

Internal Quality Assurance Cell Calendar		
S.no	Activity	Schedule
1.	IQAC Committee Meetings (Twice every year)	January & July
2.	Monthly Meeting of Dean QC with QC Managers from each dept	27 th of every month or next working day if holiday
3.	Department NEWS LETTER	To be submitted on or before March 31 st .
4.	Master Time Table	by Dean – a week before start of semester
5.	Teaching Plan	A week before commencement of semester
6.	Semester wise Faculty Handling Classes	three days before reopening of classes
7.	Annual Academic Audit and Stock Taking	To be conducted in May
8.	Faculty Evaluation by Students	To begin in May and submitted by 20 th Aug
9.	Feedback from Parents	To begin in May and submitted by 20 th Aug
10.	Confidential Report on Employees	Submission through HOD - 20 th Aug
11.	Feedback from Alumni	During Alumni Meet in December
12	Evaluative Report	From each unit annually on 31 st Dec