register or record for scholarships, freships etc. provided by the institution / non- government agencies.
2. Promote capacity building and skills enhancement initiatives .
3. Improve the activities of the College career guidance cell to provide proper guidance for competitive examinations and career counselling etc,
4. Ensure a mechanism for timely redressal of student grievances including sexual harassment and ragging cases.
5. Develop a monitoring system for measuring and recording students progression yearly at department level.
6. Maintain a proper documentation system for recording students' achievements by the Departments, arts and sports authorities.
7. Draft an Institutional policy for the students representation and engagement in various administrative, co- curricular and extracurricular activities.
8. Promote online alumni meetings at college and department level and maintain a proper documentation system for their contributions and also the programmes.

Criterion 6

1. Display the institution vision and mission in every block
2. National Anthem at the end of the class
3. Develop a College Anthem
4. Establish Suggestion box

5. Formulate and implement the academic and administrative policies and plan
6. Implementation of e-governance in areas of operation such as Administration ,Finance and Accounts , Student Admission and Support ,Examination etc.
7. Take a step for effective and clearly defined welfare measures for teachers and non teaching staff.
8. Organise professional development programmes for teaching and nonteaching staff.
9. Implement the performance appraisal system for teachers and nonteaching staff more effectively.
10. Institutional strategies for mobilisation of funds and the optimal utilisation of resources -
11. Complete the procedure for ISO certification and NIRF
12. Improve the College handbook and Academic Calendar

Criteria 7

1. Organise Gender equality programmes
2. Disable friendly pathways classrooms, wheelchair,- hand rail in upstairs
3. Institution and departments should take efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversity
4. Every day begins with prayer ,implements thought for the day and ends with the national Anthem in the evenings.
5. Display fundamental rights and duties, National integration quotes in the college campus.
6. Construct a national leaders statue in the college campus and establish national leaders photos in the library.
7. Concentrate more on cultural events,anti drug programmes, Blood donation programmes and exhibition for students in nearest schools.
8. Organize professional ethics programmes for students, teachers, administrators and other staff
9. Organise awareness programmes on Code of Conduct
10. Celebrates/organizes national and international commemorative days, events and festivals
11. Institutional distinctiveness- programmes highlighting our vision and mission
12. Strictly implement Academic and Administrative Audit at the end of every academic year IQAC and principal will verify the documents.

PROPOSAL OF SES COLLEGE EXTENSION ACTIVITIES FOR THE YEAR 2020-21

1. EXTENSION PROGRAMMES

- Reaching out and experiencing the society and contributing our fair share for making it a better place through various activities of the various forums under the college

1. **House construction *Sneha veedu*** initiative to provide the warmth of hearth and home to the less fortunate family of our locality
2. Department wise academic and social extension activities

2. NSS ACTIVITIES ACTION PLAN

- Vimukthi Campaign
- Traffic Awareness Drive
- Cleaning a nearby water source for reclaiming our water resources
- Anti-plastic drive in the nearby locality
- Vegetable cultivation in nearby paddy field

3. ASAP

- E magazine
- Presentations for awareness on areas of pertinence
- Preparation of videos sharing tips to improve communication skills
- Special days wishes through digital modes
- Creating a facebook page ,where activities of the forum can be uploaded
- Awareness programs for marginalised about different Govt .schemes
- Skill through video classes which can be shared through digital platforms
- Sessions on self employment opportunities through digital platform
- Video presentations on tips to improve English speaking skills

4. NCC

- Intercollegiate quiz programme
- Tree plantation programme
- Other programs related to NCC

5. ANTI DRUG CLUB

- Antidrug Awareness Programme

6. COUNSELLING CENTRE

- Providing counselling sessions and classes for the marginalised groups
- Conducting personality development classes for the students
- Providing individual counselling