

Plan of action (2020-2021)

Sl. No.	Plan of Action	Achievements/Outcomes
1	Monitoring regular online classes in the lockdown period	Teachers have taken regular online classes through google meet, conference call, zoom, skype, whatsapp, etc. Study materials prepared by teachers, link for e-resources have been regularly provided through Whatsapp and e-mail to the students to cover the syllabus.
2	Conducting online examination and evaluation maintaining the University norms and schedule	Online internal & end semester examination and evaluation were conducted as per the University norms. As practical classes could not be held in the college laboratory, practical classes were conducted through virtual labs and project works. In some cases, students were also asked to deliver online power point presentation.
3	To address the problems with network and other issues in connection with online teaching-learning process faced by the students and teachers during lockdown period	Teachers kept continuous contact with the students and tried to resolve various issues they faced during lockdown period.
4	To ensure the upgradation of college website and availability of uninterrupted e-resources in the library during lockdown period	IQAC requested the Principal to ensure that all informations and notices are available in the website. Librarian was also requested to make the e-resources available to the students and teachers.
5	To ensure skeleton attendance of staff in the lockdown period to maintain essential services in the office and college premises so that minimum services to students and staff can be provided	The Principal and her office attended the college maintaining the covid protocol and continued the essential official services. Arrangement of cleaning the campus was also made by the Principal following covid norms.
6	Career Advancement Scheme (CAS) of Teachers	Teachers are advised to prepare documents related to CAS. IQAC monitored the progress.

7	Preparation of IIQA and SSR for 2nd cycle NAAC accreditation	Preparation is in progress
8	To encourage and ensure active participation of all the stakeholders in the development of the college.	IQAC has organized online meetings with Teachers and Non-Teaching staff of the college to discuss several aspects regarding maintainance and development of the college during the lockdown period.
9	Teachers were encouraged to organise and participate in the national and international webinars.	Teachers organised a few webinars. They also participated in various webinars.
	Teachers were advised to participate in various professional developments (OP, RC, FIP, STC, Workshops) programmes	Teachers were participated in various online programmes at their best.
10	Maintainance of greenery and herbal garden existing in the college campus.	The Principal made the arrangement for maintaining the greenary in the campus as required.
11	Preparation of AQAR	Steps for preparation of AQAR for the academic year from 2018-2019 onwards were taken.
12	Staff and students were encouraged to vaccinate (Covid 19 vaccine) themselves with family members as per the availability. They are also advised to strictly maintain the covid protocols as laid by the Govt. from time to time.	Staff and students started taking covid 19 vaccines and adhered to covid protocols.

Quality Initiatives taken by IQAC (2020-2021)

1. IQAC has maintained regular correspondence with various stakeholders of the College to ensure the smooth running of the administrative and academic functions of the Institution during the pandemic situation.
2. IQAC maintained regular contact with the College office to ensure the timely disbursement of various scholarships/stipends that the students used to receive.
3. IQAC encouraged the various departments and faculty members to adopt student-centric learning approaches and use various teaching-aids to make online classes more comprehensive and interesting.
4. IQAC encouraged the departments to arrange virtual special lectures and seminars by eminent scholars for the benefit of the students.
5. IQAC instituted the system of taking feedback not only from the students but also from various other stakeholders, viz. alumni, faculty members and employers.
6. Teachers are advised to prepare documents related to CAS. IQAC monitored the progress.
7. Monitoring regular online classes in the lockdown period.
8. Conducting online examination and evaluation maintaining the University norms and schedule.
9. To ensure skeleton attendance of staff in the lockdown period to maintain essential services in the office and college premises so that minimum services to students and staff can be provided.
10. Teachers were encouraged to organise and participate in the national and international webinars. Teachers organised a few webinars. They also participated in various webinars and various professional developments (OP, RC, FIP, STC, Workshops) programmes.
11. Staff and students were encouraged to vaccinate (Covid 19 vaccine) themselves with family members as per the availability. They are also advised to strictly maintain the covid protocols as laid by the Govt. from time to time.