

Plan of Action and ATR 2018-2019

Plan of Action	Achievements/ Actions Taken
<p>1.Systematic and Transparent Academic Functioning to Ensure Quality</p>	<ul style="list-style-type: none"> • Preparation of academic calendar with list of holidays, tentative class schedule for all the years, and tentative examination schedules – prepared in collaboration with the Academic Sub-Committee of the Teachers’ Council under the overall supervision of the IQAC. • Fixation of admission date and admission policy (within University and Governmental guidelines) in consultation with the Heads of the Departments. • Flexibility kept in the choice of Generic Elective Courses to order to realise the real goal of the CBCS • Regular display of results of midterm examinations. • Regular review meetings with the Principal, Teachers’ Council, other stakeholders like students, parents/guardians, and the Alumni Association. • Regular review of the lesson plans in forms of Programme Outcomes to see whether the targets could be achieved without compromising with the quality of teaching.
<p>2.Learner Centric Measures</p>	<ul style="list-style-type: none"> • Periodic internal assessments, informal discussions and tutorials held to communicate with the students. • Power Point Presentations are made to make teaching more interesting. • Students’ presentations are encouraged to identify who are slow learners. • Remedial classes to assist slow learners. • Extension lectures, invited lectures by various departments with IQAC backing • Advanced learners get encouragement through student seminars
<p>3.Feedback of Stakeholders</p>	<ul style="list-style-type: none"> • Students’ suggestion box is kept at the entrance of the college. • Regular review done with the suggestions or grievances and actions taken with the intervention and cooperation of the Principal, IQAC Coordinator, Teacher’s Council

	<p>Secretary, Convenor of the Students' Welfare Subcommittee of the Teachers' Council and the departments concerned.</p> <ul style="list-style-type: none"> • Initiation of a system of online feedback from all stakeholders. It is planned that by 2019-2020, this new system will be in place for students, teaching and non-teaching staff, library staff, parents/guardians, alumni, employers of former students, as well as former students themselves. • Significantly upgraded levels of communication with the Alumni Association. • Annual Parent-Teacher meeting. • Regular interaction between IQAC and Teachers' Council and the Managing Committee so that the decisions of the IQAC are approved by the relevant governing authority.
<p>4.Academic Quality Improvement</p>	<ul style="list-style-type: none"> • Organized a State Level ICT Workshop, involving full participation by teachers of RKSMVV, but also by large numbers of teachers of other colleges. Due to non-availability of a suitable date from resource persons the workshop could not be held by 30/06/2019 so its actual report will come in the AQAR for 2019-20. This training will help the teachers adopt more in-depth ICT techniques and tools while teaching. • Scope of work of the Gender Resource Centre has been expanded with support from the Alumni Association. • Creation of an Innovation Cell on 27/09/2018 by IQAC to promote innovative educational practices, in response to NIRF letter dated 20/09/2018. • State Level Workshop for CBCS teaching of Ancient History, organised in collaboration with IQAC, Department of History RKSMVV, and Department of History WBSU. • Philosophy of Mind (CBCS Workshop and Lecture Series) organised by Department of Philosophy with ICPR assistance from January 2019.
<p>5.Research Promotion</p>	<ul style="list-style-type: none"> • College authority makes it a point with the support of IQAC to encourage research activities among the teachers both doctoral and post-doctoral.

	<ul style="list-style-type: none"> • The college has started a scheme to promote an annual funded research project by one faculty for 11 months. • Gender Resource Centre too has a research orientation.
6.Overhauling of Mentoring System	<ul style="list-style-type: none"> • Need based once a month mentoring session for first year students, tries to guide the students in an overall way so that their academic, personal or extra-curricular needs could be addressed and a broad based vision is inculcated in them. • Weekly slots allotted for mentoring in routine. All teachers are available for 2nd year and 3rd year students.
7.Library Modernisation	<ul style="list-style-type: none"> • Digital and technological upgradation of the library has been initiated by a workshop on 31 January 2019
8.Placement Options	<p>Self-financed and certificate courses to encourage the employability of the students so that they can choose their career path/s – these include NET/SET coaching, certificate course with WEBEL (basic computer training); certificate course in Spoken English in collaboration with Elta Global, Kolkata. and certificate course on photography. Moreover, preparatory course for public sector jobs has started by the George School of Competitive Examinations.</p>
9.Administrative Toning -up	<ul style="list-style-type: none"> • A workshop was held on how to organise an Academic Administrative Audit on 7 December 2018 • The IQAC has initiated the process of organising an external Academic Administrative Audit, which will be held in 2020-21