

N.S.S COLLEGE MANJERI



ACADEMIC PLAN: 2021-2022

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In a fast changing environment stemmed from the steady bombardment of information technology, the Faculty Members in Colleges and Universities need to redefine themselves. Time has arrived to grasp the inputs that ensure their optimal performance with genuine purpose which finally get applauded both by the students and community at large. Faculty members should exhibit the interest for updating their knowledge, expresses the interest for disseminating knowledge and to be a role model when there is excessive degradation of human values and culture. Thus the primary duty of the teaching community is to effectively conduct the academic sessions assigned to them by the Institution/University. The other duties assigned by the institution will be of secondary importance. Faculty members should achieve this desired objective without ignoring the other qualities /interests of the students.

THE FACULTY MUST BE VIGILENT ABOUT THE FOLLOWING THINGS:

1. Treat the students as our own children.
2. Discuss them about educational and career planning.
3. Understand the experienced and difficulties to be faced by them.
4. Evaluate academic performance at least two times per semester.
5. Provide assignments and evaluate on time.
6. Find weak students and bring them forward.
7. Find slow learners and provide help.
8. Find fast learners and seek their help to improve the slow learners.
9. Provide syllabus and give the details of books and references
10. Engage all online classes on time.
11. Develop and practice good listening skills.
12. Provide text books from department for poor and needy students.
13. Convene department meetings regularly and evaluate portions completed and to be completed within the stipulated time.
14. Tutors should interact with students regularly and identify the problems of students

Academic Plan – UG Fifth Semester
(June to September)

Sl.No	Events	Proposed Dates
1	Commencement of online class of UG fifth semester	01/06/2021
2	Conduct College Council meeting	01/06/2021
3	Conduct online department meeting	02/06/2021
4	Conduct online tutorial meeting	03/06/2021
5	World Environment Day observation (Online programmes)	05/06/2021
6	Submission of attendance statement of June month	05/07/2021
7	Conduct online tutorial meeting	06/07/2021
8	Conduct online department meeting	07/07/2021
9	Allotment of topics for assignment	09/07/2021
10	Submission of assignments	30/07/2021
11	Submission of attendance statement of July month	05/08/2021
12	Conduct tutorial meeting	06/08/2021
13	Conduct department meeting	07/08/2021
14	First Internal Examination - UG fifth semester	09/08/2021 to 14/08/2021
15	Academic Audit 1 a. Completion of 50% Portions b. Take extra classes, if necessary c. Academic Audit by Principal and Academic Committee Convenor by interacting with students	15/08/2021
16	Closing for Onam Vacation	18/08/2021
17	Reopening after Onam Vacation	31/08/2021
18	Observation of Teachers day - Online	05/09/2021
19	Submission of attendance statement of August month	07/09/2021
20	Conduct tutorial meeting	08/09/2021
21	Conduct department meeting	09/09/2021
22	Allotment of seminar topics	10/09/2021
23	Mentoring session for fifth semester UG	13/09/2021
24	Conduct seminar presentation (live and videos)	14/09/2021 to 30/09/2021
25	Conduct webinars	15/09/2021 to 17/09/2021

26	Exam registration - UG fifth semester	20/09/2021
27	Second Internal Examination - UG fifth semester	22/09/2021 to 28/09/2021
28	End of UG Fifth semester	30/09/2021
29	Publication of Internal marks - UG fifth semester and submission to CLMC	30/09/2021
30	Convene DLMC a. Evaluation of students b. Discussion of complaints regarding internal marks	10/10/2021
31	Academic Audit 2 a. Completion of 100% Portions of all odd sem classes b. Take extra classes, if necessary c. Academic Audit by Principal and Academic Committee Convenor by interacting with students	05/10/2021

Academic Plan - UG Third and PG Third Semesters
(September to November)

Sl.No	Events	Dates
1	Reopening after Onam Vacation	31/08/2021
2	Conduct online department meeting	31/08/2021
3	Conduct online Tutorial meeting	31/08/2021
4	Commencement of online class of UG Third and PG Third semester	01/09/2021
5	Observation of Teachers day - Online	05/09/2021
6	Observation of Gandhi Jayanthi day -	02/10/2021
7	Submission of attendance statement of September month	05/10/2021
8	Conduct online tutorial meeting	06/10/2021
9	Conduct online department meeting	06/10/2021
10	Allotment of topics for assignment	07/10/2021
11	Mentoring session for third semester UG	08/10/2021
12	Mentoring session for third semester PG	
13	Submission of assignments	22/10/2021
14	First Internal Examination - UG Third and PG Third semesters	25/10/2021 to 29/10/2021

15	Academic Audit 1 a. Completion of 50% Portions b. Take extra classes, if necessary c. Academic Audit by Principal and Academic Committee Convenor by interacting with students	30/10/2021
16	Submission of attendance statement of October month	05/11/2021
17	Conduct online tutorial meeting	06/11/2021
18	Conduct online department meeting	07/11/2021
19	Allotment of seminar topics	08/11/2021
20	Conduct seminar presentation (live and videos)	08/11/2021 to 19/11/2021
21	Conduct webinars	12/11/2021 to 13/11/2021
22	Exam registration - UG Third and PG Third semesters	15/11/2021
23	Second Internal Examination - UG Third and PG Third semesters	17/11/2021 to 23/11/2021
24	End of UG Third and PG Third semesters	26/11/2021
25	Publication of Internal marks - UG Third and PG Third semesters and submission to CLMC	29/11/2021
26	Convene DLMC a. Evaluation of students b. Discussion of complaints regarding internal marks	30/11/2021
27	Academic Audit 2 a. Completion of 100% Portions of all odd sem classes b. Take extra classes, if necessary c. Academic Audit by Principal and Academic Committee Convenor by interacting with students	01/12/2021

Academic Plan – UG First and PG First Semesters

(October to December)

Sl.No	Events	Dates
1	Commencement of online class of UG First and PG First semester	01/10/2021
2	Observation of Gandhi Jayanthi day	02/10/2021
3	Conduct induction programme for first year UG and PG	03/10/2021
4	Submission of attendance statement of November month	05/11/2021
5	Conduct online tutorial meeting	06/11/2021
6	Conduct online department meeting	07/11/2021
7	Allotment of topics for assignment	08/11/2021
8	Mentoring session for first semester UG	11/11/2021
9	Mentoring session for first semester PG	12/11/2021
10	Submission of assignments	19/11/2021
11	First Internal Examination - UG First and PG First semester	22/11/2021 to 26/11/2021
12	Academic Audit 1 a. Completion of 50% Portions b. Take extra classes, if necessary c. Academic Audit by Principal and Academic Committee Convenor by interacting with students	29/10/2021
13	Allotment of seminar topics	30/11/2021
14	Conduct seminar presentation (live and videos)	1/12/2021 to 1/10/2021
15	Submission of attendance statement of November month	05/12/2021
16	Conduct online tutorial meeting	06/12/2021
17	Conduct online department meeting	06/12/2021
18	Conduct webinars	07/12/2021 to 09/12/2021
19	Exam registration - UG First and PG First semester	10/12/2021
20	Second Internal Examination - UG First and PG First semester	13/12/2021 to 17/12/2021
21	End of UG First and PG First semester	20/12/2021
22	Publication of Internal marks – UG First and PG First semesters and submission to CLMC	21/12/2021
23	Convene DLMC a. Evaluation of students b. Discussion of complaints regarding internal marks	22/12/2021

24	Academic Audit 2 a. Completion of 100% Portions of all odd sem classes b. Take extra classes, if necessary c. Academic Audit by Principal and Academic Committee co-ordinator by interacting with students	23/12/2021
25	Closing for Christmas Vacation	24/12/2021

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