

An Academic Master Plan is a record that explains the academic duties or activities to be undertaken after a proper plan on how an educational institution would be. It is a delineation of the plans and projects orchestrated for the upliftment of the institution according to the changing, novel educational perspectives to suit the future. It comprises three stages – views on educational institution, goals developed according to the views and changing needs of the future and action plans for the developed goals.

- The master plan would reflect the concepts related to the views of the institution.
- It would be an illustration of the techniques and steps to be followed for the accomplishment of the duties and responsibilities of the educational institution.
- It would indicate the path to academic development.
- It is a guideline based on which a decision can be taken on the different academic activities, significance of the technical education in the present scenario, academic orchestration, various splendid opportunities available for the students etc.
- It would state clearly the priorities an educational institution should have.
- It should act as a shovel for an integrated and wholesome development of an educational institution.

Thus, an Academic Master Plan should be inclusive of the prospects of an educational institution, academic aims, priorities, utilization of resources, action plans etc.

All educational institutions should prepare an individual academic master plan **before 30th of January**. Besides, time – bound action plan be readied to realize the aims and plans of the institution. For this, short term, intermediate and long term activities be classified and it should be included in the master plan along with the time period required for successful accomplishment of each activity as said below.

1. Short term action plan should be completed in 2 – 7 months.

Eg: activities like confirming that all students can read, communicate in Malayalam, English and Hindi as per the age growth of the child and developing science and mathematical aptitude etc.

2. Intermediate action plan should be completed in one year.

Eg: suitable projects like bio-diversity Park, pollution free campus, drug free campus, talent lab etc.

3. Long term activities require more than one year. Hence it should be completed between 2 and 3 years.

More details are given in the academic guidelines attached here.

Academic Master Plan prepared in such manner should be submitted for social discussion among all the institutions in Kerala on **February 1st 2018**. It should be presented before the group of people like – Parent Teacher Association, School Development Committee, representatives of Local Self Government, alumni association of students and teachers, educational experts of that region, social / cultural activists and the people of that locality. After the discussion, the copy of the modified Master Plan should be handed over to the Educational Officer of the section concerned.

What should be included in the Academic master plan?

1. Cover page

Name of educational institution, educational sub district, educational district, year etc should be included. Each educational institution should give a separate name for their Academic Master Plan.

2. Content page

3. Introduction

A plenary as well as brief general outline on the school should be given in the introduction. Total number of students, total number of staff including teachers, total number of class rooms / classes should be enlisted here. Moreover, the exam results and other achievements of the institution must be stated here. The major crisis faced by the institution, limitations etc. ought to be mentioned in this part.

4. Perspectives – it hints at how the institution would be in the future.

5. General aims / visions

The common things that are visualized or to be realized through General Education Protection Mission can be presented as general aims.

Different regions / areas to be intervened for the achievement of goals set can be delineated.

6. Academic activities

All types of academic activities should be documented here.

7. Description of action plan

All details of the activities to be implemented can be written here.

8. Summary