



6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes The Institution carries out a number of academic and administrative activities throughout the year.

The IQAC plays an important role in the planning, execution and evaluation of all these activities.

- **Preparation of Academic Calendar:** Once the academic calendar of the University is received, the IQAC prepare the academic calendar of the institution following the schedule of important administrative and academic events decided by the University. The Chairpersons of all the committees and the Heads of all the Departments are asked to prepare a plan of action to be implemented throughout the year. The IQAC collect their planning and prepares the calendar of the institution accordingly and gets it uploaded on the institution's website.

- **Preparation of Action Taken Report:** At the end of the academic year, the IAQC prepares the Action Taken Report. The report contains the important details of the events held by various committees and departments throughout the year. After approval from the Head of the institution, it is uploaded on the institution's website.

- **Preparation of the AQAR:** This is the most significant work of the IQAC. The entire team see to it that the report is prepared effectively and is submitted in time. Once it is approved by the NAAC, it is uploaded on the institution's website.

- **Supervising the Teaching-Learning Process:** The IQAC gives suggestions for making the teaching-learning process more participative by adopting various methods. The faculties are encouraged to use ICT enabled tools and to employ other teaching methods in the class-room teaching. The faculties are given all sorts of cooperation in arranging educational tours, site visits etc. Many faculties arrange visits to a nearby dairy, bank, agricultural centre etc. The faculties are also encouraged to screen the movies based on the literary texts. During the online teaching, this was not possible, so the students were sent the links for the same.

- **Supervising the evaluation process**

The IQAC also supervise the evaluative aspect of the teaching-learning process. The following things are supervised by the IQAC:

1. Assignments are given and assessed duly in time by the faculties
2. The internal evaluation tests and additional tests are conducted as per the schedule decided by the University
3. The question-papers are drawn in the style prescribed by the University
4. Answer-books are assessed properly and in time
5. The mark-sheets are displayed on the College notice board
6. Transparency at all the levels of evaluation be maintained
7. Grievances of any kind regarding assessment be redressed immediately and satisfactorily

- **Supervising the redressing of grievances of any kind**

In the case of grievance of any kind, be it of sexual harassment, ragging or misconduct by student(s) or faculty(s), the IQAC give it the utmost priority and insist on the immediate redressal of it. The students have been asked to feel free to lodge complaints of any injustice

done to them. Fortunately, not any serious kind of grievance has been received by the Institution so far.

- **Introducing and augmenting infrastructural facilities**

The IQAC time and again make important suggestions for the augmentation of infrastructural facilities for the staff and the students. Accordingly, this year, the WIFI facilities of the institution has been raised from 5 to 10 MBPS.

- **Encouraging research atmosphere in the institution**

The IQAC encourage the faculties to do research works in their subjects. The faculties are asked to enrol themselves for the Ph.D. degrees. The faculties are felicitated when they receive Ph.D. degree. The faculties are asked to attend seminars, conferences, workshops, Faculty Development Programs etc. and to present paper there. Duty leaves for the same are granted by the institution. The faculties are also encouraged to write books, chapter(s) in a book, and publish research papers in University approved journals.

- **Monitoring the co-curricular, extra-curricular, extension and sports activities**

For the holistic development of the students, a number of curricular, co-curricular, extra-curricular, sports and extension activities are carried out by the Institution. A number of committees are formed under the Student Council and Saptadhara. The chairpersons of all these committees are asked to strictly adhere to the schedule prepared at the outset of the academic year. The IQAC see to it that all the activities are carried out as per schedule.

- **Encouraging holding district level sports events**

The Sports Committee has often hosted inter-college University level and zone level cricket tournaments. This year, due to online teaching and partial lockdown, no such activities could have been carried out as such activities demand physical presence of the students.

- **Encouraging holding guest-lectures**


The IQAC see to it that more and more guest-lectures are held by various committees and departments of the Institution so that the students can have deeper understanding of the topic they learn. Various departments regularly organize guest lectures on many varied topics related to the syllabus or to the current affairs.

- **Alumni engagement**

IQAC see to it that a meeting of the Alumni and Parent-Teacher Association is held at least once a year. The Alumni Association of the Institution is not registered. However, alumni do remain present whenever they are asked them.


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