



NARAJOLE RAJ COLLEGE
(NAAC Accredited B Grade Govt. – Aided College)
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



Internal Quality Assurance Cell (IQAC)

Administrative Calendar
Session 2020-21
(From October 2020-september 2021)

Sl.No.	Month	Activity
1.	October	<ul style="list-style-type: none">• Preparation regarding submission of AQAR 2019-20 to NAAC.• To prepare Internal Academic audit report for the session 2019-20 of the college.• Updation of Programme outcome/Course outcomes for different courses on college website.• Monitoring of preparedness of Academic departments at the beginning of Academic session 2020-21 and follow up procedure of extended academic session 2019-20 during lockdown due to pandemic of COVID-19.• To prepare the Institutional Academic Calendar for the session 2020-21.• To prepare Administrative Calendar of IQAC.• To complete the collection of Feedback from various stake holders of the Institution for the session 2019-20.
2.	November	<ul style="list-style-type: none">• To conduct regular meeting of IQAC.• To complete the AQAR and submit the same to Governing Body for the approval.• Collection of data of Internal Academic Audit report from Academic departments.• To monitor teaching learning methods of the institution in the current session.• To complete the academic activities of the Institution which remained pending due to lockdown.
3.	December	<ul style="list-style-type: none">• To complete the academic activities of the Institution which remained pending due to lockdown.• To follow up the the Centralized data management system (CDMS) of the institution• To conduct meeting with parents and alumni.
	January	<ul style="list-style-type: none">• To monitor regular activities.• To monitor the ICT enabled teaching learning methods and follow up the uploading of e-learning materials.• To Check the preparedness of academic departments for Conducting regular Video Conferencing Classes.
5.	February	<ul style="list-style-type: none">• To monitor regular activities.



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6.	March	<ul style="list-style-type: none">To evaluate the ICT enabled methods in teaching which are applied in virtual classes.To assist the faculties with the help of Technology subcommittee regarding e-learning.To collect half yearly report from Academic committee.
7.	April	<ul style="list-style-type: none">To monitor regular activities.To conduct regular meeting of IQAC.
8.	May	<ul style="list-style-type: none">Preparation of collection of feedback from the stake holders.To monitor the activities of different student centric cells of the college.To initiate the Peer training programmes in the institution.
9.	June	<ul style="list-style-type: none">To organise different quality initiatives for the students by the IQAC.Preparing of online Institutional student satisfaction survey (SSS).To conduct regular meeting of IQAC.
10.	July	<ul style="list-style-type: none">To conduct regular meeting of IQAC.To organise training programmes for faculties.To organise training programmes for non-teaching staff.
11.	August	<ul style="list-style-type: none">To conduct meeting with parents.To conduct student satisfaction survey.To collect feedback from II, IV, VI-th semester students.To collect feedback from faculties, parents, Alumni.
12.	September	<ul style="list-style-type: none">To Collect yearly report from Academic committee, different student-centric cells, Green club, Cine club etc.To conduct regular meeting of IQAC.To analyse feedback collected from various stakeholders.To prepare Action taken Report.To prepare Plan of action for the session 2021-22.To prepare Compliance Report of IQAC for the session 2020-21.To initiate the procedure for preparing AQAR for the session 2020-21.

Nilanjana Bhattacharya

Dr. Nilanjana Bhattacharya
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CO-ORDINATOR,
IQAC

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NARAJOLE, PASCHIM MEDINIPUR

Dr. Anupam Parua
Principal
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