Department of Computer science

EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTY
Annual Plan / Action Plan for - 2021- '22

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

No.	TENTATIVE DATE (Time and Venue will be informed later)	ACTIONS (Name of the Program)	INDICATORS (Activities in detail)	TARGETS (Participants)	OUTCOMES	RESPONSIBILITY (Facilitator / Presenter / Organizer)
1.	June 1st week	Department meeting	• Meeting for discussing various matters of current semester according to the agenda and approving the action plan for the current year including the timetable and workload	Teachers	• Laying the milestones for the current academic year, set all goals, makes everything black and white including duties assigned and finalize the action plan for the academic year.	Riyad AM, Aswathi V
2.	June 1st week	Time table and work load for the odd semester	• Finalize the time table and work load for the odd semester	Faculties	• Prepare the time table in advance	Mohamed Jamshad K
3.	Monthly seminars from June onwards	Seminars /Webinars	• Planning to conduct seminars on various topics such as communication skills, computer security, mobile and web based app development etc.	All students	• Equip the students with new skills, knowledge and prepare them for higher studies, research and for the industry.	Dr. Jamsheela O

4.	July 2nd week	Discussion on duty assigned and ratification of current records, proposal for new files if any.	• Evaluate the status of current files and modify/introduce new files assign new duties if any.	Teachers	• No ambiguity with respect to files and the duties assigned.	Riyad AM
5.	July 31st	Unitization of all subjects and file the same	• All teachers advised to submit with respect to their respective subjects	Faculties of Dept.	• The entire syllabus is unitized for the current semester.	Mohamed Jamshad K
6.	August 1st week	Purchase requests	• Verification of computer lab for any requirements • Purchase of new books due to syllabus change • Verification of existing computer related magazines and suggest for new ones in the library if needed. • Purchase of secondary storage for digital file maintenance. • Any other purchases if required.	Teachers and students	• Replace defected equipment. • New books according to new syllabus • Effective digital records maintenance.	Riyad AM, Mohamed Jamshad K, Haulath K
7.	August 2nd week (will be rescheduled according to change in first year admission)	Orientation programme for first year students	• Introduction about the department • Introduce faculties • Explain the significance of the course and encourage students	First year students	• Students have better understanding about the department, faculties, programs, courses etc.,	Mohamed Jamshad K

			for planning their future accordingly.			
8.	August 2nd week (will be rescheduled according to change in first year admission)	Bridge course for first year students	• Conduct bridge course for first years in improving mathematical and logical ability.	1st year students	• Prepare students for the course	Mohamed Jamshad K
9.	August 3rd week (will be rescheduled according to change in first year admission)	Advisory Scheme Distribution	• Prepare format for finding slow learners / advanced learners / students need counseling	All Students	• Identify various categories of students and provide remedial/advanced couching if needed.	Haulath K, Mohd Jamshad K
10.	August 3rd week (will be rescheduled according to change in first year admission)	Address first year students grievances	• Find and rectify first year student's grievances if any.	1st year students	• Make the first year students comfortable	Mohamed Jamshad K
11.	September 1st week	Internal exams	• Conduct internal test papers for evaluation after completing 2 units for second and final year and 1 unit for the first years	All students	• Evaluate all students.	Haulath K
12.	September 3rd week	Students evaluation on teachers	• Teacher evaluation done by the students in a scientific manner for improving the teaching skills and betterment of the results.	All teachers	• Teachers are evaluated and necessary directions given for their improvement.	Dr. Jamsheela O

13.	October 1st week	PTA meeting	• PTA meeting to be conducted for discussing the progress of each student of the department.	All teachers, students and parents	• Better understanding among teachers, students and parents for the betterment of the students in all aspects.	Suneena PD
14.	October 2nd week	Extension activity	• The department decided to provide academic support for nearby orphanage inmates as well as the students of nearby schools. Tuitions will be provided by the department students.	Inmates of the orphanage, High school students	• Improve the academic efficiency of the students and provide other supports.	Dr. Shamsudeen E
15.	October 2nd week	Proposal for alumni association for the academic year	• Finalize the date for the alumni meet for the academic year	Faculties	• The alumni relationship is maintained and files updated.	Dr. Shamsudeen E
16.	October 3rd week	To establish a software development center for students to work on live projects	• Due to the necessity of various apps which can benefit for smooth academic functioning, dept. has decided to establish the same in collaboration with Tinker hub community.	All students and teachers	• Web based and mobile based apps to cater the needs of the academic system	Riyad AM, Final year students.
17.	October 3rd week	Orientation for placement	• An orientation programme especially for the final year students for preparing them for future placements.	All students with an emphasis for final year students	• High placement rate.	Haulath K

18.	October 4th week	Special meeting for the evaluation of syllabus covered and university results	• Discussion on the syllabus covered, proposal for special classes for the syllabus completion if needed. • Discussion on the university results and proposal for any remedial coaching if needed.	Teachers	• Make sure the syllabus is completed in time according to the unitized syllabus.	Mohamed Jamshad K
19.	October 4th week	Association inauguration	• Inauguration of the association for the current academic year and detailing the action plan of the association.	All students	• Conduct all association activities for the academic year according to the plan.	Riyad AM, CS dept. Association secretary
20.	November 1st week	Time table and work load for the coming even semester	• Prepare the time table and work load for the forth coming even semester	Faculties	• Prepare the time table in advance	Mohamed Jamshad K
21.	November 1st week	Syllabus unitization for the even semester	• All teachers advised to submit with respect to their respective subjects in the fourth coming semester	Faculties of Dept.	• The entire syllabus is unitized for the coming even semester.	Mohamed Jmashad K
22.	November 4th week	Special meeting for the evaluation of syllabus covered and university results	• Discussion on the syllabus covered, proposal for special classes for the syllabus completion if needed. • Discussion on the university results and proposal for any remedial coaching if needed.	Teachers	• Make sure the syllabus is completed in time according to the unitized syllabus.	Mohamed Jamshad K

23.	November 4th week	Internal exams	• Conduct internal test papers for evaluation after completing all units for second and final year and 3 units for the first years	All students	• Evaluate all students.	Haulath K
24.	January 3rd week	National/International conference (Offline or Online according to the prevailing condition.)	• Conduct national/international level conference on the specified topic	All students and faculties	• The conference is conducted and relationship with the various academic and industrial bodies maintained. Conference proceeding published.	Dr. Jamsheela O, Riyad AM
25.	March 4th week	Department meeting	• Conduct department meeting for the evaluation of various activities in the current semester	All dept. faculties	• All set goals were evaluated and achievements noted. Applause given for faculty's in-charge. Failed goals to be scrutinized if any and follow up activities initiated for ratifying the same.	Riyad AM, Suneena PD

Prepared by,

Riyad AM
Head, Department of Computer science
EMEA College, Kondotty
Date: 01/06/2021