



THE MADURA COLLEGE

An Autonomous Institution affiliated to Madurai Kamaraj University
 Re-accredited (3rd cycle) with 'A' grade by NAAC
 Vidya Nagar, T.P.K. Road, Madurai – 625 011

INTERNAL QUALITY ASSURANCE CELL

STRATEGIC PLAN (2017-22)

PLAN OF ACTION	SUGGESTIONS
CURRICULAR ASPECTS	
Implementation of Outcome Based Education (OBE)	In Phase-I, OBE may be introduced for UG programmes and in Phase-II, it may be extended to PG programmes
Skill Based Elective (SBE) courses may be designed in such a way that they focus on employability/entrepreneurship/Skill development. It is also encouraged that the syllabus of these SBE courses may include some hands-on training sessions (at least 4 hours per course may be allotted).	List of Hands-on trainings may be included in the syllabus of the course. It is also suggested to allocate 5 marks in the Internal component of the course. (Test-15, Hands-on – 5, Attendance – 5)
Courses which address Gender, Environment, Human Values and Professional Ethics have to be introduced in the curriculum of all the programmes.	Soft Skill Development and Gender Sensitization courses may be included in the curriculum for all Programmes (with common syllabus) from Syllabus Regulation 2020.



<p>It is essential to collect Feedback from different stakeholders (students, teachers, employers, alumni and parents) for the design and review of syllabus year wise/semester wise. Then the Feedback Report (FR) shall be prepared. Based on the Report, the department shall place the syllabus revision/introduction of new courses in the BOS. The FR and ATR are to be made available in the college website.</p>	<p>Feedback from the students & teachers may be collected semester wise while from the parents the feedback can be collected year wise (may be at the end of every academic year). Collection of Feedback and the Report preparation may be done by the Feedback committee. Then the departments shall take actions required.</p>
<p>Introduction of new courses in the curriculum of each programme is encouraged. Identification of new courses can be done based on the Feedback Report collected from Stakeholders.</p>	<p>Suggestions about the new courses/certificate courses to be introduced may be invited from the SHs through the Feedback form on syllabus revision.</p>
<p>A minimum of 2 certificate/diploma courses may be introduced every year.</p>	
<p>Steps have to be initiated towards students' participation in Internships and Field Projects wherever applicable.</p>	<p>Project Work may be included in the UG curriculum as optional to SBE. PG students are encouraged to participate in Internships offered by Industries/Academic/Research institutes. Students who have undergone Internships may be exempted from the Regular Project Work (if any). Fifty Marks may be awarded for the participation in Internship and the remaining 50 marks may be assessed by conduct of Viva-Voce Examination.</p>



TEACHING-LEARNING AND EVALUATION	
Advanced learners and slow learners may be identified at the entry level and special programs can be organized separately for them.	A test may be conducted on the day of inauguration in order to test the language skill and the Subject knowledge of the students. The question paper shall consist of (i) PART 1-common to all students -to assess the language skill and (ii) PART II – Discipline specific - to assess the subject knowledge. Language Improvement sessions and Subject specific foundation courses may be arranged accordingly in the last two days of the orientation programme.
Lecture hours may include Tutorials in order to encourage participative learning and problem-solving methodologies (the minimum number of Tutorial Hours can be fixed).	This is to be done at the time of course design itself and is to be passed in BoS and Academic Council.
Course plan may be prepared for each course. The course plan shall include tutorials.	The course plan for each course can be issued to the students at the beginning of every semester.
Programme outcomes, Programme specific outcomes and course outcomes should be made available in the college website. Further, a methodology of measuring these attainments is to be developed and applied.	The entire curriculum for all the programmes with PO, PSO &CO must be made available in the college website for the students' access.



(1) ICT enabled class rooms, at least one per department, may be established.	ICT tools like Google Meet, Google classrooms, CANVAS may be used for effective Teaching Learning process
(2) Teachers may be encouraged to use ICT with Learning Management System (LMS) and E-learning resources. Also	
(3) Workshops on ICT can be organized for teachers to create awareness on recent technologies such as PLICKERS, POWERSCHOOL MOBILE and CANVAS TEACHER, MOODLE.	
The institution may aim at the 100% automation of Examination office and the implementation of EMS.	<p>Online entry of Internal marks is encouraged.</p> <p>Online attendance entry is encouraged.</p> <p>Online admission is encouraged.</p>
It is essential to maintain the data base of all currently enrolled students including name, class, program, gender, AADHAR ID, mobile number. It should be noted that the database needs to be shared with NAAC for the purpose of Student Satisfaction Survey (SSS) which is to be done by the NAAC office online.	May be done online by Google Forms / Google Sheets
RESEARCH, INNOVATIONS AND EXTENSION	
A policy for promotion of research is to be defined and it has to be uploaded in the college website.	Research Committee may take steps



Seed money to teachers may be granted for promotion of research. A mechanism is to be evolved for this process.	Every year college may call for research proposals from teachers. A nominal amount can be fixed as the grant. One proposal in each of Arts & Linguistics/Science may be selected for grant by peer review process.
(i) Teachers may be encouraged to apply for research projects, to write chapters in Books / Monographs, to publish research articles in UGC recognised Journals and also to become recognised PhD guide of MKU.	A One-day seminar to faculty members on Research Funding/Awards from various agencies may be arranged.
(ii) It is also encouraged to take initiatives to upgrade the departments as recognised Research Centres of MKU	
(iii) The Research database including Research projects undertaken, number of research centres, number of Ph. D's produced, and number of approved guides is to be maintained	The required data for Researchers data base may be collected while getting Appraisal Forms from the faculty members.
Incubation centres may be created and its activities may be uploaded in the college website.	-
Seminars on IPR/ IAIP may be organized.	IPR Cell may plan to organize programmes
Incentives to the teachers who have received awards may be provided.	-
(i) The institution's policy on Consultancy is to be defined. (ii) Revenue generation by consultancy/corporate training must be initiated.	-



Extension activities in the neighbourhood community may be conducted in more number involving students in order to sensitise them to social issues.	A village may be adopted every year.
To Promote Collaboration in Research / Internship / Project work	Letter of Collaboration and MoUs may be signed with leading companies / organization / NGOs in connection with collaborations.
At least 3 Outreach programmes may be conducted in collaboration with Industry/Community/ NGOs through NSS/NCC/YRC every year.	Environmental issues, Social issues and Health & Hygienic issues may be addressed through various awareness programmes such as Street Play, Awareness Campaign, Poster & Pamphlet Campaign and Movie Screening.
INFRASTRUCTURE AND LEARNING RESOURCES	
Indoor Stadium and a Gym can be constructed.	-
More Seminar Halls with ICT facilities may be erected.	-
Library is encouraged to use ILMS software for its function.	Library Resources (both e-resources and Hard copies) may listed in the college website for the reference of students/teachers.
Library may be facilitated with e-resources such as e-journals/e-books/	<ul style="list-style-type: none"> (i) Departments may suggest e-resources for subscription. (ii) Library can become a member of e-shoudSindhu & e-Shoudganga. (iii) A seminar on learning resources may be organized



Remote access to e-resources of the library is encouraged.	INFLIBNET N-LIST access may be provided to staff members and M.Phil/Ph.D scholars.
Database of Daily usage of library by teachers and students shall be maintained.	ILMS software along with barcode reader can be utilized.
(i) Internet connection with at least 50 MBPS bandwidth can be made available in the institution	-
(ii) IT infrastructure (including Wi-Fi) is to be upgraded frequently.	
(iii) Facilities for e-content development such as Media Centre, Recording Facility, Lecture Capturing System may be erected.	To begin with Lecture Capturing System may be made functional to enable the interested teachers to prepare their video lectures. The video lectures may be made available for public access.
Mechanism may be established for maintaining & utilizing physical, academic and support facilities such as Laboratory, Library, Sports, Computers and Class rooms.	Standard Operational Procedures (SOP) must be evolved.
STUDENT SUPPORT AND PROGRESSION	
Institution may provide Scholarship/freeship to students other than the Govt Schemes.	Fee waiver may be allowed to deserving candidates.



<p>Capability enhancement schemes such as Guidance for competitive examinations, Career Counselling, Soft skill Development, Language Labs, Remedial Coaching, and Personal Counselling may be conducted for the benefit of the students. These schemes may be planned and be communicated to the students well in advance (may be through the academic calendar). Further, the database of the students benefitted by the schemes namely Guidance for competitive Exams and Career Counselling needs to be maintained.</p>	<ul style="list-style-type: none"> (i) Language labs may be set up in the Library and/or in departments. (ii) Open source Language Lab alternatives and Audio book resources may be made available in the Library. (iii) Certificate course on Yoga may be introduced.
<p>Timely redressal of students' grievances shall be ensured.</p>	<ul style="list-style-type: none"> (i) Grievance boxes may be placed at the College Canteen. (ii) Also, an online platform may be launched to enable the students to accord their grievances. (iii) Grievances and the respective redressals must be logged with date and time stamp.
<p>The percentage of students progressing to higher studies must be analysed and necessary actions have to be taken to increase it.</p>	<ul style="list-style-type: none"> (i) Departments may collect the details of current place of study/occupation of the out gone students (just passed out) during the issue of consolidated mark statement. (ii) Each department may arrange for Special Lectures exclusively for the final year students of UG and PG separately motivating them for higher studies.
<p>(i) Departments may arrange for Periodical Coaching Classes for selected students to enable them to qualify NET and SLET.</p>	<p>Expertise may be invited from outside the institution if necessary.</p>



<p>(ii) Database of current students appeared/ appearing for NET/SLET/Civil Service examinations need to be maintained</p>	
<p>Students' representation on academic and administrative bodies/committees of the institution is encouraged.</p>	<p>Students' Council must be encouraged to take part in Academic and Administration activities</p>
<p>Revenue generation by Alumni is encouraged.</p>	<p>Reunion function may be arranged. This may be of a great help for better functioning of the MCAA. This may also be helpful to increase Revenue Generation.</p>
<p>(1) The Alumni Association is encouraged to maintain the database of its member including name, programme completed, duration, current positions and address for communication. Besides, each member may be assigned a unique membership number. The database shall be available in the MCAA webpage. Web forms can be made available in the website to update their details.</p> <p>(2) MCAA is highly encouraged to bring its Newsletter year wise.</p>	<p>-</p>
<p>GOVERNANCE, LEADERSHIP AND MANAGEMENT</p>	
<p>Organogram of the institution may be displayed in the college website.</p>	<p>-</p>
<p>e-governance in the operation of Administration, Students admission and support through MIS software is encouraged.</p>	<p>May be implemented first in Administration and then in admission and student support.</p>



Various cells/committees of the college are encouraged to have periodical meetings in order to discuss the assignments attached with them.	-
Co-operative store may be started.	-
The Institution may consider the financial support for the teachers to attend/present papers in academic deliberations like Workshops/Seminars/Conferences.	-
Professional Development Programme for teaching staff and Administrative Training for non-teaching staff may be conducted at least one for each per year.	-
Periodical Reviews on teaching learning process, Methodologies and Learning outcomes may be conducted through IQAC.	-
Participation of the institution in NIRF/ISO is encouraged.	-
INSTITUTIONAL VALUES AND BEST PRACTICES	
Promotion of Gender Equity Programmes may be organized.	(i) Gender equity programmes may be planned well in advance and the tentative dates of conduct of the programmes may be mentioned in the calendar.



	<p>(ii) A Certificate Course on Women Studies may be introduced to which both boys and girls may enrol.</p> <p>(iii) Vocational Training Programmes such as Tailoring, may be organized.</p>
The institution may take initiatives to utilize alternative energy sources such as Solar energy, Bio-mass energy for its energy needs (at least for common lighting)	<p>(i) Energy audit is to be conducted.</p> <p>(ii) Solar panels may be established.</p> <p>(iii) Use of LED bulbs is encouraged.</p>
<p>(i) It is encouraged to provide facilities for segregation of waste into bio-degradable (Green bin) and recyclable (blue bin)</p> <p>(ii) Solid Wastes formed may be composted by Vermin – composting.</p> <p>(iii) E-waste Collection Centre may be established.</p> <p>(iv) Waste Water recycling may be practised.</p>	Local public can be encouraged to give the E-waste to the centre. It is also suggested that NSS volunteers may be involved in collecting the E-wastes from the Local public.
<p>(i) Green practices in the campus such as Plastic free Campus, Green Landscaping with trees and plants may be encouraged.</p> <p>(ii) An Environment & Sustainable Development Committee may be set up to take care of Green practices and Waste management of the institution.</p>	Green Audit, Environment Audit have to be conducted at least once in every two years.




<p>To create disabled-friendly and barrier-free environment in the institution</p>	<p>(1) The following facilities can be made available in the college for the benefit differently abled students.</p> <ul style="list-style-type: none"> (i) Separate Rest Rooms (ii) Braille Software/facilities (iii) Scribes for examinations (iv) Ramps (v) Physical facilities <p>Special Skill development for differently abled students may be facilitated.</p>
<p>Code of conduct for teachers/principal/non-teaching staff/students must be included in the Handbook and also it shall be available in the college website.</p>	<p>-</p>
<p>Core values in the institution are to be displayed on the college website.</p>	<p>-</p>
<p>(1) It is encouraged to organize activities to increase consciousness about National identities and Symbol and constitutional obligations such as Fundamental duties and Rights of Indian citizens.</p> <p>(2) It is also encouraged to conduct activities to promote universal values, national values, human values, national integration and communal harmony.</p>	<p>A committee may be constituted to organise these activities.</p>



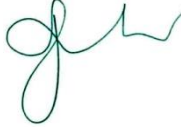
Departments are encouraged to celebrate birth/death anniversaries of great Indian personalities through department clubs.	Department clubs may take steps
At least one best practice must be identified and be implemented every year.	<p>(i) The institution may take initiatives for the establishment of Local Chapter of NPTEL/SWAYAM/SPOKEN TUTORIAL and also for its effective functioning.</p> <p>(ii) Solar audit and Green audit may be conducted.</p>

GENERAL SUGGESTIONS:

1. As an urgent and important task, the institution needs to upgrade its website.
2. Daily Attendance and Marks of both Internal& Semester Exams can be made available to the students in the college website portal.


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