

PG Department of English
 EMEA College of Arts and Science, Kondotty
Action Plan 2021 – 22

Sl No	Name of the Programme	Objective	Targets	Outcome	Date
1	Orientation Program for 1st Year Degree students	<ul style="list-style-type: none"> • Introduce the department. • Introduce faculty. • Make students aware of the relevance and scope of the programme 	I Year BA English Students	So that students will have clear cut ideas about their course, the methods and approaches that they should adopt to achieve the targets	Immediately after the First year admission
2	Department Meetings	<ul style="list-style-type: none"> • Conduct evaluation of the teaching learning process. • Assessment of <ul style="list-style-type: none"> • Teachers' Diary • Course Progress Report • Internal Marks • Evaluation of Programmes conducted/planned 	Faculty of English Department	The meetings will help improve the teaching-learning process. It would give the faculty an impetus to be time-bound.	Monthly Once/First week of each Month

3	PTA Meeting	<ul style="list-style-type: none"> Communicate the performance of the students in curricular and co-curricular realm to their parents 	Parents of the students	The areas in which the performance of the students are identified and addressed. Parents are also made aware of the performance of their children	Once in a Semester/After the Centralised Internal Exam results are out
4	Internal Examination	<ul style="list-style-type: none"> Conduct exams for the portions covered in each semester by preparing question papers. Assess the performance of students 	Students of the department	<ul style="list-style-type: none"> So that student community will revise the portions taught to them. It would help them develop confidence in studies. Reminder to gather themselves toward the target 	<ul style="list-style-type: none"> Department Level Test: 24 September 2021 & 17 January, 2022 Centralised Exam: Last week of October/February
5	Mentor – Mentee Meeting	<ul style="list-style-type: none"> To address the issues, if any, faced by mentees To analyse the performance of mentees To give necessary directions and motivations 	Selected students allotted as mentees under each teacher mentor	<ul style="list-style-type: none"> The problems/issues faced by mentees are identified and rectified Involvement and Performance of mentees in curricular and co-curricular realm are analysed and necessary instructions are given 	Last week of each month
6	Department Alumni Meet	<ul style="list-style-type: none"> To maintain the contacts with passed out students To ensure the involvement of alumni in some of the departmental activities 	All the passed out students of the department	<ul style="list-style-type: none"> The passed out students are integrated to the department and activities Some of the prominent alumni are introduced to the current batch students so that they get motivated 	January 26

7	Certificate Course in Research Writing	<ul style="list-style-type: none"> • Introduce students to the research activity • Provide the students details of: <ul style="list-style-type: none"> ○ Research Methodology ○ basics of research paper/dissertation/project writing • give students the opportunity to publish a research article on the successful completion of the course 	Final Year Degree and PG Students	<ul style="list-style-type: none"> • Students are introduced to the realm of Research • Methodological as well as practical aspects of research writing are introduced to the students • Students are given opportunity to publish a research article on completing the course • Department is enabled to publish a book consisting of articles by students opted for the course 	13 September (Launch)
8	International Seminar	<ul style="list-style-type: none"> • To help students and faculty members to familiarize with recent trends in literature 	Students and Faculty of the department	<ul style="list-style-type: none"> • So that recent trends and themes in literature have been familiarised • The approach of understanding the society is widened 	October (Tentative)
9	Seminar on Intellectual Property Right	<ul style="list-style-type: none"> • To help students to familiarize with the idea of intellectual property and rights related to it 	Students of the department	<ul style="list-style-type: none"> • So that ideas related to intellectual property right are imparted • Students are made aware of issues of plagiarism, blind peer reviewing, academic integrity, etc 	18 January 2022

10	Seminar on Research Methodology	<ul style="list-style-type: none"> • To introduce basic concepts of research to the students • To introduce the scope for research and motivate students to go for higher studies in research • To help them come up with quality final year project as well as research articles 	Students of the department	<ul style="list-style-type: none"> • Students will be familiarized with the basics of Research • New areas of research are introduced • They will be well equipped to come out with quality final year projects. 	08 December 2021
11	One Week UGC NET Crash Course in English	<ul style="list-style-type: none"> • To revise the already suggested areas for the NET exam • To do mock test using previous year question papers 	Students of MA English	<ul style="list-style-type: none"> • Students are given an opportunity for quick revision of the areas they have already covered • They will become well equipped for facing the NET examination 	Two weeks before the NET Examination
12	Best Practice: Bookvanza- Celebrating Books	<ul style="list-style-type: none"> • To inculcate the habit of reading among students • To promote the practice of book reviewing among students • Familiarize the students with different books from various genres 	Students of the department	<ul style="list-style-type: none"> • Reading habit of the students is enhanced • They are equipped with the art of reviewing books and presenting them before an audience • Students of the department are introduced to different books from various genres 	Once in every month (Last week)
13	Extension Activity I: A Two-Day Crash Course on Fundamentals of English Grammar (Online)	<ul style="list-style-type: none"> • To improve the quality and English language ability of primary school teachers • To help them impart English language skills without common mistakes 	Teacher of (nearby) Primary schools (Govt/Aided/Private)	<ul style="list-style-type: none"> • Teachers will become aware of the most common errors seen among Keralites • Students of these teachers will be given proper 	18 November 2021

				lessons on English language	
14	Extension Activity II: Gender Sensitisation Programme	<ul style="list-style-type: none"> To introduce concepts of gender To educate students about different gender categories and gendered nature of language 	UP, LP, HS and HSS students in and around the adopted village	<ul style="list-style-type: none"> Students will be sensitised about gender and different categories They will be educated in such a way that they will be aware of the gendered nature of our language and culture 	04 January 2022
15	Open Discussion on “Domestic Violence”	<ul style="list-style-type: none"> To sensitise students about the issue of domestic violence 	Students of the Department of English and from other departments	<ul style="list-style-type: none"> Students will get a chance to discuss and enlighten themselves about the issues related to domestic violence. They will be able to stand against any such instances if they come across in real life 	27 June 2021
16	Publication of Literary Works by Students	<ul style="list-style-type: none"> To publish the literary pieces by students of the department To promote creative writing among the students of the department 	Students of the Department of English	<ul style="list-style-type: none"> Selected literary pieces (Poems and Short Stories) by students of the department will be compiled and published as a book Students will be tempted to come forward to polish their creative talent 	February, 2022
17	Publication of the Proceeding of the Webinar conducted last year	<ul style="list-style-type: none"> To give the presenters a chance to have publication 	Those who have presented in the webinar	<ul style="list-style-type: none"> Presenters will have a paper in to their credit 	January, 2022

18	Publication of Research Articles by Students	<ul style="list-style-type: none"> Students who have enrolled for the “ Certificate Course in Research Writing” will be given a chance to publish an article on the successful completion of the course 	Final Year UG and PG Students of the department	<ul style="list-style-type: none"> Students will have a paper to their credit Department will have a book to its credit 	Last week of March 2022
19	“Dialogia” - Monthly Online Lecture Series on 'Reading Humanities: Theories and Praxis	<ul style="list-style-type: none"> To have a collaboration of the ‘Research Clubs’ of EMEA College and KAHM Unity Women’s College To have lectures by scholars of eminence from various prestigious institutes from and outside the country 	Students of various English departments	<ul style="list-style-type: none"> A collaboration with another institute will be established Students will be able to listen to by scholars of eminence from various prestigious institutes from and outside the country New ideas and concepts of Humanities will be familiarised to the students 	Fourth week of every month

Prepared by: Mr. Abdul Jaleel M