IQAC ACTION PLAN FOR 2020-21

1. **Activation of a G-suit Account:** As google is providing free Gsuit account for approved institutions with many extra features (which otherwise need to paid a big amount), G-suit account is essential for the college and the meeting entrust the website admin for the necessary steps.

2. **Academic Calendar:** Preparation of an academic calendar containing all important events and activities

3. **Teacher's Diary:** Preparation and submission of teacher's diary, as the classes are expected to be conducted online

4. **Moodle Installation and Upgradation of Website:** Plan to make the website more faster and Moodle installed after buying the enough space

5. **Library Automation:** Library is still working in old fashion. Library automation is an essential for keeping and providing better service to students and staff. For automation, either hired professionals on payment or interns from MLIS on volunteer effort. Also, books procured under library head, but keeping in department libraries may be shifted to main library.

6. **IQAC Data Repository:** Already started the implementation. In phase 2, more elements can be added. For OD approval regarding FDP programs, a statement **'Details have uploaded to IQAC Data Repository'** may be insisted.

7. **Seminar Intellectual Property Right:** UGC and NAAC insist to conduct the program to make awareness among faculties and others on Intellectual property rights. Remuneration may be granted from any available source

8. **Moodle workshop:** After installing Moodle on the website, a Moodle training workshop may be conducted. Remuneration may be granted from any available source

9. **Online Feedback System:** Proper feedback system is an essential for planning strategy and quality measures, which were already collecting as hard copies and hence a lot of manpower is required for data collection and analysis. Hence an online system is required and proposed to implement from this year onwards.

10. **Activation of Club Activities:** There are different Clubs/Cells working in the college. The reconstitution and activation of the same is essential

11. **Academic and Administrative Audit (AAA):** IQAC plans to conduct Academic and Administrative Audit (AAA) at the end of the academic year

12. **Speed up the Construction of PG block and Ladies Hostel**

13. **Webinars and Online Workshops:** Conduct maximum number of webinars and workshops through online

Sulaiman MK

IQAC Coordinator