



**SAFA** | COLLEGE OF  
ARTS AND SCIENCE

# **ACTION PLAN 2019-20**



# SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)  
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## IQAC ACTION PLAN AND ATR (2019-20)

Sl No	Head	Action Plan	Outcome/ATR	Proof for implementation
1	Curricular Planning and Implementation	Academic calendar will be prepared by IQAC	Prepared by all concerned Department, compiled by IQAC and forwarded to concerned Departments for implementation.	Academic Calendar, Examination Calendar and Activity Calendar Academic Council meeting minutes
		IQAC will ensure that the prepared Examination & Activity calendar (Academic and Co-curricular) are followed by every department.		
		IQAC will ensure that Action Plans, Semester plan and Course outline are prepared and followed in every department.		
		IQAC will ensure the proper delivery of Curriculum via Academic council and Department council	Conducted meeting of Academic Council and thereby Department council, properly	
2	Academic Flexibility	IQAC will ensure the proper conduct of Certificate courses by all departments	10 certificate courses conducted by various departments and completed successfully	Curriculum and Completion Certificate
3	Curriculum Enrichment	IQAC will ensure that Academic visit, field visits, group discussions and seminars are conducted in various departments.	Monitored by IQAC	Conduct of Academic, field Visit. Seminar Presentation and gender sensitization Programs.
		At least 2 Sensitization Programmes / courses on cross cutting issues like gender, environment, human values and professional ethics will be organized.	Gender related programmes were mainly conducted by WDC, Environmental related were carried out by Bio Diversity and Nature club and others were conducted by departments	

		No. of internship/exposure visit for students will be enhanced	<b>Internship and Exposure visit conducted by Social Work Department</b>	
		No. of field projects for students will be enhanced	<b>Every department successfully completed by the project works.</b>	
04	<b>Feedback System</b>	<b>Feedback will be obtained from students, alumni ,Teachers and parents. IQAC will analyze the feedback</b>	Monitored by IQAC	Analysis Report and Action Taken
05	<b>Catering to student diversity</b>	<b>Initiatives to assess the learning levels of students will be enhanced. 1.Entry and Exit tests to Identify&amp; categorize slow, middle and advanced learners. 2. Bridge courses 3. Remedial classes Conducted by all departments &amp;Monitored by IQAC.</b>	Conducted by all departments &Monitored by IQAC.	Bridge Course Register and Remedial Coaching Register
06	<b>Teaching Learning Process</b>	<b>IQAC will ensure the following teaching-learning methods in each departments 1. Teaching-learning. 2. Teachers' diary 3. Teaching by using PPT. 4. Experiential learning through field Visits and Academic Visits. 5. Collaborative teaching.</b>	Monitored by Academic Performance and Evaluation Committee & IQAC	Teachers' Diary
07	<b>Teacher Quality</b>	<b>IQAC will encourage the teachers to participate in Orientation, Courses, Faculty development programmes, Workshops, Conferences and Seminars.</b>	IQAC conducted FDP and all faculties were participated and the IQAC motivated the faculty members participate seminars and workshops	FDP,PDP and Administrative Training Program Report and Staff Welfare Measures
		<b>Faculty will be motivated for pursuing M.Phil. and Ph.D.</b>	<b>Faculties were given extra leave and other supporting services</b>	
		<b>Feedback from students will be obtained on teacher's performance and necessary suggestions will be given to the concerned teacher</b>	<b>Feedback collected ,analysed and prepared ATR</b>	

		IQAC will organize Recreation Activities for faculties	Conducted Staff recreational activities on the important Day and staff tour by Staff Club	
08	Student Performance and Learning Outcomes	IQAC and APEC will analyse student performance during the complete evaluation process and steps will be taken for improvement of students Performance.	Semester wise result analysis was prepared by concerned departments.	APEC and Tutor meeting minutes
		IQAC ensure proper conduct of Tutor meeting and PTA meeting to evaluate the performance of students	Tutor meeting were conducted 5 <sup>th</sup> of every month to evaluate Internal Assessment criteria and PTA meeting conducted at the end of semester to evaluate over all performance of the students	
09	Promotion of Research	Student projects will be scrutinized by the APEC.	Monitored by HoDs & APEC	Soft copy of Student Project Students presentation and Publication
		Departments were encouraged to conduct Conferences / Seminars / Workshops will be organized in Campus.	15 more seminars and workshop were conducted	
		.Students' seminars will be Organized.	Monitored by Holds & APEC	
10	Research Publications	Research publications will be done in UGC approved journals	Published in the UGC care list and books in chapter	Staff publication in UGC Care List
11	Extension Activities	IQAC will ensure community outreaching through various extension Activities and NSS, SIP and Departments.	About 15 extension activities conducted	Report of Extension Activities
12	Collaboration	IQAC will ensure more collaborative Learning	7 more Institutional MoUs established	MoUs

13	Physical Facilities	The institution will try to increase adequate infra-structure and physical facilities	Audio Visual Hall and an academic block added in the year	Deployment of Plan
14	Library as a Learning Resource	Number of titles will be increased. Reprographic service will be Started in the library.	441 books added. Reprographic service like Xerox machine made available at Library	Library Annual Report
15	IT Infrastructure	LED TV will be installed in some more classrooms. Free Wi-Fi facility will be available for students.	LED TV installed in more class rooms to the existing . Free Wi-Fi facility available for staff	ICT Enabled classroom
16	Student Mentoring and Support	Mentor system will be followed.	Monitored by IQAC	Mentor Register, Add-on course Curriculum & Completion List ,report on competitive examination cell.Co-carricular and extracurricular activities and report of Career Counselling
		Remedial teaching will be provided to slow learners.	Monitored by Raise Me club &IQAC	
		Add-on course will be allotted to the advanced learners.	Monitored by I earn Club & IQAC	
		Coaching for competitive exams will be arranged	PSC club established. PSC Coaching centre successively completed this years coaching.	
		Co-curricular and extracurricular activities will be run for students.	Effectively followed and monitored through various committees under IQAC	
		Career counselling activities will be done.	Effectively followed and monitored through various committees under IQAC	
		Placement activities will be arranged.	Effectively followed and monitored through various committees under IQAC	

			A placement drive of Calicut University hosted at Safa College	
		Welfare schemes for students will be enhanced.	About rupees 5 lakh spent for Student welfare activities	
17	Student Progression	Student progression to higher education will be enhanced by continuous counselling through mentor system and Career Placement Cell.	monitored by APEC under IQAC.	Report of Counselling cell and Career placement Cell
18	Student Participation	Will be ensured through NSS, Physical Education department, other clubs and Students union, Fine Arts committee, college magazine and departmental activities.	Monitored by IQAC	IQAC Annual Report
19	Strategy Development and	Strategy development will be done through Governing Body, IQAC and decentralization of administration will be done through different committees run under Academic Council and IQAC's sub committees, like NAAC and Criterion Committee	Monitored by Administrative Officer and IQAC	IQAC Annual Report
20	Faculty Empowerment Strategies	Faculty will be Encouraged to attend the Orientation courses, refresher courses, faculty development programmes, conferences, workshops, seminars and training programmes.	The IQAC conducted FDP and motivated the faculty members to enhance their knowledge and resources through seminars and workshops	IQAC Annual Report
21	Internal Quality Assurance	Quality culture among staffs will be assured through IQAC. IQAC will subdivide the perspective plan short term 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 Monthly meetings.	. Meticulously Done.	IQAC Annual Report

22	Environment Consciousness	Efforts will be strengthen to make the Campus Eco friendly eco-friendly practices carried out throughout the yea	Monitored by IQAC and Social Forestry club	IQAC Annual Report
23	best practic es	IQAC ensure the Best Practices through various clubs and Departments	Best practice activities carried out Under two Heads. Share ur Smile and SKILL	IQAC Annual Report