



(Accredited with Grade 'A' by NAAC)

INTERNAL QUALITY ASSURANCE CELL Annual Calendar (2023 - 2024)			
S.No	Plan of Action/Activity	Month	Collaborating Institutes / Departments
1	FDP in Odd semester- Quality Initiative Seminar/FDP/Traning/Workshop	June - December 2023	IQAC & All Institutes
2	Hostel & Administration departments Audit	June	IQAC, Admin office, Hostel
3	Tree plantation drive on World Environment day	June	IQAC & ASEES
4	World Accreditation Day	June	IQAC
5	05 days FDP of Fostering Ethical Practices in Digital Publishing: Approaches for Promoting Responsible and Transparent Research Communication.	July	IQAC & ASC
6	05 Days FDP on Recent Advancements, Innovations, Future Trends in Emerging Technologies & their Impact on Higher Education	July	IQAC & ASET
7	05 Days MDP on Data Visualization using Power BI	July	IQAC & ABS
8	01 Day PDP On Innovations, Opportunities and Challenges in Life Science Sector Skilling & Research	July	IQAC & AIB
9	07 Days FDP on Artistic Creation	July	IQAC & ASFA
10	05 Days FDP on Changing Dimensions of The Industry and Revisiting Andragogical Approaches in Higher Education: Present Needs and Way Forward	July	IQAC & ALS
11	05 Days FDP on Technology enabled teaching and learning in Food Science & Nutrition	July	IQAC & AMS
12	Documentation audit w.r.t. - BOS, DRC, Institute meeting, Student progression, Research and Publication, NTCC record	July	IQAC & All Institutes
13	IQAC 'Semester Plan' meeting -I (First week of July)	July	IQAC
14	Orientation Program (4th week of July)	July	IQAC - Orientation core team member
15	Institutional Audits (Checking of Session Plan uploaded ,Time Table,Annual Calendar,Tutorial sheets,Result Analysis-Even Semester, Allotment of Mentors etc.)	August	IQAC & All Institutes
16	Academic monitoring of each institute - Physical check of classes being conducted, students attendance etc.	August- December	IQAC & All Institutes
17	Interaction with students-CR Meeting,Mentor Mentee Meetings, Syllabus coverage - Odd semester	September	IQAC & All Institutes
18	Preparation for AIIRA ranking	September	IQAC & All Institutes
19	Preparation for THE Impact Ranking	October	IQAC & Institutes
20	05 Days FDP on Recent Technological Trends and Advancements in Pharmaceutical Sciences	October	IQAC & AIP
21	Data Collection for NIRF	November	IQAC & All Institutes
22	01 Day FDP on Mastering Business Communication	November	IQAC & ASLA
23	01 Day FDP on Evaluation Research	November	IQAC & ASCO
24	05 Days FDP on Empowering Your Teaching with OER and Moodle	November	IQAC & ASC

25	Preparation for NAAC-Third AQAR	November-December	IQAC & All Institutes
26	Examination Check – I	December	IQAC & All Institutes
27	FDP in Even semester - Quality Initiative Seminar/FDP/Traning/Workshop	January- June 2024	IQAC & All Institutes
28	IQAC 'Semester Plan' meeting -II (1st Week of January)	January	IQAC
29	05 Days FDP on BATIK	January	IQAC & ASFDT
30	NEP inciting sessions / workshops	January- June	IQAC & All Institutes
31	Institutional Audits (Checking of Session Plan uploaded ,Time Table,Annual Calendar,Tutorial sheets, Allotment of Mentors, Result analysis odd semester 2023 etc.)	January	IQAC & All Institutes
32	Academic monitoring of each institute - Physical check of classes being conducted, students attendance etc.	January - June	IQAC & All Institutes
33	AUH- Visiting Faculty Feedback by students	January	IQAC
34	Preparation for Convocation	February	IQAC & Exam department
35	Preparation for Times India, Hansa Week Ranking etc.	February - April	IQAC & All Institutes
36	Students Feedback - Passing out batch- Odd Semester	March	IQAC & All Institutes
37	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - Even Semester	March	IQAC & All Institutes
38	Feedback from Stakeholders	March	IQAC & All Institutes
39	Audit of Central Library	April	IQAC & Library
40	Annual laboratory audit, media lab, studio etc.	May	IQAC
41	Examination Check – II	May	IQAC
42	Green Audit & Campus Rounds	May	IQAC & All Institutes
<p><i>* Note : The IQAC plans to organize the programs as above. Depending upon the situation and priorities of 17 Institutes & 6 Departments.It may be amended in terms of dates and programs. Resource persons for certain programs will be discussed & confirmed later.</i></p> <p><i>** This is the duty of Departmental heads to check & keep trained substitute staff ready for audit incase concerned main staff is on leave.</i></p> <p><i>Doc:AUH/IQAC/Cal-10-/2023</i></p>			