Action plan of IQAC 2020-2021

- IQAC meeting in every quarter of the year
- All the departments, initiatives are requested to conduct their meeting and submit the action plan.
- Requested the principal to constitute all the committees in the beginning of the academic year.
- Submission of AQAR on time
- Preparation for the NAAC Peer Team visit
- Documentation Committee was constituted to collect all the documents for presentation for NAAC visit
- College Development committee will take the initiative of college development and beautification.

Criterion 1

1. Continuation of Bridge course and induction programme for the students
2. Promote Remedial coaching & Peer group teaching
3. Develop PPT bank, Question bank and Video tutorials
4. Conduct at least one parents meeting (online) in each semester.
5. Introduce at least one addon/ certificate course by each departments
6. Conduct value education, gender equality programmes for the students
7. Promote Academic seminar or Webinar and career guidance programmes for students.

Criterion 2

1. Continuation of tutorial systems.
2. Expand the operation of MIS in all areas of office administration to keep proper documentation.
3. Encourage the students for group learning, role play, news letter, blog writing , online magazines, youtube videos related to learning
4. Ensure the transparency of internal assessment by the Academic monitoring committee.
5. Encourage the presentations or discussions on course outcomes and programme outcomes by the departments.Make arrangements for the display of course outcomes and programme outcomes in class rooms or share it with students.
6. Academic monitoring committee should conviene meetings regularly to decide all the academic matters like online teaching, internals, seminars, workshops etc.The committee should evaluate the university result and provide suitable suggestions for the improvement.
7. Promote the usage of inflibnet, e resources among teachers and students for effective teaching and learning.

Criterion 3

1. Promote the teachers to apply for major and minor projects

2. Encourage the innovations and promote the club activities at department level.
3. Promote the Workshops/seminars on Research methodology,Intellectual Property Rights (IPR) and entrepreneurship.
4. Encourage the teachers to apply for research, guideship and also motivate them to publish papers/books in journals, conferences.Encourage students to publish paper with their project work in final year (*eg: Literature review of any relevant topic,teachers doing part-time Ph.D. give works to students from their topic and publish*)
5. Promote extension activities at department level.
6. Extension Committee, Departments,NSS and NCC try to establish collaborations and MoUS with institutions,industries etc. and also engage in extension activities.
7. Apply for awards and recognitions from government/ government recognised bodies for extension activities.
8. Encourage collaborative activities for research, Faculty exchange, Student exchange/ internship at department level.

Criterion 4

1. Promote more ICT enabled classrooms
2. Encourage to create more facilities for cultural activities,sports etc
3. Take a step for Online access to college library and books.

Criterion 5

1. Maintain proper register or record for scholarships, freeships etc. provided by the institution / non- government agencies.
2. Promote capacity building and skills enhancement initiatives .
3. Improve the activities of the College career guidance cell to provide proper guidance for competitive examinations and career counselling etc,
4. Ensure a mechanism for timely redressal of student grievances including sexual harassment and ragging cases.
5. Develop a monitoring system for measuring and recording students progression yearly at department level.
6. Maintain a proper documentation system for recording students' achievements by the Departments, arts and sports authorities.
7. Draft an Institutional policy for the students representation and engagement in various administrative, co- curricular and extracurricular activities.
8. Promote online alumni meetings at college and department level and maintain a proper documentation system for their contributions and also the programmes.

Criterion 6
1. Display the institution vision and mission in every block

2. National Anthem at the end of the class
3. Develop a College Anthem
4. Establish Suggestion box
5. Formulate and implement the academic and administrative policies and plan
6. Implementation of e-governance in areas of operation such as Administration ,Finance and Accounts , Student Admission and Support ,Examination etc.
7. Take a step for effective and clearly defined welfare measures for teachers and non teaching staff.
8. Organise professional development programmes for teaching and nonteaching staff.
9. Implement the performance appraisal system for teachers and nonteaching staff more effectively.
10. Institutional strategies for mobilisation of funds and the optimal utilisation of resources -
11. Complete the procedure for ISO certification and NIRF
12. Improvise the College handbook and Academic Calendar

Criteria 7

1. Organise Gender equality programmes
2. Disable friendly pathways classrooms, wheelchair,- hand rail in upstairs

3. Institution and departments should take efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversity
4. Every day begins with prayer ,implements thought for the day and ends with the national Anthem in the evenings.
5. Display fundamental rights and duties, National integration quotes in the college campus.
6. Construct a national leaders statue in the college campus and establish national leaders photos in the library.
7. Concentrate more on cultural events,anti drug programmes, Blood donation programmes and exhibition for students in nearest schools.
8. Organize professional ethics programmes for students, teachers, administrators and other staff
9. Organise awareness programmes on Code of Conduct

10. Celebrates/organizes national and international commemorative days, events and festivals
11. Institutional distinctiveness- programmes highlighting our vision and mission

12. Strictly implement Academic and Administrative Audit at the end of every academic year IQAC and principal Audit and verify the documents.
13. Installation of new LED bulbs.