



GEMS ARTS AND SCIENCE COLLEGE

An ISO 9001 : 2015 Certified Institution

(A unit of Global Education and Management Studies Co-operative Ltd., No. M. 782)

(Affiliated to University of Calicut and UGC Recognized under Section 2 (f) of UGC Act 1956)

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ANNUAL ACTION PLAN 2022 -2023





ACTION PLAN
PG DEPARTMENT OF GENERAL BIOTECHNOLOGY
ACADEMIC YEAR - 2022-23

SECTION A: Focus area- Students

- Conduct Student Induction Programmes
- Deeksharamb
- Conduct Rally on Ozone day
- Observe important days
- Conduct Entrepreneurship development programme
- Award for best out going students
- Award for rank holders
- Farewell for Final Sem students
- Conduct Peer teaching programmes
- Celebrate Commemorative Days


SECTION B: Focus area- Teachers

- Attend Faculty Development programme

SECTION C : Focus Area- Department

- Release of Department lab Manual
- Science Day Celebration
- Department Association Inauguration
- Department Journal Release
- Awareness programmes
- Sign MoU and Linkages




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ACTION PLAN
PG DEPARTMENT OF MICROBIOLOGY
ACADEMIC YEAR - 2022-23

SECTION A: Focus area -Department

1. Regular Department meeting
2. Encourage collaboration with other institutes
3. Feedback from students
4. Proper management of stock register in laboratory
5. Observing all the important national/international days (through competitions/invited talks/panel discussion)

Extension activities: - Water potability test


SECTION B: Focus area -Students

1. New add on or certificate course
2. Internship and placement support.
3. Monitor student progress and communicate to parents.
4. Internship programme/HACCP and medical practice.
5. Encourage students to read subject oriented journals to improve their knowledge.
6. Ensure the participation of students in various clubs (academic and extra-curricular).
7. Encourage the students to use the college library facility.
8. Career guidance programme including guidance to competitive examinations

SECTION C: Focus area -Teachers

1. Attend Faculty Development programme




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ACTION PLAN
DEPARTMENT OF MULTIMEDIA
ACADEMIC YEAR - 2022-23

SECTION A: Focus area -Department

1. Develop proper documentation (letters - student and faculty, placement, results, meeting minutes, question bank, records and files)
2. Organize Multimedia Mega Expo for this academic year
3. Project guidelines for Final year students.
4. Industrial Visits/Collaboration with other institutions.
5. Organize Seminars/Webinars.
6. Proper management of log book/stock register in laboratory
7. Effective use of College Library (Students and Faculties)
8. College Newspaper under the guidance of the department.
9. Observing all the important national/international days related to our subject. (Through competitions/invited talks/webinars/workshops etc.)
10. Counseling for the new students during Admission.
11. Assessment of candidates during admission.
12. Regular Department meeting for discussing Academic Progress.
13. Measures to motivate students to involve in Curricular and Co-curricular Activities.
14. Measures to strengthen Alumni relations and their contributions. To keep an Alumni Record with details regarding students educational & employment graph.
15. Feedback mechanism (Feedback from students)
16. Well-conceived plan for continuously monitoring student progress.(Unit Test, Viva, Module wise question discussion, Module revision, Previous year question paper discussion, Model Examinations, Assignments, Seminars, Tutorial classes etc.)




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17. Monitor progress of the students and communicate to parents.
18. Extension activities (Different types of programs should be planned in a way which is beneficial to the community using the maximum resources of the department. Eg: Documentary screening for the public, Conducting awareness programs with the help of different Multimedia technologies).
19. Maintaining Department YouTube channel and Starting department Instagram Page for showcasing video tutorials, Department activities, students activities etc .


SECTION B: Focus area - Teachers

1. Improve/develop professional standards (Punctuality, updating knowledge, Participation in Curricular and Co-curricular Activities and Innovative approaches)
2. Promote the use of technology/ICT among teachers.
3. New innovative methods would be adopted to professionalize students thereby making them fit for the job market.
4. Training for newly appointed teachers.
5. Participation in faculty development programs /workshops.
6. Encouragement to deliver guest lectures.
7. Academic calendar, teaching plan and evaluation strategy.

SECTION C: Focus area - Students


1. Improve the quality of students (behavior, academic skills and knowledge, extracurricular activities, dress code, discipline etc.)
2. Student Development Programs or Induction Programs for newly joined students
3. Brainstorming activities and mentor mentee system for students.
4. Best student award
5. Encourage students to participate in different Academic and Non academic programs.
6. Ensure Participation of students in different Clubs (extra-curricular activities and academic)
7. Value based education for students.




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8. Internship and Placement Support.
9. Development of Leadership Qualities, Capacity development and skills enhancement activities among students.
10. Encourage students to enroll in MOOC and SWAYAM courses.
11. Guidance on student progression to higher education and competitive exams
12. Efforts to minimize the dropout rate and facilitate the students to complete the course.
13. Add on courses for the students (Radio Fundamentals, Ad film Making, Fundamentals of Computer)
14. Students induction programs for the first year students
15. Documentary screening and film screening on behalf of important days
16. Interdepartmental and departmental competitions for the students to




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ACTION PLAN
DEPARTMENT OF MANAGEMENT STUDIES,
ACADEMIC YEAR - 2022-23


SECTION A: Focus area - Students

1. Conduct Class on 'How to Face Interview, Motivation class, Modern Technology and Software including ERP
2. Student Induction Programme (SIP) in association with IQAC for the first-year students
3. Industrial visit for second year students
4. Association inauguration, including cultural programmes.
7. Award for the Best Outgoing Student and to Semester wise toppers.
8. Mentor-Mentee program for selected students.
9. Classes on Recent Developments in Management / Capital Market through Experts.
10. Placement drive for final Year Students
11. Observing World Environment Day, Nature and Conservation Day & Press Freedom Day,
12. Add on Courses to First year, Second Year and Final Year students.
13. Conduct Extension Programme - Class on Special Tips for PSC & SSC Examinations for Degree passed out Students and Local Community.
18. Entrepreneurship Development Programme, in association with ED Club and IQAC
19. Study tour to sixth Semester Students.
20. Conduct Webinar on Intellectual Property Rights (IPR)
21. Conduct webinar on Entrepreneurship.

SECTION B: Focus Area - Teachers

1. Attend Faculty Development programme




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Focus area - Department

1. Executing Memorandum of Understanding with Malabar College of Advance Studies, Vergara, MES Arts & Science College Malaparamba, St. Marry's College, Puthananagadi, & with Safa College of Arts & Science, Pookkattiri,
2. Execute Linkage with Makkaraparamba Service Co-operative Bank
3. Execute Linkage with Al Marah Group of Companies, Dubai,UAE
4. Conduct Session on Data Collection.



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