

**EMEA COLLEGE OF ARTS & SCIENCE  
KONDOTTI  
P G Department of English  
Annual Plan / Action Plan 2019-2020**

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

| <b>No.</b> | <b>DATE</b><br><i>(Time and Venue will be informed later)</i> | <b>ACTIONS</b><br>(Name of the Program)                     | <b>INDICATORS</b><br>(Activities in detail)  | <b>TARGETS</b><br>(Participants) | <b>OUTCOMES</b>  | <b>RESPONSIBILITY</b><br>(Facilitator / Presenter / Organizer)  |
|------------|---|---|--|----------------------------------|--|---|
| 1.         | 24 July 20  | <b>Orientation Program for 1<sup>st</sup> Year students</b> | <ul style="list-style-type: none"> <li>• Introduce the department.</li> <li>• Introduce faculty.</li> <li>• Make students aware of the relevance and scope of the course.</li> </ul> | I BA English Students            | <ul style="list-style-type: none"> <li>• So that students will have clear cut ideas about their course, the methods and approaches that they should adopt to achieve the targets.</li> </ul>   | Mr. Roy PP,<br>Mr. Abdul Jaleel M                               |
| 2.         |   | <b>Internal Examinations</b>                                | Conduct exams for the portions covered in each semester by preparing question papers.  | All students                     | <ul style="list-style-type: none"> <li>• So that student community will revise the portions taught to them.</li> <li>• It would help them develop confidence in studies.</li> <li>• Reminder to gather themselves toward the target</li> </ul> | Mr. Roy PP<br>MS. Faseela.P A<br>Ms. Hajara P<br>Ms. Nargees.MK |

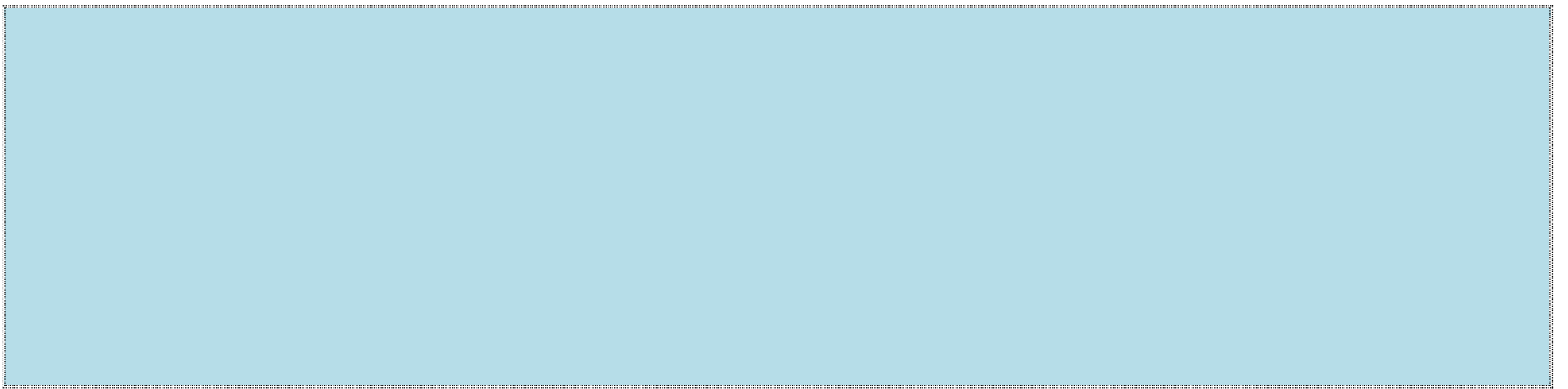
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| 3. | Once in two months   | <b>Department meetings</b>  | <ul style="list-style-type: none"> <li>Conduct evaluation of teaching-learning process. See whether the plans of the last meetings have materialized. Exchange niceties.</li> </ul>                           | Faculty of English Department  | <ul style="list-style-type: none"> <li>The meetings will help improve the teaching-learning process. It would give the faculty an impetus to be time-bound.</li> </ul>   | Mr. Roy PP<br>(HoD)   |
| 4. |  | <b>State/National/ International Level Seminars and Conferences</b> | <ul style="list-style-type: none"> <li>The dept. will conduct two seminars this year. Subject experts from reputed institutions will be invited. Scholars and students can share their knowledge.</li> </ul>  | Erudite scholars and student community beyond any borders adhering to the norms of the college can attend. | <ul style="list-style-type: none"> <li>It will create a hub for knowledge sharing. Interaction with others would help our students be aware of sophistication and newer vistas in the discipline.</li> </ul>     | Roy PP<br>Lt. Abdul Rasheed P<br>Abidha KP<br>Abdul Jaleel. M |
| 5. | Subject to the availability of resource persons, the dept. proposes to conduct three lectures this year. | <b>Lecture Series</b>   | <ul style="list-style-type: none"> <li>Eminent scholars will deliver lectures for the department students. Participation of students from other institutions may be allowed with permission.</li> </ul>       | Department students, college faculty and students from other institutions                                  | <ul style="list-style-type: none"> <li>Lecture Series is a theme successfully executed by the department in the last academic years. Both students and the faculty of our college will be benefitted.</li> </ul> | Abdul Jaleel M<br>Dr. Afsal PC<br>Nargees MK                  |
| 6. | Once in a month  | <b>Students' Presentation</b>                                       | <ul style="list-style-type: none"> <li>Every student will present a paper in the presence of available teachers and other students. The programme mainly focuses the PG and the final BA students.</li> </ul> | P G students and teachers of English Department  | <ul style="list-style-type: none"> <li>It will help students exude confidence in their pursuit of excellence. They will be very fluent in communication and powerful with ideas.</li> </ul>                      | Hajara P<br>Faseela.PA<br>Dr. Afsal PC<br>Mr. Abdul Jaeel.M   |

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| 7. |  | <b>Research Forum</b> | <ul style="list-style-type: none"> <li>• Research Forum will focus on research methodology and writing techniques.</li> </ul>  | P G Students of English Department   | <ul style="list-style-type: none"> <li>• It would enhance their writing skill and also they will be exposed to the world of research and publication.</li> </ul>  | <p>Lt. Abdul Rasheed P<br/>Dr. Afsal PC<br/>Mr. Abdul Jaleel M<br/>Ms. Shaharbanu. C P</p>             |
| 8. |  | Literary Fest         | <ul style="list-style-type: none"> <li>• The Two-Day Literary Fest is a platform for literature students to celebrate their literariness. It is a grand occasion for them to showcase their skills, creativity, and expertise in the fields of writing, oration, painting, music, versification, drama, etc. The fest will stand distinct and variegated with the participation and performance of students from the departments of English across the state.</li> </ul> | The department students and literature students from the English departments across the state. | <ul style="list-style-type: none"> <li>• It is a terrain for the students to exchange literary culture.</li> <li>• Students will develop literary flair.</li> <li>• The artistic works and skills of the students will get a vent.</li> </ul> | <p>Roy PP<br/>Irfana Parveen<br/>Nargees MK<br/>Abdul Jaleel M<br/>Dr. Afsal PC<br/>Ms. Abidha.K P</p> |

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| 9.  | Once in a month     | <b>Literary Club</b>    | Help students register their dialogues relevant to their subject as well as the socio-political eventualities   | English Department Students      | The club activities will give the students exposure to the subject-oriented developments and also to the social issues. | Abdul Jaleel M<br>Roy PP   |
| 10. | Once in a Month     | <b>Film Club</b>        | To screen classical as well as subject-oriented movies. Invite field experts to discuss nuances of films and the making of them.                                  | Film Club Members of the College | It will help students watch films that are rarely screened.   | Abdul Jaleel M<br>Hajara P<br>Dr. Afsal PC   |
| 11. | Once in two months  | <b>Debate Club</b>      | Provides a platform for the interested students to engage in logical arguments. Prepare them to participate in various zonal competitions.                        | Club Members                     | So that their intellectual faculties will be at work. It would also help improve their communicative skills.            | Irfana Parveen<br>Lt.Abdul Rasheed P<br>Dr. Afsal PC   |
| 12. | Annual              | <b>Research Journal</b> | Publish the collection of articles of both the faculty and students. Collaboration has been made with EMEA Training College, and publication process is underway. | Faculty and Students             | Develop research aptitude among students. Help them publish their articles.   | Abidha KP<br>Roy PP<br>Lt. Abdul Rasheed. P<br>Abdul Jaleel M<br>Irfana Parveen,<br>Harsha<br>Hajara P<br>Dr. Afsal PC |
| 13. | Once in Every Month | <b>Theory Club</b>      | The department faculty and guest speakers will deliver lecture.   | Students of English Department   | It will give orientation to the students in the field of literary theory and criticism.                                 | Lt. Abdul Rasheed P<br>Shaharbanu.C P<br>Abidha KP   |

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| 14. | Last Week of October (Annual)<br><br>First Week of January (One-day) | <b>Tour</b>                    | Students will be taken to the sites which are historically, culturally and socially important.   | Students of English Department         | Help them see places that are historically, culturally and socially important.  | Irfana Parveen<br><br>Abdul Jaleel M<br><br>Dr. Afsal PC     |
| 15. | First Working Day of Every Month                                     | <b>Unitisation of Syllabus</b> | To make a review of the teaching-learning process, and take a stock in terms of completion of syllabus.  | Faculty of the department              | It will help faculty organize the teaching process in terms of examination and syllabus completion.   | Nargees MK   |
| 16. | 3 <sup>rd</sup> Week of January                                      | <b>Extension Programme</b>     | Extension Programme provides services of the faculty and student community to the residents, schools, anganavadis, etc., of the nearby places.     | Faculty and Students of the Department | It is a tool for public relation. Also, people will be benefitted through the services provides by the Department of English.   | Roy PP<br><br>Abidha KP<br><br>Abdul Jaleel M                |
| 17. |  | <b>NET/SET Coaching</b>        | Help students prepare well for the competitive examinations like JRF, NET, SET and other entrance examinations. A hundred-hour course is underway. | PG Students of English Department      | So that students will pass entrance examinations for higher studies as well as qualifying National Eligibility to teach in colleges. BA Students are also beneficiaries of the programme. | Abidha KP<br><br>Faseela. PA<br><br>Roy PP<br><br>Nargees MK |

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| 18. | First week of every month   | <b>Students' Evaluation on Teachers</b> | Student community can register their appreciation of and also grievances against the faculty. Need be, the head of the department will take necessary actions. | Head of the Department | It will improve the quality of each member of the faculty. They can adopt corrective measures to perform well in their profession. | Roy PP<br>Lt. Abdul Rasheed P  |
| 19. | At the end of each semester | <b>Finance</b>                          | To keep account of the income and expenditure of the department  | Faculty                | Financial Discipline   | Roy PP   |
| 20. | Four Trainings a Year       | <b>Master of Ceremonies</b>             | To form a group of students who can conduct any program in the campus. Coaching will be given by the experts.  | Select students        | So that they will be able to conduct various programmes in their capacity as trained Masters of Ceremony.                          | Roy PP<br>Lt. Abdul Rasheed P<br>Irfana Parveen<br>Ms. Shaharbanu. C P |
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*Prepared by*

*Dr. Afsal P C & Lt. Abdul RAsheed P*  
*Assistant professor*

**Roy P P**

Head, Department of English  
EMEA College, Kondotti  
Date: 26/06/2019