

EMEA COLLEGE OF ARTS & SCIENCE KONDOTTI
DEPARTMENT OF MICROBIOLOGY

Annual Plan / Action Plan for – 2019-'20

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

No.	DATE	ACTIONS	INDICATORS	TARGETS	OUTCOMES	RESPONSIBILITY
	<i>(Time and Venue will be informed later)</i>	(Name of the Program)	(Activities in detail)	(Participants)		(Facilitator / Presenter / ...)
1	June 2019	Department meeting	<ul style="list-style-type: none"> Upgrading the department and lab facilities, Time table, Duty chart preparation 	Faculties of the Dept.	<ul style="list-style-type: none"> Plans and policies of the department for the academic year 2018-'19. Duty assignment. Course allotment to faculties 	Dr.Shiji Thomas (HoD)
2	July 2019 Orientation Class	Orientation 1st semester Students	<ul style="list-style-type: none"> Introduction about the department and scope of Microbiology for 1ST yr students with PPT. Introduction of faculties 	1st semester students	<ul style="list-style-type: none"> Students have better understanding about the department, faculties, Facilities in the college. 	Jisha P.J and Ashitha Sa
3	July 2019	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 Anushre
4	July 2019	Bridge course to 1st semester Students	<ul style="list-style-type: none"> Overview of Microbiology 	1st semester students	<ul style="list-style-type: none"> Better understanding about Microbiology and there by reducing the academic lag period. 	Shabeera K .
5	July 2019	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. 	Ashitha Sanuj and Yoon
6.	August second week	Invited lecture	Club activity	All students of the dept	<ul style="list-style-type: none"> Enriching students knowledge on different aspects of Life Sciences 	Ashitha Sanuj

7.	August fourth week	Common Internal exam for UG and PG students	<ul style="list-style-type: none"> Improve students knowledge and promote competitions among students 	All Students	<ul style="list-style-type: none"> Qualitative analysis of students academic performance 	Mr.Sadakkathulla and M
8.	Sept III 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
9.	Sept IV Week	PTA	Informing individual students performance to their parents	3rd and 5th semesters	<ul style="list-style-type: none"> Improvement of students academic performance 	Shabeera K and Anushree
10	October first week	National Seminar	.Interaction and knowledge sharing with resource persons from different universities	Faculties and all students.	<ul style="list-style-type: none"> Gaining expert knowledge in recent advancements in the subject 	Jisha P.J and Anushree T
11.	October 19. last week	Microbiology club activity:	<ul style="list-style-type: none"> Industrial visit 	All Students of the college	<ul style="list-style-type: none"> Enhancement of general awareness about various research activities of various research institutions 	Ashitha Sanuj and Anusi
12	October 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
13	October 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 Shabe
14	Nov Ist week	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, teamspirit among students 	Dr. Shiji Thomas and Sh

15	Nov II nd week	Regional seminar (science day)	<ul style="list-style-type: none"> One day regional seminar 	All Students of the college	<ul style="list-style-type: none"> To provide an idea on research methodology and recent trends in research 	Jisha P.J and Anushree
16	Nov III nd week	HACCP training program	<ul style="list-style-type: none"> Food safety training course 	Registered students	<ul style="list-style-type: none"> To provide additional qualification in food microbiology to interested students 	Shabeera, Ashitha and Y
17	Nov IV th week	Club activity –	<ul style="list-style-type: none"> inter collegiate- MICROFEST 	Students of our college and outside participants from our college	<ul style="list-style-type: none"> To make students learn the subject in an interesting manner 	Ashitha Sanuj, Anushree
18.	Decembe 19 . 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
19	Decembe 19. 2nd week	AIDS day program- (class)	<ul style="list-style-type: none"> extension activity at nearby schools (class) 	Students of nearby schools	<ul style="list-style-type: none"> Creating awareness of the disease among students 	Ashitha Sanuj
20	December 19. 3rd 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 	Shabeera K and Sadakka
21	Jan 1 st	Extension activity	<ul style="list-style-type: none"> Blood group detection camp 	Individuals residing at Kumminiparambu	<ul style="list-style-type: none"> To identify the blood group of tested individuals 	Ashitha Sanuj and Yoon
22	Jan 2nd week	club activity	<ul style="list-style-type: none"> Inter dept quiz competition 	All students of the college	<ul style="list-style-type: none"> Enhance scientific awareness 	Ashitha Sanuj and Anus
23	Feb 2 nd week	Bioinformatics workshop	<ul style="list-style-type: none"> Two days workshop on bioinformatics 	Participants of the workshop from the college and other institutions	<ul style="list-style-type: none"> To provide awareness about recent trends in the area 	Dufida K.M and Jisha P.

24	Feb 3 rd 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
25	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 	Shabeera.K

Head, Department of Microbiology

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Date: 17/07/19