



SAFA | COLLEGE OF
ARTS AND SCIENCE

ACTION PLAN 2022-23



SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)
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IQAC ACTION PLAN AND ATR (2022-23)

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	
		Faculty Orientation and Induction program will be organized as per academic calendar	Faculty orientation and Student induction program was organized for UG and PG students Separately	
2	Academic Flexibility	IQAC will ensure the proper conduct of Certificate courses by all departments	10 certificate courses and 4 add on 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. NEP Workshop Report
		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	Internship and Exposure visit conducted by Social Work Department	
		Workshop on NEP2020	One day workshop on NEP at Ansar Womens College ,Perimbilavu	
		No. of field projects for students will be enhanced	Every department successfully completed by the project works.	
04	Feedback System	Feedback will be obtained from Students, Alumni, Teachers and parents. IQAC will analyse the feedback	Feedback collected from various stake holders, analyzed and takes necessary action. IQAC will take the action on feedback and ATR on feedback will be uploaded in to college website	Analysis Report and Action Taken Report
05	Catering to student diversity	Initiatives to assess the learning levels of students will be enhanced. 1.Entry and Exit tests to Identify& categorize slow, middle and advanced learners. 2. Bridge courses 3. Remedial classes Conducted by all departments &Monitored by IQAC.	Conducted by all departments &Monitored by IQAC.	Bridge Course Register and Remedial Coaching Register

06	Teaching Learning Process	<p>IQAC will ensure the following teaching-learning methods in each departments</p> <ol style="list-style-type: none"> 1. Teaching-learning. 2. Teachers' diary 3. Teaching by using PPT. 4. Experiential learning through field Visits and Academic Visits. 5. Collaborative teaching. 	Monitored by Academic Performance and Evaluation Committee & IQAC	Teachers' Diary
07	Teacher Quality	<p>IQAC will encourage the teachers to participate in Orientation, Courses, Faculty development programmes, Workshops, Conferences and Seminars.</p>	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
<p>Faculty will be motivated for pursuing M.Phil. and Ph.D.</p>	<p>Faculties were given extra leave and other supporting services</p>			
<p>Feedback from students will be obtained on teacher's performance and necessary suggestions will be given to the concerned teacher</p>	<p>Feedback collected, analysed and prepared ATR</p>			
<p>IQAC will organize Recreation Activities for faculties</p>	<p>Conducted Staff recreational activities on the important Day and staff tour by Staff Club</p>			
08	Student Performance and Learning Outcomes	<p>IQAC and APEC will analyse student performance during the complete evaluation process and steps will be taken for improvement of students Performance.</p>	<p>Semester wise result analysis was prepared by concerned departments.</p>	APEC and Tutor meeting minutes
<p>IQAC ensure proper conduct of Tutor meeting and PTA meeting to evaluate the performance of students</p>	<p>Tutor meeting were conducted 5th of every month to evaluate Internal Assessment criteria and PTA meeting conducted at the end of semester to evaluate overall performance of the students</p>			

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.	10 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. .IQAC encourage publishing books in chapter	Published in the UGC care list Published Two Books and One conference proceedings under IQAC	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	
12	Collaboration	IQAC will ensure more collaborative Learning	15 more Institutional MoUs established	MoUs
13	Physical Facilities	The institution will try to increase adequate infra-structure and physical facilities	Skill Centre, Recourse Centre , Recreation zone one seminar and an academic block added in the year	Deployment of Plan
14	Library as a Learning Resource	Number of titles will be increased. . .	812 books were added	Library Annual Report ICT Enabled class room Mentor Register, Add-on course Curriculum & Completion List ,report on competitive examination cell.Co-carricular and extracurricular activities and report of Career Counseling
		The process for Library automation will be enhanced	D-space and N-list were added to existing Koha as a part of full automation	
		Network resource Centre will be enhanced	Build new block for resource centre	

15	IT Infrastructure	LED TV will be installed all classes Free Wi-Fi facility will be available at campus	LED TV installed in all class rooms. Free Wi-Fi facility available for staff	ICT Enabled class room
16	Student Mentoring and Support	Mentor system will be followed.	Monitored by IQAC	Report of Counselling cell and Career placement Cell IQAC Annual Report
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.	IQAC Annual Report
18	Participation and	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
211	Internal Quality Assurance System	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 year	Monitored by IQAC and Social Forestry club	IQAC Annual Report
23	Best practices	IQAC ensure the Best Practices through various clubs and Departments	Best practice activities carried out under two Heads. Share ur Smile and SAVE	IQAC Annual Report