

PERSPECTIVE PLAN (2015-2025)

The Internal Quality Assurance Cell (IQAC) of Fatima Mata National College (Autonomous) devised the perspective plan as the steps towards development of the institution with reference to quality sustenance and quality enhancement. The College has prepared a Perspective Plan for the period 2015-2025 by taking into consideration the quality indicators of seven criteria determined by NAAC.

CRITERION-I: CURRICULAR ASPECTS:

The College is dedicated to provide quality education to the backward minority community that can be compared with the quality of education of national standard. It emphasizes the needs of the changing modern society by designing curriculum that suits the needs of the local environment.

- To introduce : Equity, Expansion, Employability, and Excellence as watchwords of the institution
- To develop curriculum of programmes that college offers by introducing provisions for holistic development of students and enabling the students to continue their higher studies.
- To introduce add-on courses related to science: Green Farming under the Department of Botany; Nutrition and Food Adulteration under the Department of Chemistry.
- To build the vocational and technical training frameworks in the curriculum with special emphasis on skill development: functional, critical and personal skills; skill up-gradation; building of new skills; and innovative thinking : start-ups.
- To initiate innovative courses enhancing employment potential and skill development.
- To introduce career-oriented IT courses like BCA, B.Sc. Computer Science.
- To start remedial coaching, Bridge courses, career guidance programmes and English language proficiency building programmes to cater to the diverse educational needs of the students.
- To prepare quality question banks and maintain up to date revision of all programmes to keep pace with national standards.

- To develop interdisciplinary courses in the curriculum.
- To introduce a common core course for all the programmes focusing on Ethics & Civic Sense, Health & Hygiene; Food Adulteration and Life style Diseases.
- To make the institution a hub of excellence.

CRITERION-II: TEACHING, LEARNING AND EVALUATION:

The College has been trying to update itself with the development in Information Technology by implementing the modern concept of education. A few class rooms are equipped with lap tops, LCD projectors and Internet connectivity. The aim is to:

- Make regular assessments of the learning levels and the needs of the students from diverse backgrounds, including the backward communities.
- Equip teachers to adopt effective and interactive instructional techniques such as group discussions, projects, presentations, experiments, practicals, internships and e-resources so as to transform the classroom environment into an experiential & participatory learning place.
- Organize on regular basis, faculty enrichment programmes for familiarizing the faculty with new educational softwares and research Methodology. .
- Facilitate upgradation of faculty profile through more research and project work.
- Develop proper evaluation mechanism; quality feedback from students, teachers and other stakeholders and assess them.
- Conduct internal examinations in a centralized manner and declare results on time; Analyze student performance in the examinations, Implement regulatory mechanisms for prompt action on possible errors.
- Conduct a student satisfaction survey annually.
- Conduct annual performance appraisal to evaluate skills, achievements and growth, or lack thereof.
- Introduce a mechanism for monitoring and evaluating the performances of ASAP,NET, WWS, SSP and Remedial coaching classes.
- Shift from Teacher Centric to Student Centric Active Learning.

CRITERION-III: RESEARCH, INNOVATIONS AND EXTENSION

A Higher Education Institution needs to develop a research culture. Therefore, the IQAC of the college proposes to constitute a Research development Cell to give guidance and support to the faculty. Its responsibility will be to:

- Inspire the faculty to do research; doctoral & post-doctoral, and take up research projects.
- Inform faculty of various funding agencies like UGC, CSIR, DST, etc
- Encourage faculty to publish their research output in national and international journals; and do presentations in seminars
- Introduce extension activities for serving the community through research and extension as part of discharging social responsibility.
- Ensure that the space and other infrastructural facilities are available for the researchers.
- Encourage interdisciplinary research
- Put up a centralized instrumentation centre for resource sharing among the departments.
- Organize research promotional activities like an incubation centre, offer consultancy.
- Help departments offer external consultancy services.
- Explore linkages and collaborative research projects with the industry, NGO and Governmental organizations and generate MoUs.
- Coax departments to integrate extension activities with curricula.
- Inquire into the tie-up with local social service societies like Quilon Social Service Society as part of extension activity.
- Develop sustainable practices like making the campus plastic free, repair and reuse faulty equipments.
- Inculcate a culture of systematically keeping the files of all the departmental activities.
- Prepare Departments-wise Master Plans.
- Organize a functional focus group with teachers, experienced alumni and PTA.
- Constitute a think-tank policy institute.
- Strengthen the existing research departments and offer encouragement to other departments to come up.
- Uplift the college as “College with potential for Excellence”.

CRITERION IV: - INFRASTRUCTURE AND LEARNING RESOURCES

Infrastructure indicates the quality of education the institution offers. Therefore infrastructural development is necessary to keep pace with the academic developments in the institution. The college endeavours to:

- Ensure maximum use of the available infrastructure.
- Take care of face-lifts; extensions, renovations and maintenance in the buildings.
- Construct smart lecture halls
- Provide adequate dining space for students for having their lunch.
- Construct a walkway from the main entrance.
- Construct a roof-top walkway connecting the administrative block and the controller's office.
- Provide recreational space for the students like badminton and Table Tennis courts.
- Make provision for power back-up for the entire college.
- Construct new toilets and renovate existing ones.
- Lease line and structured cabling for computer labs and library to strengthen internet facility
- Provide reprographic facility in library
- Introduce automation & technology-aided learning mechanisms in the library.
- Integrate e-learning with curriculum.
- Provide enough ICT facilities for the faculty and the students.
- Ensure automation of the administrative wing and equip the support staff to handle e-documentation.
- Maintain the campus premises, football & hockey grounds, basket ball court.
- Repair damaged computer systems and accessories and ensure optimum usage.
- Regular maintenance of the laboratories of the science departments.
- Constitute a committee to regularly monitor the infrastructure of the college.
- Provide a wi-fi facility in the campus.
- Construct full-fledged seminar halls; virtual labs; media room; first aid room for medical aid; sick room for girls.
- Put up fully Furnished & Equipped new open air auditorium; renovation of the existing auditorium.

- Construct a new fully equipped administrative block.
- Conduct regular repair, renovation, modernization and beautification of the campus.
- Introduce VSAT facility in the campus.
- Create a new research block in the institution.
- Develop a web-based face-to-face approach to the delivery of knowledge.
- Construct a separate block for the office of Controller of Examinations with facilities for printing & copying of question papers and for preparing & publishing results.
- Set up an examination hall with CCTVs.
- Digitizing the campus: Attendance, academic calendar, examinations, assessment & result declaration through SMS alert.
- Prepare an exhaustive question bank for all the courses.
- Create software for generating question papers.
- Conduct online examination for students taking supplementary exams.
- Make provisions for students to download hall tickets and draft mark sheets after the announcement of exam results.
- Barcode answer scripts of students.

CRITERION V: - STUDENT SUPPORT AND PROGRESSION

To maintain academic standards and and to facilitate the holistic development of students the Higher Education Institutions should provide adequate support system with a touch of professionalism. Likewise, initiatives are needed to consolidate student feedback for quality enhancement. Arrangements should be made to:

- Make PSC and IAS coaching classes available for students enrolled in conventional degree and PG students.
- Help students overcome difficulty with English and communication by offering Bridge courses and spoken English classes.
- Offer an opportunity for the aspirants to learn foreign languages.
- Entrust the career guidance cell to conduct workshops on facing interviews, various skills & competencies and examination preparation classes specifically for UGC (NET), GATE, TOEFL, IELTS annually.
- Establish an effective guidance and counseling centre for the students under the Department of Psychology.

- Submit proposals for Diploma, Advanced diploma and certificate Courses or other value-added and student enrichment courses.
- Place special emphasis on case study, field study and survey in curriculum enrichment.
- Make regular assessment of curriculum feedback from various stakeholders and measures of improvisation.
- Constitute a committee to organize awareness programmes and workshops to facilitate student optimal progression to the next higher level or towards employment.
- Regularly conduct and monitoring of value-based education classes to inculcate moral values, hygiene consciousness and social responsibility among the students.
- Declare the campus: Drug free; Plastic free
- Foster holistic development of the students, provide ample space for the cultural, literary and leisure activities.
- Engage the stakeholders, mainly the Alumni in resource mobilization.
- Avail the possible financial resources from Governmental and non-governmental funding agencies for the installation and maintenance of instrumentation center in the campus.
- Conduct regular hands-on training for students and teachers on educational softwares like mooc, inflienet, swayam, padasala etc.
- Provide potable water to the students and staff of the college.
- Organize International conferences and lecture series for students.
- Ensure regular mentoring workshops.

CRITERION VI: - GOVERNANCE, LEADERSHIP AND MANAGEMENT

The overall performance of a Higher Education System depends on an effective leadership. The institution needs necessary support from the management for effective implementation of all academic activities. There must be relevant welfare schemes for all its constituents to ensure:

- Implementation of vision and mission addressing academics, non-academics and society.
- Well structured managing system in the institution.
- Transparency in implementation of academic and administrative affairs.

- Democratic transparent functioning with emphasis on: Co-ordination, Co-operation & Co-responsibility.
- Integrity and transparency in student admissions; (general seats, reservation seats, special concessions for lifting up of backward minority community students) filling up as per government norms
- Development of staff empowerment strategies and measures for rectification in the areas following:
 - English Language usage & Fluency: Insisting on the frequent use of the language for improved ability in communication
 - Giving ample space and time for teachers to have increased reading
 - Interpersonal relation: Planning routine group activities.
 - Sensitivity to student difficulties: Provisions for increased interactions in the time table like mentoring hour.
 - Use of technology: Encouragement and motivation for using electronic media for effective teaching
 - Thinking: Regular interactive sessions or seminars in “Areas of training and motivation” for change of attitude.
 - Provoking analytical thinking through interactions to have advancement of research, publications & contributions.
 - New teaching Innovations & improvement in teaching methods.
 - Strengthening of the Research Departments: Focus on specialized research leading to patents, publications and in developing scientific temper and research culture and aptitude.
- Decentralized redressal mechanism; setting up of institutional policy on grievance addressal.
- Financial management and resource mobilization;
 - Entrusting the HoDs of each department have their Alumni meet at least two times a year.
 - Encouraging and supporting research linkages and collaborations with industries.
- Supplementary or financial support by the management; Develop a policy for filling up of financial gaps encountered while implementing various projects in the college.
- Focus on statutory constitution of IQAC.
- Uplifting of IQAC infrastructure facilities; An IQAC room with a computer system and an operator.
- Restyling of the campus: making the campus a “Functional Campus”

- Setting of academic calendar for all the semesters ensuring the total hours of teaching-learning.
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CRITERION VII: - INSTITUTIONAL VALUES AND BEST PRACTICES

Every Higher Education institution is sensitive to the changing educational, social and market demands. It should be responsive to the emerging challenges and pressing issues. The quality and distinctiveness of a Higher education Institution can be accessed from the programmes, activities and values that it incorporates within its regular functioning.

- Health cards for girl students at the time of admission.
- Free ambulance service.
- Regular medical check-up for the students and staff.
- Regular noon-meal programme for the poor students.
- Distribution of books for the needy.
- UGC Schemes for NET/SET and remedial Coaching for weak students and students belonging to socially backward communities.
- Regular departmental PTA meetings and Alumni meet to bring in community orientation in all the activities of the college.
- World Environment Day by planting trees
- Energy conservation options such as solar paneling, using LED lamps
- A rain water harvesting mechanism
- A biogas plant in the campus
- Monthly cleaning of the campus by allotting specific area for a particular department.
- Instigate students to keep their classrooms neat and clean
- Wheel chair facility for differently abled students.
- Wheel chair ramp in all blocks of the institution.
- Regular mentoring to bring in good interpersonal relationship between students and teachers and to address student issues.
- Conduct Green Audit annually
- Awareness campaign on Blood donation
- Eco Club to help students participate in Clean Kollam Programme organized by Kollam Corporation.

- Lectures on Founder's Day of the College.

Distinctiveness of the institution:

- Aims to have a synergy of 'science and spirituality' in the institution by:
 - Conducting annual spiritual retreat
 - Inculcating empathy and spiritual intelligence in the students
- Derived strategies for quality enhancement by:
 - Creating a forum for honest communication and quality team work of teachers and students
 - A platform for organizing socially relevant outreach programmes.
- Co-education as a distinctive feature:
Provide a platform for co-activities like club activity, debate and discussions in well-supervised environment:
 - to develop natural and genuine friendship among male and female students
 - to express their views openly and assertively
 - to explore male and female perspectives on different issues.
- Outreach programmes
 - To organize motivational campaigns in rural areas to inspire the parents to provide an opportunity for social service among their wards
 - To educate the people in the coastal region on hygiene consciousness.
 - Entrust women cell of the college to have special outreach programmes on health and sanitation for women and children.