

**SMT. SHAKUNTALABAI DHABEKAR MAHAVIDYALAYA**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Plan**  
**SESSION 2022-23**

Sr. No.	Activity	Date/ Duration	Agenda
1	<b>Induction Program ( for 1<sup>st</sup> year students)</b>	1 <sup>st</sup> Week of August 2022	Welcome Talk with Students and Staff
2	<b>Meetings of the College Development Committee</b>	Meeting 1: Third week of July 2022 Meeting 2: First week of December 2022 Meeting 3: Second Week of March 2023	Infrastructure development , Budget and expenditure
3	<b>IQAC Meetings</b>	1 <sup>st</sup> Week of July, 2022 1 <sup>st</sup> Week of October, 2022 1 <sup>st</sup> Week of January 2023 1 <sup>st</sup> Week of April 2023	To maintain quality parameters as per NAAC guidelines
4	<b>Departmental Meetings</b>	Meeting 1: Third week of Nov. 2022 Meeting 2: Fourth week of April 2023	Review of departmental activities
5	<b>Conduct of National Conferences, Seminar and workshops towards research enhancement</b>	July 2022 – April 2023	To increase Faculty participation in research through conducting subject conferences, Seminars in Research Methodology, scientific writing and publishing, emphasizing the quality of publication.
7	<b>Organize Professional Development/ Administrative Training Programs/ Faculty Development Programs for Staff</b>	Two Program in the session 2022-23	To upgrade and to update the knowledge of staff to meet need of stakeholders. To improve academic and professional skills of staff.
8	<b>Special Awareness Program for Slow learners and Advanced learners</b>	8 days after declaration of First Semester Result (B. A. I & M. A. I)	To provide training on communication skills, personality development, time management and motivational sessions
9	<b>Research Publication</b>	Yearly	To motivate faculty to publish articles in UGC CARE listed Journals and to publish books
10	<b>Initiating the introduction of new certificate courses</b>	August 2022 to March 2023	To develop various learning skills among students
11	<b>Inauguration of subject- wise BOS</b>	10 September to 30 <sup>th</sup> November 2022	To function subject wise BOS to run curricular and extra- curricular activities
12	<b>Meeting with college website committee</b>	Last week of every month	To collect data and upload on website
13	<b>Grievance Redressal</b>	Dates decided as per requirement	To establish healthy atmosphere
14	<b>Future Planning and Corrective Measures</b>	10 Days after the semester vacation.	To keep watch on the progress of college activities.



15	College level Unit Test	Unit Test :1 <sup>st</sup> Last Week of September 2022 Unit Test :2 <sup>nd</sup> Week of November 2022 Unit Test :3 <sup>rd</sup> Week of February 2023 Unit Test :4 <sup>th</sup> Week of March 2023	As per Departmental Academic Calendar
16	University Exam	First Semester Exam Second Semester Exam.	As per University Academic Calendar
17	Review Meeting on college result	After result declaration of each semester	To take action as per result
18	Conduct Student Satisfaction Survey(SSS) & Feedback from various stakeholders	Last Week of April 2023	Involvement in obtaining & analyzing the feedback from various stakeholders. Immediate implementations of the suggestions were carried out in various areas.
19	Meeting on Student Satisfaction Survey(SSS) Analysis & Feedback Analysis and compliance of discrepancies	First week of May 2023	To take action on received feedback
20	Conduct Academic and Administrative Audit	May 2023	Coordination in the conduct of Administrative and Academic Audit by External and Internal Experts



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