

GOVERNMENT DEGREE COLLEGE

SERILINGAMPALLY

Calendar for the Academic Year 2020-21

Of

Internal Quality Assurance Cell

Message from the Principal

It gives me a great pleasure to take the cognizance that the Internal Quality Assurance Cell of the college has chalked out an academic calendar for the year 2020-21 after conducting a series of discussions with the staff and students at all the levels of the college. This calendar mirrors the planned activities to be implemented for the present academic year and also replicates the ability of IQAC team in striking a fine balance between all the departments. I am sure that the annual calendar of IQAC helps mitigating the communication gap between all the stakeholders and encourages them to participate in college activities without any deviation.

Principal

June 2020

1stweek	<p><u>Formation of IQAC</u> The principal and staff council members shall constitute IQAC for the academic year with senior teacher, among whom one teacher is proposed as the coordinator.</p> <p><u>IQAC Meeting</u> The IQAC Coordinator shall take the responsibility of conducting a monthly meeting in the very first week to discuss the preliminary works like preparing calendar, accepting the feedback reports of previous academic year etc.</p> <p><u>Self Appraisal of Teachers</u> It is planned to issue self appraisal forms to all the teachers to assess themselves on the predefined scale and to identify the areas where they need improvement.</p> <p><u>SWOT Analysis of the Departments</u> There are twelve departments in the college whose strengths, weaknesses, opportunities and threats are proposed to be analyzed in the very first week of the academic year in order to communicate the same to staff council and initiate remedial action where ever required.</p>
2ndweek	<p><u>Result Analysis</u> All the departments shall analyze the results in the format designed by the examination branch of the college in consultation with IQAC and submit the same to their HOD.</p>

<p>3rd week</p>	<p><u>Orientation on IQAC</u> The IQAC coordinator shall conduct a college level sensitization programme about the functions and responsibilities of IQAC planned for the academic year and obtains the feedback of faculty members to further reinforce the programmes of IQAC.</p>
<p>4th week</p>	<p><u>Analyzing the Profiles of Students</u> IQAC shall analyze the profiles of newly admitted students with the help of respective conveners of the programme into which students are enrolled. The student profile shall mainly emphasize on the economic, social and academic background to form preliminary opinion on the learning requirements of the students.</p>

July 2020

<p>2nd week</p>	<p><u>Gearing up for national seminars</u> The IQAC shall conduct a meeting under the chairmanship of the Principal to review the developments regarding the sensitization programmes on how to apply for MRP's and National level Seminars.</p>
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<p>3rd week</p>	<p><u>College Orientation Programme</u> IQAC shall advise the staff of the college on the various issues requiring orientation for the students like study projects, industrial tours, and other co curricular activities which shall be communicated to the students through a college orientation day or fresher's day.</p> <p><u>Meeting with Non Teaching Staff</u> The IQAC coordinator and other members shall conduct a meeting with the non teaching staff members of the college to identify the quality aspects of administration.</p>
<p>4th week</p>	<p><u>IQAC Monthly Meeting</u> The IQAC Coordinator shall prepare an agenda for the monthly review meeting along with the Principal and conduct a meeting with the members of IQAC to review the implementation of the calendar and to communicate any new events to the staff council.</p>

August 2020

<p>1st week</p>	<p><u>Reviewing the Quality of Infrastructure</u> IQAC shall volunteer the programme of reviewing the quality of tangible infrastructure available at the college like class rooms, furniture and electronic equipments.</p>
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<p>2nd week</p>	<p><u>Reviewing the Best Practices</u> IQAC shall call all the departments to submit the statements of their best practices.</p>
<p>4th week</p>	<p><u>Monthly Meeting of IQAC</u> IQAC shall conduct its periodical monthly review meeting in the last week of August to see whether the calendar activities have encountered any deviation.</p>

September 2020

<p>1st week</p>	<p><u>Reviewing the progress of students</u> IQAC shall review the progress of the students made in the class and slip tests conducted by the respective teachers and recommends the coverage of syllabus to be included in the internal exams.</p>
<p>2nd week</p>	<p>The IQAC makes the feasible recommendations for the improvement of the quality parameters to all the academic departments.</p>
<p>3rd week</p>	<p><u>Monitoring the quality of Internal Exams</u> IQAC shall monitor the quality of internal examinations scheduled by the academic branch of the college. It shall mainly focus on the coverage of syllabi, pattern of the question papers and evaluation patterns.</p>

<p>4th week</p>	<p><u>Orientation on the Supplementary</u> IQAC shall request all the teaching staff to participate in a subject remedial teaching programme and help the students in securing good marks and improve the pass percentage.</p>
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October 2020

<p>1st week</p>	<p>IQAC holds a meeting with the staff in the first week of October to discuss the best practices, Field trips and MoU's</p>
<p>3rd week</p>	<p><u>Arrangement of extension Lectures</u> IQAC will see to it that the leisure time of October can be utilized by the staff members by extending their services to the community at large in the form of extension lectures.</p>
<p>4th week</p>	<p><u>Monthly Meeting of IQAC</u> The coordinator shall prepare an agenda of the periodical meeting and resolves the same in the monthly meeting held with the members.</p>

November 2020

<p>1st week</p>	<p>The CCE conducts the youth sports cultural events -YUVATARANGAM The IQAC requests the cultural committee to prepare the list of participants.</p>
<p>2nd week</p>	<p><u>Arranging Invited Lectures</u> IQAC shall hold timely discussions with the students and make the note of areas where they require lectures by experts.</p>
<p>3rd week</p>	<p><u>Quiz Programmes</u> IQAC shall host inter departmental quiz contest to mitigate the inquisitive hungers of the students and also to create a contemporary and relic exposure for the better competitiveness.</p>
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December 2020

<p>1st week</p>	<p><u>Elocution contest</u> IQAC shall consult the departments of English, Hindi and Telugu and hosts an inter departmental elocution contest at the college level to bring out the hidden talent of the students and also to improve their oratory skills.</p>
<p>2nd week</p>	<p><u>Parent Meeting</u> The IQAC shall prescribe the tenets on which the respective class in charge has to interact with the parent and grab maximum information about the students and their activities outside the college so that, it becomes easy for IQAC and the departments to chalk out a thorough revision plan.</p>
<p>3rd week</p>	<p><u>Awareness Campaigns</u> IQAC shall prepare the templates and issues on which the awareness campaigns would be conducted in the third and fourth weeks of December. IQAC shall disseminate the campaigns through Red Ribbon Club.</p> <p>.</p>

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January 2021

1st week	IQAC shall consult the academic branch and review the results of semester
4th week	<u>IQAC shall conduct A CAREER guidance counselling for outgoing batches</u>

February 2021

1st week	<u>Quality Assurance of Grand Tests</u> IQAC shall hold college level meeting with the teaching staff to decide the quality parameters of the tests to be conducted by the college in the second week of February.
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<p>2nd week</p>	<p><u>Student Feedback</u> IQAC shall take the sole responsibility of collecting the feedback of students on twenty important parameters identified in the monthly meetings. The feedback shall be collected and analyzed on a five point scale designed by the IQAC itself.</p>
<p>3rd week</p>	<p><u>Monitoring the Quality Aspects of semester Exams</u> IQAC shall discuss with the teachers regarding the practicals of Computer Science, Botany, Physics, Chemistry.</p>
<p>4th week</p>	<p><u>Monthly Meeting</u> IQAC coordinator shall prepare the agenda of the periodical meeting for the month of February and resolve the same in a meeting held under the chairmanship of the principal. It also emphasizes on the annual list of activities conducted by the college.</p>

March 2021

<p>1st week</p>	<p><u>Collection of APIs</u> IQAC shall collect the scores of Academic Performance Indicators within the format advocated by the CCE.</p>
<p>2nd week</p>	<p><u>Collection of Departmental Activities</u> IQAC shall collect the activity registers of all the departments and consolidates the same into college activity register</p>
<p>3rd week</p>	<p><u>Collection of Testimonials</u> IQAC shall collect the copies of all the testimonials of faculty members supporting their publications, paper presentations and other activities.</p>

4th week

Recommending RCs and OCs

IQAC shall thoroughly review the feedback provided by the students and recommends the names of the teachers for the refresher courses or orientation courses where ever required.

IQAC Meeting

IQAC coordinator shall call for the college level meeting to conclude the records of IQAC for the academic year 2020-21