

## **ACTION PLAN 2023-24**

1. Preparation of Academic Calendar with all events, internal exam dates etc.
2. Add on/Certificate Programme implementation based on Dr. Rohith Committee recommendation
3. At least one certificate course by departments from this year onwards
4. Preparation of policy documents related to 1. Gender Equity, 2. Energy Conservation, 3. Water conservation, 4. waste management, 5. E-governance, 6. Research, 7. Publication, 8. Ethics, 9. anti-drug, 10. student welfare, 11. faculty development, 12. maintenance and infrastructure upgradation, 13. feedback, 14. Start up and innovation, 15. Extension and Outreach, 16. collaborations and MoU, 17. Information and Technology, 18. Scholarship and freeships & 19. Placement and Career guidance
5. Reconstitution of committees with addition of Certificate Programme, Extension, MoU and Collaboration, Teaching Learning Centre (TLC), Start up and Innovation, Social Media, E-Waste Management, Best Practice, Campus Beautification, Competitive Exam Coaching, swachh bharat, sw
6. Feedback at the college level, year wise and feedback by departments and faculties semester wise, in online mode. Action taken report should be prepared for each feedback.
7. Admission: Admission notifications shall be communicated through the website. A brochure with details of programmes and facilities shall be prepared. Consolidated details of admission (Category wise details, applied statistics, split up and admitted statistics etc.) shall be communicated to the IQAC at the end.
8. Statistics: Teaching and non-teaching statistics updation shall be done soon after the transfer. Student statistics shall be updated soon after nominal roll publication. The updation shall be done under AISHE coordinator.
9. Project/Dissertation/Field works: Reports composed of Name of student, Name of supervisor, topic etc. shall be submitted to the IQAC when requested and the e-copies of project reports/dissertation etc. shall be given to the central library.
10. Redressal system: Redressal system shall be treated separately for internal mark redressals and other redressals.
11. Semester wise centralized internal exam shall be conducted and the tentative dates shall be included in the college calendar.
12. Result analysis: Shall be conducted at the departmental level soon after the result publication and the same shall be communicated to the IQAC when requested
13. Internal AAA shall be conducted in the second week of August.

14. Event/Program Reports: A copy of the brochure (when the permission is sought) and report (after the program) must be submitted to the file kept at the principal room. An e-copies of the same shall be submitted to the IQAC through the website link.
15. Scanned copies of signed self appraisals shall be submitted to the IQAC soon through the website link
16. Research Promotion: 'One faculty, one publication per year' shall be the motto. Faculty with more number of care listed journals shall be honored at the end of the academic year.
17. Proposals: Detailed proposals for government funds for the next financial year shall be completed by december in proper manner.
18. A 'start up and innovation' cell may be formed as an umbrella body and YIP, IEDP etc. may operate under it, and a maximum number of programs may be conducted under these bodies.
19. At least one extension activity shall be conducted by each department and the tentative date shall be included in the department action plan.
20. NCC, NSS, Women Cell and all clubs shall submit the yearly reports to the IQAC through the weblink latest by March 31.
21. A coordinator shall monitor the MoU and Collaborations, and maximum number of MoUs and collaborations with possible institutions/bodies.
22. Library automation, online access and digitalization shall be completed by this year and the server may be installed.
23. Infrastructure Maintenance: All electronic and electrical equipments, especially batteries shall be verified and maintained at least once in 3 months and a check sheet shall be kept along with it.
24. Log books shall be kept for science labs, computer labs etc.
25. Scholarship data: Scholarships, e-grantz and other freeship data shall be kept by the scholarship nodal officer on time and be communicated to IQAC.
26. Center for coaching of competitive exams shall be established under a competitive exam cell with the help of various stakeholders.
27. Career club shall arrange placement drives, internship opportunities etc. to students
28. Merit day to honor the meritorious students as early as possible
29. Action plan shall be prepared by each department (Latest by June 15)/cell/club/committees etc. (with 15 days of reconstitution of cell/club/committees) and the same may be communicated to IQAC through the website link
30. Orientation and skill enhancement programmes for teaching and non-teaching staff
31. Department level best practices

32. Alumni and PTA meetings shall be included in the college calendar. PTA meetings of existing batches shall be convened as early as possible
33. Tutorial and Remedial classes in proper manner
34. Reconstitution of IQAC
35. Green initiatives: Implementation of revised waste management system, dry day observations (monthly) as part of swachh bharat initiatives.
36. Green audit shall be conducted under the 'Green campus and clean campus' team
37. Website updation.