

**EMEA COLLEGE OF ARTS & SCIENCE
KONDOTTI**

DEPARTMENT OF MICROBIOLOGY
Annual Plan / Action Plan for – 2020-'21

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

No.	DATE <i>(Time and Venue will be informed later)</i>	ACTIONS (Name of the Program)	INDICATORS (Activities in detail)	TARGETS (Participants)	OUTCOMES	RESPONSIBILITY (Facilitator / Presenter / Organizer)
1	June 2020	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 2020-21. Duty assignment and course allotment to faculties 	Dr.Shiji Thomas (HoD)
2	July 2020	Webinar	<ul style="list-style-type: none"> Department activity 	All students of the dept	<ul style="list-style-type: none"> Enriching student's knowledge on different aspects of Life Sciences 	Dr.Anusree Thampi and Ashitha Sanuj
3	August 2020	Webinar	<ul style="list-style-type: none"> Department activity 	All students of the dept	<ul style="list-style-type: none"> Enriching student's knowledge on different aspects of Life Sciences 	Dr.Anusree Thampi and Ashitha Sanuj

4	August 2020	Webinar (Food Microbiology)	<ul style="list-style-type: none"> • Club activity 	Students	<ul style="list-style-type: none"> • Certificate course in food safety and standards. 	Ashitha K Sanuj &Anusree
5	September 2020 Orientation Class	Orientation to 1st 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. 	Dufida K.M and Ashitha Sanuj
6	September 2020	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 examination 	Shabeera K and Dr.Shiji Thomas
7	September 2020	Bridge course to 1st 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 there by reducing the academic lag period. 	Shabeera K .
8	October 2020	Extension activity	<ul style="list-style-type: none"> • Health awareness program for school students 	Students of nearby schools	<ul style="list-style-type: none"> • Creating awareness about personal hygiene among students in preventing covid infection. 	Ashitha Sanuj
9	October II week	Webinar	Club activity	All students of the dept	<ul style="list-style-type: none"> • Certificate course in food safety and standards 	Ashitha Sanuj

10	October IV week	Common Internal exam for UG and PG students	<ul style="list-style-type: none"> • Improve student's knowledge and prepare them for the forthcoming university examinations 	All Students	<ul style="list-style-type: none"> • Qualitative analysis of student's academic performance 	Mrs.Jisha P.J and Mrs.Ashitha sanuj
11.	November II week	Evaluation and assessment of internal examination result	<ul style="list-style-type: none"> • Categorizing Advanced learners and slow learners 	All Students	<ul style="list-style-type: none"> • To identify slow learners and to give remedial coaching to them 	All faculty members
12.	November IV Week	PTA	Informing individual students performance to their parents	3 rd and 5 th semesters	<ul style="list-style-type: none"> • Improvement of students academic performance 	Shabeera K and Jisha P.J
13	November last week	Department meeting	<ul style="list-style-type: none"> • Review of the activities 	All faculty members	<ul style="list-style-type: none"> • Implementation of the activities which are planned for the present academic year 	Dr.Shiji Thomas
14	November last week	paper presentation by PG students	<ul style="list-style-type: none"> • Research paper presentation by last semester PG students 	All Students of the college	<ul style="list-style-type: none"> • Students gain confidence for public presentation 	Ashitha sanuj and Shabeera K

15	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 Yoonus.P
16	November	Regional webinar (science day)	<ul style="list-style-type: none"> • One day regional webinar 	All Students of the college and students of colleges and universities within the state	<ul style="list-style-type: none"> • To provide an idea on research methodology and recent trends in research 	Anushree Thampi and Ashitha Sanuj
17	December . I st week	Analysis of University results	<ul style="list-style-type: none"> • University result analysis to identify the courses in which students are weak 	All students	<ul style="list-style-type: none"> • To provide remedial teaching to the courses requiring special attention 	Concerned advisors
18	December II week	AIDS day program- (class)	<ul style="list-style-type: none"> • club activity at nearby schools (class) 	Students of nearby schools	<ul style="list-style-type: none"> • Creating awareness of the disease among students 	Ashitha Sanuj and Anushree Thampi
19	December IIIrd 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 and.Ashitha sanuj
20	Jan II week	club activity	<ul style="list-style-type: none"> • Inter dept quiz competition(online) 	All students of the college	<ul style="list-style-type: none"> • Enhance scientific awareness among students 	Ashitha Sanuj and Anushree Thampi

21	Feb III week	Students paper presentation PG	<ul style="list-style-type: none"> • PG student's presentation of research papers 	All students of the department	<ul style="list-style-type: none"> • To provide awareness about recent research fields 	Ashitha sanuj and Yunus p
22	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

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 Date: 08/06/2020