

POST GRADUATE DEPARTMENT OF BOTANY (SF)

Action Plan 2019-20

Criterion I: Curricular Aspects

1.1 Curricular planning & Implementation

1. Department Staff Meetings every month with minutes--Teaching Plan – Prepared by concerned teacher for each semester - Monthly updated Department Report-Time table-Strictly follow the teaching plan to complete the entire syllabus on time-Participation in P.G. Syllabus revision

Curricular Enrichment

2. Advanced learners are encouraged to participate in workshops/seminars/ field studies -Students will be exposed to field collections through which familiarity and identification of local flora is assured, even for plants outside syllabus

Criteria II: Teaching, Learning and Evaluation

3. Regular test papers to identify the learning outcome- identified slow learners -Review of the issues of slow learners-Rectification of the issue -Peer group comprising 5 including a leader for each group for maintaining uniformity in submissions such as record/assignment/specimen collection and maintenance-Maintaining a record of activity of peer group-
4. Model examinations as per university examination model for both theory and practical-Cross teaching-Conducting students satisfaction survey -Supplementing additional reference book from e-resources.
5. Well maintained and up to date question bank for theory and practical-Rapid evaluation through oral questions of the previous days class -Surprise tests.

Criterion III: Research, Innovations & Extension

6. Students and teachers to attend seminars/workshops/ conferences-Organised Dr. V. J Dominic Endowment Inter-Collegiate M.Sc Botany Dissertation Program with Kerala Botanical Society at E-learning Centre of our college on 13th July 2019.
7. Will organize seminars/workshops/ conferences-Taking up of students projects in accordance with their choice and interest.-

8. Will continue the maintaining of the index of previous projects of students.

Criterion IV: Infrastructure & Learning Resources

9. Well maintained department library with systematic arrangement of books and their issue
10. Laboratory environment with advanced instruments-Accessories and glass wares in sufficient numbers for each student-Uninterrupted water supply for lab-Well maintained specimen rich museum for plant resources-
11. Maintaining both hard and soft copies of project reports
12. Department working hours 8.15 am to 4.45 pm. Weekend classes, additional working hours, retest and repeats for both theory and practical-Video lessons-Maintaining index of digital resources.

Criterion V: Student Support and Progression

13. Remedial classes. -Language corrections marked in the answer sheet personal interaction with students to improve language skills -Regular interaction with parents/guardian
14. Mentoring undertaken - Scholarships –and grants-Guidance to students for higher studies-Guidance to JRF/NET/SLET/UPSC/PSC etc .-Employing social media for effective communication – scholarships, higher studies, opportunities etc. 3 students cleared NET June 2019. Obtained ninth and tenth position in M.G University M.Sc Botany Examination 2019.

Criterion VII: Institution Values and Best Practices

15. The working time set as 8.15AM to 4.45PM.-This allows students to interact well by obtaining enough time for peer teaching-Seating arrangement in the class changed periodically keeping slow learners among bright students. Individual attention to slow learners by the teacher ` is ensured. LCD projectors will be utilized in taking classes.
16. Students will be directed to obtain virtual lab facilities online.-Link of online classes and videos will be given to students
17. Students will be encouraged to take their seminars using LCD

18. Maintaining students profile with photos for future reference Updating of Index of Practical examination key-Updating of directory of External Examiners-Instruction manuals of instruments-Practical guideline-Extension of lab facilities for M.Phil. and B.Sc. projects-Updating of Class leaders register-Updating of Specimen register
19. Updating of Seminar and assignment register-Identification key for practical materials-Updating of Wall magazine-Students fund register-Updating of Visitors diary-Updating of Tour file-Updating of Issue registers for microscope, flora, instruments and glasswares -Pot -Biocompost for degradable waste