

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
GOVERNMENT J. THANKIMA COLLEGE**

**ACTION PLAN 2019-2020**

SI No	Criterion Sub-Heads	Programme of actions to be implemented through each Departments/Committees of IQAC	Suggested Concerned Committee
<b>Criterion 1 – Curricular Aspects (100)</b>			
1	Curricular Planning and Implementation (20)	1. Publication of prospectus	AEC
		2. Academic calendar	AEC
		3. To conduct first day of college counselling	AEC
		4. Introduce diploma / certificate course.	Principal
		5. Maintain record of teachers in various committees	IQAC
		6. Facilitate periodic faculty and departmental meetings	IQAC
		7. Maintain teaching plan	All Departments
		8. Maintain teaching diary	All Departments
2	Curriculum Enrichment (30)	1. Organise gender sensitization, human values, business ethics and corporate governance programme	IBPC
		2. Conduct value added course	IBPC
		3. To conduct field project work by BBA	MD
		4. Organise faculty development programme	IQAC
		5. To conduct seminars and workshop	All HODs
3	Feedback System (20)	1. Conduct feedback (Student & Alumni), analysis and action taken; display the same in the website.	IQAC & AA
		2. To facilitate submission of annual API by faculty to IQAC	IQAC & All Faculties
<b>Criteria 2- Teaching- Learning and Evaluation (350)</b>			
4	Student Enrolment and Profile (30)	1. Maintain students enrollment in excel	AEC
		2. Maintain students data in category wise	AEC
		3. Maintain student's data from other states / countries	AEC
5	Catering to Student Diversity (50)	1. Conduct attitude and aptitude test for 1st Semester	Education Deptt.
		2. Identify slow and advanced learner	CAC
		3. Conduct remedial classes for slow learner	RCC
		4. Conduct career guidance programme	CCC
		5. To organize talent hunt programme	ESCOC
		6. To hold invited / guest lecture in every department	Each Deptt.
		7. To have wifi, internet connectivity	Principal's Office
		8. To facilitate use of teaching methods and maintain records of - ICT, students seminar, discussion, charts, models, etc.	TLC
		9. To organize exposure visit	ESCOC
		10. To facilitate mentoring programme	MPC
		11. To use audio visual aids such as youtube, videos, CDs, etc	TLC
		12. To innovate new teaching learning method(s)	TLC
6	Teacher Profile and Quality (80)	1. To pursue research and higher studies	RCC
		2. To maintain records of teacher receiving awards and recognition at state, national and international level.	IQAC
7	Evaluation Process and Reforms (50)	1. Transparency in internal evaluation	AEC
		2. Examination grievances redressal mechanism	AEC
		3. To hold class / Unit test and maintain record	AEC
		4. To initiate examination reform(s)	AEC

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
GOVERNMENT J. THANKIMA COLLEGE**

**ACTION PLAN 2019-2020**

8	Student Performance and Learning Outcome (40)	1. Display learning and course outcome in the website	ICT & TLC
		2. To hold subject / paper quiz competition	CAC
		3. Analysis of semester wise examination results	AEC
9	Student Satisfaction Survey (50)	1. Conduct SSS using hard copies in all the semesters	IQAC
<b>Criteria 3- Research, Innovations and Extension (120)</b>			
10	Resource Mobilization for Research (10)	2. To seek grants for research projects	Principal & RCC
11	Innovation Ecosystem (10)	1. College magazine to be upgraded to include issues of the day, folk literature and national leaders	Principal, S.U & LC
		2. Exposure of students to new knowledge	CAC
		3. Acquiring new knowledge through extension activities	CAC
		4. Workshops/ seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices by BBA	CAC
			MD
12	Research Publication and Awards (20)	1. To formulate code of ethics to check plagiarism	RCC
		2. Provision of incentive to faculty	RCC
		3. All faculty be requested to have at least 2 publications during 2019-2020	RCC
		4. To publish 1 book during 2019-2020	RCC
13	Extension Activities (60)	1. To have adopted villages	IQAC
		2. To conduct socio-cultural activities	ESCOC
		3. To have formal collaboration with NGOs	ESCOC
		4. To conduct national integration programme	IBPC
		5. To outreach programme, organize awareness campaign programme, special campings, blood donation camps	ESCOC & NSS, RBC
		6. To observe state and national days	IBPC
14	Collaboration (20)	1. To have linkages for faculty exchange, student exchange, on the job training, etc	Principal & All HODs
<b>Criterion 4 - Infrastructure and Learning Resources</b>			
15	Physical Facilities (30)	1. classrooms, laboratories, computing equipments, sports, games (indoor, outdoor), gymnasium, yoga centre etc. and cultural activities centre	Principal's Office & RUSA
		2. seminar halls with ICT- enabled facilities such as smart class, LMS	Principal's Office & RUSA
		3. Women toilet, girls common room, Competitive examination Centre	Principal's Office & RUSA

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
GOVERNMENT J. THANKIMA COLLEGE**

**ACTION PLAN 2019-2020**

16	Library as a learning Resource (20)	1. Maintain books, journals, etc list	LMC
		2. Subscribe newspapers and bulletin	LMC
		3. Automation of library	LMC
		4. Collection of rare books, special reports, etc	LMC
		5. To have – e-journals, e-sodhsindhu, shodganga membership	LMC
		6. To have e-books bank	LMC
		7. To have library data base	LMC
		8. INFLIBNET	LMC
		9. N. LIST	LMC
		10. Separate register for students and teachers	LMC
		11. To have used books bank	LMC
		12. To facilitate for setting up of ILMS	LMC
17	IT Infrastructure (30)	1. Regular update of College activities in the website, Twitter, Instagram and facebook	ICTMC
		2. Provide free wifi in the campus	Principal's Office & ICTMC
		3. Maintain computers and accessories	Principal's Office & ICTMC
		4. LAN for administration	Principal's Office & ICTMC
		5. Internet connection with a minimum speed of 5 mbps	Principal's Office & ICTMC
		6. To set up media / recording centre	Principal's Office & ICTMC
18	Maintenance of Campus Infrastructure (20)	1. established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc	Principal's Office & ICTMC
<b>Criterion 5- Student Support and Progression (130)</b>			
19	Student Support (50)	1. Maintain scholarship data / list of students	SWDC
		2. To manage Competitive examination centre	CCC
		3. Provide career counseling and maintain records	CCC
		4. Soft skill development programme	EIPC
		5. Language laboratory	RUSA &
		6. Conduct bridge course for 1st semester	CAC
		7. Encourage and motivate advanced learner to acquire good marks and for competitive examination	CAC
		8. To conduct Vocational Education & Training	CCC
		9. Manage mechanism of Grievance Redressal, sexual harassment and maintain records and minutes.	AGRC
		10. Formulate and implement student's welfare scheme	SWDC
20	Student Progression (45)	1. In install mechanism for placement of students	EIPC
		2. Maintain list of students progression to higher studies	EIPC
		3. Maintain list of students qualifying state and national level examination	EIPC
		4. Maintain list of students in year wise examination	EIPC
21	Student Participation and Activities (25)	1. Records of students award at national level	TLC
		2. Adequate representation of students in academic and administration	TLC
		3. To organize and maintain records of sports and cultural activities	TLC
22	Alumni Engagement (10)	1. To seek registration under registration of societies	AA
		2. Members be requested to donate and contribute towards College development	AA
		3. Alumni column be allotted in the College magazine	AA
		4. To hold Alumni meetings and maintain records	AA
		5. Alumni talk in various College programme	AA
		6. Alumni membership in various committees	AA
		7. To audit Alumni fund	AA

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
GOVERNMENT J. THANKIMA COLLEGE**

**ACTION PLAN 2019-2020**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
GOVERNMENT J. THANKIMA COLLEGE**

**ACTION PLAN 2019-2020**

<b>Criteria 6- Governance, Leadership and Management (100)</b>			
23	Strategy Development and Deployment (10)	1. Action Plan be made and records of its implementation be maintained. One successful activity be identified	GLOMC
		2. Maintain organizational structure	GLOMC
		3. Service rules, procedures, recruitment, promotion policies, grievance redressal for staff be displayed in the website	GLOMC
		4. E-Governance in students admission and examination (Details and screenshots to be stored)	GLOMC
		5. Meeting minutes be properly maintained and one activity successfully implemented based on the Minutes of the meetings of various Bodies/ Cells and Committees be identified	GLOMC
24	Faculty Empowerment Strategies (30)	1. GJTC Staff Welfare Association rules to be uploaded in the website	ICTMC
		2. All staff should undergo OC/RC or any training. For teachers the training should not be less than 5 days of duration	IQAC
		3. Leave rules be published and displayed in the website	ICTMC
		4. System of appreciation for acquiring degrees, awards and recognition be implemented	Principal & SWA
		5. To provide financial assistance to staff attending and reading seminar papers in seminars, workshop, consultation programme, etc; And record of the same be maintained.	Principal's Office
		6. To organize professional development programme	CAC
25	Financial Management and Resource Mobilization (20)	1. To conduct Internal Audit	Principal's Office
26	Internal Quality Assurance System (30)	1. To identify and describe two best practices institutionalized as a result of IQAC initiative	IQAC
		2. To hold periodic review meeting and identify any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC	IQAC
		3. Record the number of quality initiatives taken by IQAC	IQAC
		4. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements	IQAC
		5. To seek for ISO Certification	IQAC
		6. Academic Administrative Audit (AAA) and initiation of follow up action	IQAC
		7. Identify improvements made from last accreditation	IQAC

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
GOVERNMENT J. THANKIMA COLLEGE**

**ACTION PLAN 2019-2020**

<b>Criteria 7- Institution Values and Best Practices (100)</b>			
27	Institutional Values and Social Responsibilities (50)	1. Gender equity programme such as World Women day, Status of Women, etc	WC
		2. Safety and security Cell be established	Principal's office
28	Environmental Consciousness and sustainability (10)	1. Change all light bulbs to LEDs	Principal's office
		2. To find ways to harvest rain water	Principal's office
		3. To strive for 'Plastic Free Campus'	Principal's office
		4. To facilitate green landscaping	Principal's office
		5. Proper system of solid waste management	Principal's office
		6. E-Waste management – Sold to vendor or apply buy back system	Principal's office
29	Differently abled (Divyangjan) friendliness (-10)	1. Availability of Braille facilities	LMC
		2. Provide special class for blind	EOC
30	Inclusion and Situatedness (10)	1. Contribution to local community	ESCOC
		2. Organise Blood Group check, BP check, Deaddiction Day, Blood Donation Camp, Disaster Management programme, Health check, Road Safety Campaign, etc	ESCOC & NSS
			HHC
31	Human Values and Professional Ethics (10)	1. To make code of conduct handbook for students, teachers and staff	IBPC
		2. Display core values of institution in the website	IBPC
		3. To organize national festivals, birth/death anniversaries of great Indian personalities,	IBPC
		4. Fundamental Duties and Rights of Indian citizens and other constitutional obligations	IBPC
32	Best Practices (30)	<b>Proposal for Innovation and Best Practice :</b>	
		☑ Proficiency Award	Principal & IQAC
		☑ Publication of College magazine	SU
		☑ Mentor Ward Practice	MPC
		☑ Career guidance	CCC
		☑ Social Services / Social Responsibility Cell / Community Based Practice	ESCOC
		☑ Student Evaluation of Teaching Staff	WC
		☑ Promotion of Indian Tradition and Culture	All HODs
		☑ Women Cell	ESCOC
		☑ Special Lecture Series	WC
		☑ Skill development	All HODs
		☑ Extension and outreach	ESCOC
		☑ Departmental activities	ESCOC
	Each Deptt.		