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|  **IQAC Plan of action and outcome** |
| **Plan of Action** | **Achievements/Outcomes** |
| Conduct of IQAC Meetings  | Two IQAC meetings were conducted (i) 19th October, 2019 & (ii) 29th February, 2020 |
| (ii) To prepare Time Table classwise and Teachers workload as per norms |
| Calendar for all events and staff development programme for non-teaching staff to be organised | Annual planner is prepared for all college activities. |
| To inform the members about new NAAC guidelines for  Preparing SSR.  | New guidelines of NAAC was informed and discussed with members. As per the new methodology adopted by NAAC 70% of the evaluation would be done by a separate agency called DVV on the basis of data and photographs uploaded by the college and the student satisfaction survey which would be conducted by the DVV. The physical visit by the NAAC peer team would validate quantitative data and would assess for 30% marks. The NAAC peer team would comprise of 4 members - Chairperson, member co-ordinator, member and observer.  |
| Proposal to start the new certificate courses. | Certificate Course in association with Teach India Foundation (Times Group) and British Council 'Spoken English' program for students, Housewives & female and Male administrative staff was started. |
| To start M.Com in subjects like Finance, Management and Marketing and Post Graduate Diploma programs like PGDM in Finance or Marketing.  | Members suggested that a survey could be conducted to study the demand for this programs and then come to any conclusion for finalization.  |
| Forthcoming programme  for Silver Jubilee year celebration a ‘Grand Finale Celebration’  | Members discussed about silver Jubilee celebrations throughout the academic year 2018-2019 and discussed the feedback and upcoming ‘Grand Finale Celebration.’  |
| Requirements about NAAC e.g. Camera with Geo tag, updated website | It was decided that the college should purchase a new camera with internet so that the photographs clicked on it would be automatically geo tagged and could be then uploaded on the website. |
| To discuss about research activities of faculty and their participation and presentation of research paper in National, State level seminars and conferences | Two faculty members Ms. Sneha Vaidya, Department of Manthematics & Statistics and Mrs. Sandipa Chatterjee, Department of Commerce & Management has completed Ph. D in the year 2019 and teachers are participating and presenting research paper regularly in Seminars and conferences at International, National and State level.  |
| To invite applications from student to apply annual students freeship and scholarship to needy and deserving students  | Duly filled Application form are received from students and interview of students is conducted with committee and partial amount is allotted equally among the students.  |
|  Feedback analysis from students  | Feedback forms filled by the students, analysed and reviews of the students were given to faculty members for improvement and implementation in different areas.  |
| To form student Council | Student’s council is formed as per the UGC guidelines. The election was conducted for the representative body of the students. |
| Preparation and submission of the AQAR 2019-2020. | Faculty sensitization programs about AQAR submission were conducted and data collected under various criteria for the submission  |