

## Annexure 1

### IQAC ACADEMIC CALENDAR

<b>Period</b>	<b>Plan of Action</b>
June 4 <sup>th</sup> week	Result Analysis of Even semester
July 2 <sup>nd</sup> week	Online Submission of AQAR
July 2 <sup>nd</sup> week	PBAS for January –June to be collected from each center
July 1 <sup>st</sup> week	Hand book & Calendar of Events book for the academic session to be printed and distributed to students
August 1 <sup>st</sup> week	Faculty Feedback
August 2 <sup>nd</sup> week	Best practices for the academic session to be printed
August 4 <sup>th</sup> week	Internal Audit of the centers
September 1 <sup>st</sup> week	Faculty Development program
September 3 <sup>rd</sup> week	Women cell activity
October 1 <sup>st</sup> week	Documentation of the activities of the odd semester
November 1 <sup>st</sup> week	Internal Audit of Administration
December 2 <sup>nd</sup> week	Academic & Administrative Audit
December 2 <sup>nd</sup> week	Faculty Development program
December 3 <sup>rd</sup> week	ISO Audit preparations
January 1 <sup>st</sup> week	ISO Audit by TUV Rheinland
January 2 <sup>nd</sup> week	Result Analysis of Odd semester
January 3 <sup>rd</sup> week	PBAS for June – December to be collected from each center
February 1 <sup>st</sup> week	Faculty Feedback
February 3 <sup>rd</sup> week	Women cell activity
March 1 <sup>st</sup> – 4 <sup>th</sup> week	Collection of data for Week Hansa research / India Today surveys
April 1 <sup>st</sup> week	Collection of Student Exit Questionnaire
April 4 <sup>th</sup> week	Departmental presentations
May 1 <sup>st</sup> week	Preparation of Budget/ Calendar of Events/ Hand book for the next academic session
June 1 <sup>st</sup> week	Submission of Annual report by the constituent units

Over and above compilation of MIS (Management Information System) during the second week of every month.