

**EMEA COLLEGE OF ARTS & SCIENCE  
KONDOTTI**

**DEPARTMENT OF MICROBIOLOGY**  
Annual Plan / Action Plan for – 2021-'22

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

<b>No.</b>	<b>DATE</b> <i>(Time and Venue will be informed later)</i>	<b>ACTIONS</b> (Name of the Program)	<b>INDICATORS</b> (Activities in detail)	<b>TARGETS</b> (Participants)	<b>OUTCOMES</b>	<b>RESPONSIBILITY</b> (Facilitator / Presenter / Organizer)
1	June I week	<b>Department meeting</b>	<ul style="list-style-type: none"> <li>Upgrading the department and lab facilities, Time table -odd semester online time table preparation, Duty chart preparation</li> </ul>	Faculties of the Dept.	<ul style="list-style-type: none"> <li>Plans and policies of the department for the academic year 2020-21. Duty assignment and course allotment to faculties</li> </ul>	Dr.Shiji Thomas (HoD)
2.	June II week	<b>Poster presentation competition</b>	Club activity  World environment day observation	All Students of the college and other colleges	Create awareness in students about the importance of conservation of our environment	Ashitha K Sanuj
3.	June IV week	<b>Webinar</b>	<ul style="list-style-type: none"> <li>Department activity</li> </ul>	All students of the dept	<ul style="list-style-type: none"> <li>Enriching student's knowledge on different aspects of Life Sciences</li> </ul>	Ashitha K Sanuj
4.	July I WEEK	<b>Webinar</b>	<ul style="list-style-type: none"> <li>Department activity</li> </ul>	All students of the dept	<ul style="list-style-type: none"> <li>Enriching student's knowledge on different aspects of Life Sciences</li> </ul>	Ashitha K Sanuj

5.	July II WEEK	<b>Webinar</b>	• Alumni activity	All students of the dept	• Enriching student's knowledge on different aspects of Life Sciences and sharing experiences	Dufida K.M
6	August I week	<b>First Internal examination for odd semester</b>	Department activity	All students of the dept	Academic improvement of students	Shabeera.K
7	August II week	<b>Talk on entrepreneurship opportunities in Food industries</b>	Alumni activity	All students of the dept	Creating awareness in this field	Dufida K.M
8.	August III Week	<b>Science week celebration</b>	Club activity	All students of the dept	Creating scientific awareness among students	Ashitha K.Sanuj
9.	August IV week	<b>PTA meeting</b>	Department activity	Parents and teachers of the department	Improving academic performance of the students	Class Advisors
10.	September II week	<b>Quiz competition for school students</b>	Extension activity	Students of nearby govt. schools	Creating awareness about covid pandemic among students	Yunus.P

11.	September III week	<b>Talk on women and mental health</b>	Department activity	All students of the dept	Creating awareness among students about mental health	Jisha P.J
12.	October I week	<b>Orientation to 1<sup>st</sup> semester Students</b>	<ul style="list-style-type: none"> <li>• Introduction about the department and scope of Microbiology for 1<sup>ST</sup> year students with PPT.</li> <li>• Introduction of faculties</li> </ul>	1 <sup>st</sup> semester students	<ul style="list-style-type: none"> <li>• Students have better understanding about the department, faculties, Facilities in the college.</li> </ul>	Dr.Shiji Thomas
13.	October II week	Model practical examination for core and complimentary students (II year)	<ul style="list-style-type: none"> <li>• Preparation for practical examination</li> </ul>	Fifth semester students	<ul style="list-style-type: none"> <li>• .Prepare students for the University examinations</li> </ul>	Shabeera K and Jisha P.J
14.	October IV week	<b>Bridge course to 1<sup>st</sup> semester Students</b>	<ul style="list-style-type: none"> <li>• Overview of Microbiology</li> </ul>	1 <sup>st</sup> semester students	<ul style="list-style-type: none"> <li>• Better understanding about Microbiology and there by reducing the academic lag period.</li> </ul>	Shabeera K .
15.	October IV week	Extension activity	<ul style="list-style-type: none"> <li>• Health awareness program for school students</li> </ul>	Students of nearby schools	<ul style="list-style-type: none"> <li>• Creating awareness about personal hygiene among students in preventing covid infection.</li> </ul>	Yunus.P
16.	October IV week	Common Internal exam for UG and PG students	<ul style="list-style-type: none"> <li>• Improve student's knowledge and prepare them for the forthcoming university examinations</li> </ul>	All Students	<ul style="list-style-type: none"> <li>• Qualitative analysis of student's academic performance</li> </ul>	Shabeera .K

17.	November IV week	paper presentation by PG students	<ul style="list-style-type: none"> <li>• Research paper presentation by last semester PG students</li> </ul>	All Students of the college	<ul style="list-style-type: none"> <li>• Students gain confidence for public presentation</li> </ul>	Ashitha sanuj and Shabeera K
18.	November	Association inauguration	<ul style="list-style-type: none"> <li>• Association inauguration and talk by invited guest</li> </ul>	All Students of the college	<ul style="list-style-type: none"> <li>• Creating harmony, team spirit among students</li> </ul>	Dr. Shiji Thomas and Yoonus.P
19.	November	National webinar	<ul style="list-style-type: none"> <li>• One day regional webinar</li> </ul>	All Students of the college and students of colleges and universities within the state	<ul style="list-style-type: none"> <li>• To provide an idea on research methodology and recent trends in research</li> </ul>	Jisha P.J and Yunus.P
20	December . I st week	<b>Analysis of University results</b>	<ul style="list-style-type: none"> <li>• University result analysis to identify the courses in which students are weak</li> </ul>	All students	<ul style="list-style-type: none"> <li>• To provide remedial teaching to the courses requiring special attention</li> </ul>	Concerned advisors
21	December II week	AIDS day program-	<ul style="list-style-type: none"> <li>• club activity</li> </ul>	Students of the department	<ul style="list-style-type: none"> <li>• Creating awareness of the disease among students</li> </ul>	Ashitha Sanuj
22	January II <sup>nd</sup> week	Internal examination for UG and PG	<ul style="list-style-type: none"> <li>• Common examination for all the students of the dept</li> </ul>	All students of the department	<ul style="list-style-type: none"> <li>• Qualitative analysis of students academic performance</li> </ul>	Shabeera.K
23.	January II week	Career guidance programs	<ul style="list-style-type: none"> <li>• Career guidance cell of the department</li> </ul>	All students of the department	<ul style="list-style-type: none"> <li>• Providing guidance to students about various career opportunities</li> </ul>	Rameez.K

24	Feb III week	Students paper presentation PG	<ul style="list-style-type: none"> <li>PG student's presentation of research papers</li> </ul>	All students of the department	<ul style="list-style-type: none"> <li>To provide awareness about recent research fields</li> </ul>	Ashitha Sanuj and Yunus P
25	March I st week	Internal exam	<ul style="list-style-type: none"> <li>Internal examinations for VI SEM UG students</li> </ul>	V SEM students	<ul style="list-style-type: none"> <li>Prepare students for the university examination</li> </ul>	Shabeera.K

EMEA College, Kondotty  
Date: 17/06/2021

Head, Department of Microbiology