

The IQAC performs as the catalyst in the college. It is functional in the planning and initiation of all the strategies and processes. It maintains correspondence between the Vision and Mission statement of the parent institute and execution strategy of the college. In the first place, inclusive policy of the Cell reflects in its *16 Points Action Plan*.

### *16 Points Action Plan*

1. **Quality Benchmark Activity:** To be carried out department-wise survey of the villages in the catchment area for educational/ academic needs of the area by June ( Emerging trends/ changes in the respective disciplines are expected to be kept in mind while carrying out this activity.).
2. **Academic Calendar:** To be prepared Individual, Departmental, Committee and Criterion-wise academic calendars by 1<sup>st</sup> week of July.
3. **Orientation/ Awareness Programme on Career opportunities in the various disciplines:** To be arranged department-wise in the Audio-visual Hall by July.
4. **Journals/ Reference books:** To be enlisted and submitted relevant and referred journals and reference books in the library by 1<sup>st</sup> fortnight of July.
5. **Membership of Professional Agencies/ Bodies:** To be sought membership of National/ International Academic/ Professional Bodies by the faculty/ departments by the end of the first term.
6. **'Would be' Job-oriented and need-based Capsule courses:** To be submitted department-wise in the IQAC Cell by July.
7. **ICT based and Computer assisted hardware/ software teaching-learning material:** To be collected and prepared during summer vacation from Internet, universities, etc. and to be submitted in the IQAC Cell by 1<sup>st</sup> fortnight of August.
8. **'Learning by Doing' Teaching Method:** To be prepared and intimated to the IQAC Cell department-wise voluntary and compulsory student research projects with variety of topics and respective rationales by August.
9. **Result Analysis and Planning for improvement:** To be prepared and submitted to the IQAC Cell by 1<sup>st</sup> fortnight of August.
10. **MoUs/ Collaborations with Industries and Agencies:** To be approached department-wise to various industries and agencies in the vicinity with perspective plans by August.
11. **Ready Reference Documentation:** To be prepared and submitted documents, data, certificates, etc. individual, departmental, committee, cells and criterion-wise in the IQAC Cell time to time.
12. **Up to date Proceedings:** To be prepared **in English** and kept ready time to time individual, departmental, committee, cells and criterion-wise.

13. **Internal Evaluation Mechanism:** To be prepared by Examination Committee semester-wise by 1<sup>st</sup> fortnight of July (Tutorials, Seminars, Home assignments, Question paper solving, etc.).
14. **Technological Upgradations for Non-teaching Staff:** To be organized and/ or attended workshops, etc. by office staff (officials, laboratory and library attendants) preferably prior to the commencement of the next academic year.
15. **IQAC exercise on academic and administrative benchmarking:** To be conducted discussions and planning among the IQAC and submit the same to the college administration.
16. **Dialogue Sessions with IQAC:** To be prepared all the above mentioned planning and activities and shared with IQAC time to time.

Decentralization of academic and administrative task through constitution of committees is a part of quality assurance procedures of the college. Here, IQAC works in coordination with the college administration: the entire teaching community has given representation in these committees. Secondly, the Cell has now put the Student Profile <https://docs.google.com/forms/d/e/1FAIpQLSe0U2OzUqYho-822TNkq6JREsqf91hsWf-gkRUDoKyMzT3VKw/viewform> format on online mode. It is the students' database and plays as the student portal. It helps to diagnose student's aptitude and other interests at the beginning of the year only.