Year Planner of IQAC

S.No	Activity	Target Dates (Tentative)	Frequency
1	To conduct the meeting at the beginning of each semester	16/08/2020 16/12/2020	2 times / Academic Year
2	Meeting to review academic policies for the effective implementation	20/08/2020	1 time/ Academic Year
3	Develop/review monitoring system for quality assurance practices	20/08/2020	1 time/ Academic Year
4	Receive feedback from students about Teaching-Learning-process in respective classes and communicate the assessment of the same to respective faculty members and Department	20/10/2020 20/11/2020 10/02/2021 20/04/2021	2 Times / Semester
5	Conduct Internal Academic and Administration audit for all the departments	15/02/2021 to 18/02/2021	1 time/ Academic Year
6	Submit the internal audit report to Principal	21/02/2021	1 time/ Academic Year
7	Conduct external Academic and Administration audit for all the departments	15/04/2021 to 18/04/2021	1 time/ Academic Year
8	Submit the external audit report to Principal	21/04/2021	1 time/ Academic Year
9	Prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Principal , CDC,	30/04/2021	1 time/ Academic Year

	All Department HoDs, and Governing Body		
10	Plan the activities for the academic year in consultation with faculty coordinator/conveners for various committees and cells	10/05/2021	1 time/ Academic Year
11	Conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities	15/05/2021	1 time/ Academic Year
12	Collection and compilation of self appraisal forms from faculty members at the end of academic year	15/05/2021	1 time/ Academic Year
13	To prepare/modify various application/information formats at least once in a year	25/04/2021	1 time/ Academic Year
14	Prepare activity calendar of the Institute based on the individual plans submitted by Departments/various committees/cells	05/05/2021	1 time/ Academic Year
15	Periodic review of policy book of the Institute and suggest for changes if necessary to Principal office	10/05/2021	1 time/ Academic Year