

PG DEPARTMENT OF COMMERCE
Annual Plan for 2022-2023

The Department focuses on Result Improvement, Entrepreneurship development, Leadership qualities, Students Activities, Presentations, Seminars & Industrial Visits and strengthening Alumni

No.	DATE/MONTH	ACTIONS (Name of the Program)	INDICATORS (Activities in detail)	TARGETS (Participants)	OUTCOMES	RESPONSIBILITY (Facilitator / Presenter / Organizer)
1	1st ^h June 2022	Department meeting	<ul style="list-style-type: none"> Plan for the academic year 2022-2023 	Faculties of Commerce Dept.	<ul style="list-style-type: none"> Plans and policies of the department for the academic year 2022-2023 	Faculty Members
2	2nd June, 2020	Semester Teaching begins	<ul style="list-style-type: none"> Start teaching by giving, Course outline, Seminar topics and assignment for internal assessment to fifth semester students. Completion of portions of 2nd sem UG and PG programmes Mark attendance in Embase 	Fifth semester UG & 3 rd Sem PG Students	<ul style="list-style-type: none"> Start a fruitful semester and the completion of even semester pending portions due to the shuffling of odd and even semesters in the midst of Covid pandemic. 	
3	June 10-16	Internal Examination for even semester UG and PG students	.Making Department level evaluation process by conducting test papers of various courses	Second and Fourth semester UG&PG students.	The Department gets feedback of students and the score obtained by each student is a criterion for internal assessment. This makes students more focused and serious.	

4.	June 2 nd week	PTA meeting of final UG classes	Department level parents meeting to discuss students academic and non-academic matters	Parents of final year UG students	Helps to make attention from parents and family members to complete the programme with confidence and good score.	
5.	12 th June	Dissertation work submission & mock viva	<ul style="list-style-type: none"> • Internal valuation of dissertation and viva-voce 	4 th semester PG students	<ul style="list-style-type: none"> • Completion of project work as part of their PG Programme and gets confidence to attend external Viva voce 	
6.	3 rd week of July	Workshop on Research Methodology	<ul style="list-style-type: none"> • Data entry and analysis using SPSS 	Final Year UG and PG students	<ul style="list-style-type: none"> • Helps students to familiarize with SPSS and completing their dissertation work by using various statistical tools and techniques in this software. 	
7.	August 1 st week	JRF/NET coaching (Department Extension Activity)	<ul style="list-style-type: none"> • .Revising NET/JRF syllabus to PG students and other NET/JRF aspirants 	PG students of the Department and outside students.	<ul style="list-style-type: none"> • Create confidence among students by clarifying their exam oriented doubts, and preparing to attend the coming NET/JRF exam 	Commerce Club co-ordinator.

8	August 2 nd week	Orientation programme, bridge course and entry level test to first year UG students	<ul style="list-style-type: none"> • Conducting bridge course covering courses to be studied in UG programme. • Orientation to freshers to familiarize with College environment and B.Com programme • Entry level test covering questions from languages and commerce and management to identify advanced learners and slow learners 	First semester UG students and parents	<ul style="list-style-type: none"> • Familiarise First semester students and parents with the Programme and the institution. This will help to create a sense of confidence among them 	
9.	August 20	Observance of Sadbhavana Divas	Arranging seminars/Quiz programmes on National Integration and Communal Harmony to the UG and PG students	Students and Staff	Students get an awareness on the need of communal harmony and national integration in the present scenario,	
10.	August 22-26	Internal examination for Odd semester students	Making Department level evaluation process by conducting test papers of various courses	Fifth and Third semester UG & 1 st and 3 rd sem PG students	The Department gets feedback of students and the score obtained by each student is a criterion for internal assessment. This makes students more focused and serious.	Faculty members of the Dept.
11	Aug 29	Certificate course in Research methodology begins	Department certificate course to aspirants on data analysis by using statistical software	Students from all disciplines	.Students will get indepth knowledge in analysis part of research methodology through theory classes and practical sessions	

12.	September 3 rd week	Workshop to Final year UG students on Career guidance and Personality development	Two day workshop covering topics like CV preparation, self introduction, ,higher education and career opportunities	Final year UG students	Students will become confidants to attend interviews, pursuing higher education and selecting career after graduation	Class advisors.
12.	August 10-17	First internal test for Third and Fifth Semester UG students				1.
14	October 3 rd week	Industry visit of 3rd sem UG and PG students	As a part of curriculum students visit an industrial/Commercial unit	3 rd sem PG and UG students	Students get a practical exposure to the technical aspects of business enterprises and they will prepare a tour report	

15	November 10	Observing World Commerce Day	Business idea presentation by students.	PG and Final year UG students	Entrepreneurship development among students	
13	October 13	Observance of World Sight Day	Seminar to make an attention on vision impaired and blindness	UG & PG students	<ul style="list-style-type: none"> An awareness among student to focus on vision especially while spending more time on cell phones and other digital devices. Students hailing from rural background get motivation for self employment 	Class advisors and Teacher in charge of exams
	October 15	Celebrating International Day of Rural Women	Interaction with rural self employed kudumbashree entrepreneurs and a workshop on skill development in textile painting.	UG and PG students		
17	December second week	Internal test of even semester students	Conducting model exam for even semester PG classes	PG students	<ul style="list-style-type: none"> The Department gets feedback of students 	Class advisors.

18	January last week	Alumni Meet	Arranging academic seminar, appreciation programme and interaction with former alumni group	UG & PG Students	Motivation to students. It also focuses on adding new concepts and ideas and creating a strong alumni to the Department.	Faculty Members
19	February first week	South Indian Management –COMmet 2k22	Organising a 3 day inter collegiate event covering academic seminar, business and management games and leadership development programmes	Students get an opportunity to develop their leadership and organizing capacity. It gives an exposure to practical aspects of management and entrepreneurship to entire participants		Class advisors and Teacher in charge of exams

20	February Third week	Seminar on Project Report”	Arranging a seminar on Data analysis to PG Students. The seminar will impart idea with regard to the selection of appropriate analysis tools for data analysis work during their project work	PG Students	Give guidance in their project work	ED club co-ordinator.
21	March Second week	Remedial coaching to UG students	Crash coaching by the RIC	UG students	Makes students ready to attend public examination with confidence. Focus on result improvement	

Prepared by-
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30/06/2022

EMEA COLLEGE OF ARTS & SCIENCE
KONDOTTI

DEPARTMENT OF MICROBIOLOGY
Annual Plan / Action Plan for – 2022-'23

Department / Students Activities, Presentations, Seminars, Study Tours, Association Day etc..

<u>No.</u>	<u>DATE</u> (Time and Venue will be informed later)	<u>ACTIONS</u> (Name of the Program)	<u>INDICATORS</u> (Activities in detail)	<u>TARGETS</u> (Participants)	<u>OUTCOMES</u>	<u>RESPONSIBILITY</u> (Facilitator / Presenter / Organizer)
1.	June I week	Department meeting	<ul style="list-style-type: none"> Upgrading the department and lab facilities, Time table - odd semester online time table preparation, Duty chart preparation. 	Faculties of the Dept.	<ul style="list-style-type: none"> Plans and policies of the department for the academic year 2022-23. Duty assignment and course allotment to faculties. 	Dr.Shiji Thomas (HoD)
2.	June III week	Workshop on Bioinformatics	<ul style="list-style-type: none"> Regional workshop conducted for PG students 	All PG Microbiology students of the dept and nearby colleges	<ul style="list-style-type: none"> Enriching student's knowledge on different aspects of Bioinformatics 	Yunus.P
3.	July IV WEEK	Career guidance program	<ul style="list-style-type: none"> Department activity- Career guidance cell 	All students of the dept	<ul style="list-style-type: none"> Awareness on various internships and training programs 	Jisha P. J

4.	August II WEEK	Alumni meeting	• Alumni activity	All the alumni of the dept	• Strengthening the bond between the alumni and the dept	Dufida K.M
5.	August III week	Session on competitive exams	Department activity- Career guidance cell	All final year UG and PG students of the dept	Preparation for various competitive exams	Jisha P.J
7.	August III Week	Science week celebration	Club activity	All students of the dept	Creating scientific awareness among students	Hasna K.P
8.	August IV week	Final year PTA meeting	Department activity	Parents and teachers of the department	Improving academic performance of the students	Class Advisors
9.	September II week	Talk on entrepreneurship opportunities in Food industries	Alumni activity	All students of the dept	Creating awareness in this field	Dufida K.M
10.	September II week	Program for school students	Extension activity	Students of nearby govt. schools	Creating awareness about environment sustainability	Rasiya K.T

11.	October I week	Orientation to 1 st semester Students	<ul style="list-style-type: none"> • Introduction about the department and scope of Microbiology for 1ST year students with PPT. • Introduction of faculties 	1 st semester students	<ul style="list-style-type: none"> • Students have better understanding about the department, faculties, Facilities in the college. 	Jisha P.J
12.	October II week	Model practical examination for core and complimentary students (II year)	<ul style="list-style-type: none"> • Preparation for practical examination 	Fifth semester students	<ul style="list-style-type: none"> • .Prepare students for the University examinations 	Hasna K.P and Dr. Shiji Thomas
12.	October IV week	Bridge course to 1 st semester Students	<ul style="list-style-type: none"> • Overview of Microbiology 	1 st semester students	<ul style="list-style-type: none"> • Better understanding about Microbiology and thereby reducing the academic lag period. 	Hasna K.P
13.	October IV week	Common Internal exam for UG and PG students	<ul style="list-style-type: none"> • Department activity 	All Students	<ul style="list-style-type: none"> • Qualitative analysis of student's academic performance 	Jisha P.J
14	November I week	Seminar on IPR	<ul style="list-style-type: none"> • Department activity 	All Students	<ul style="list-style-type: none"> • Create awareness about IPR 	Rasheeda E. V

15.	November IV week	paper presentation by PG students	<ul style="list-style-type: none"> • Research paper presentation by last semester PG students 	All PG Students of the college	<ul style="list-style-type: none"> • Students gain confidence for public presentation 	Yunus.P and Rasiya K.T
16.	November	Association inauguration	<ul style="list-style-type: none"> • Association inauguration and talk by invited guest 	All Students of the college	<ul style="list-style-type: none"> • Creating harmony, team spirit among students 	Dr. Shiji Thomas and Yunus.P
17	December II week	AIDS day program-	<ul style="list-style-type: none"> • club activity 	Students of the department	<ul style="list-style-type: none"> • Creating awareness of the disease among students 	Hasna K.P
18	December II nd week	Internal examination for UG and PG	<ul style="list-style-type: none"> • Common examination for all the students of the dept 	All students of the department	<ul style="list-style-type: none"> • Qualitative analysis of students academic performance 	Jisha P.J
19	February I st week	Seminar	<ul style="list-style-type: none"> • Department activity 	All students of the department	<ul style="list-style-type: none"> • Creating scientific awareness among students 	Rasheeda E.V
20	March I st week	Internal exam	<ul style="list-style-type: none"> • Internal examinations for VI SEM UG students 	V SEM students	<ul style="list-style-type: none"> • Prepare students for the university examination 	Jisha P.J

21	September to March	Certificate course	<ul style="list-style-type: none"> • Department program 	Students of the department	<ul style="list-style-type: none"> • To provide students with theoretical and practical knowledge in water analysis 	Yunus.P
22	June to March	Extension activity	<ul style="list-style-type: none"> • Department program 	Students of the department	<ul style="list-style-type: none"> • Improve quality of drinking water sources and supplies of the Pallikkal Panchayath 	Rasiya K.T

EMEA College, Kondotty
Date: 24/06/2022

Head, Department of Microbiology