



GOVT. KAMLA RAJA GIRLS POST GRADUATE AUTONOMOUS COLLEGE, GWALIOR (M.P.) INDIA

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Affiliated to Jiwaji University, Gwalior under 2(f) & 12(b) NAAC – 'A' Grade Accredited Institute)

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Gwalior, dt. 20th June, 2019

Action Plan for 2019-2020

As per a resolution passed by the IQAC meeting held on the month of 20th June, 2019 on screening of the 'Action Plan' for the year 2019-2020 submitted by the different cells; the following are the plans approved by the committee and all departments, cells and sections are requested to undertake their proposed plans/programme within the time frame given by the IQAC i.e. Academic Session 2019-2020.

1. Curriculum aspect : The curriculum for UG first year/second year/third year based on annual system designed by the Central Board of Studies, Bhopal, and it is being followed in our institution. The college has its own Board of Studies for all its Departments/Subjects to design the syllabi for P.G. Classes (semester system). Usually syllabi approved by Jiwaji University, Gwalior are followed in our college with 10-20% permissible changes. From 2008-09 onwards Central Board of Studies Bhopal has approved and made Unified Syllabi which are applicable to in all subjects. IQAC has nothing to offer in this regard. The syllabi for vocational and skill based short term courses is framed by its own board of studies under self financing scheme. It is proposed that market survey/field work/industries visit and other related options should be included in curriculum of short term courses to enable students to access industries.
2. To initiate the preparation for IV cycle of NAAC by undertaking necessary tasks.

3. To encourage the faculty members for more qualitative, extensive and scientific research work.
4. To encourage the faculty members for taking major/minor/micro research projects.
5. To encourage the faculty members to publish their research work in refereed and UGC approved research journals/periodical.
6. To motivate the faculty members to publish their Ph.D., Post-Doctoral thesis and Major/Minor projects.
7. To encourage the faculty members to involve themselves in research publication activities like - Writing and publishing standard books of concerned subject, Writing Monographs/Chapters in books and Writing the chapters in the anthologies.
8. To encourage the faculty members to get patent for their research work.
9. To encourage the faculty members to prepare teaching plans for the benefit of students.
10. To encourage the faculty members in holding symposia/workshops to expand the subject.
11. To encourage the faculty members to conduct seminars/conferences and invite the nation figure of concerning subject area.
12. To encourage the departments to arrange guest lectures of the Resource Persons from various states on different titles and specific topics.
13. To organize a programme on Inter-departmental sharing.
14. To encourage the faculty members to use modern teaching aids in their classes.
15. To motivate the faculty members to send more proposals for seminars/ Workshops/Conferences etc. which are to be funded by UGC or other funding agencies.

16. To establish a pool of vocational and skill based short term certificate - job oriented courses under self-financing scheme and to send the same proposals to the sanctioning authority.
17. To prepare the projects for infrastructural development in the college campus. These projects will include the buildings of-
 - i Follow up the process of project of Construction of a Central Instrumentation Lab under RUSA Scheme.
 - ii Follow up the process of project of Renovation of Social Science block under RUSA Scheme.
 - iii Follow up the process of project of Basketball Ground under Janbhagidari Samiti.
 - iv Follow up the process of project of Construction of New Academic Block under World Bank Project.
 - v Follow up the process of project of Renovation of college building/blocks under World Bank Project.
 - vi Follow up the process of project of Expansion of rain water harvesting system under Smart City Project.
 - vii Follow up the process of project of Installation of Solar Energy panels in the college campus.
 - viii Construction of Smart Wash Room and Cafeteria under Smart City Project.
18. To fulfill the social responsibility organization of various activities like Human Rights, Women Empowerment, Equal Opportunity, Legal Awareness etc. through Academic Departments, NSS, NCC and Swami Vivekanand Rojgar Margdarshan Prakoshth (Career Counseling cell).
19. To make sure that the No. of Journals and periodicals increase upto 200.
20. To establish at least three fully equipped multimedia class rooms.
21. To develop the college campus as 100% Wi-Fi zone.
22. To ensure that the college campus should be 100% under surveillance system.

23. To encourage the alumni association of the college as well as all PG departments to organize a program during the session and to receive cooperation from the association for the development of college and concerning departments.
24. To provide the health services to the students and to organize the blood group camp, blood donation camp and medical check-up camps.
25. To guide the students for their placement and to develop the skill of entrepreneurship.
26. To invite the BPO's to organize campus placement for the benefit of the students.
27. To organize the career fair and invite the companies.
28. To organize an awareness programme on the availability of free counseling for the students.
29. To organize an awareness programme on equality and discrimination (gender, disability, minorities, SC/ST/OBC).
30. To organize 'Cleanliness Drive' in collaboration with the NSS and NCC unit of the college.
31. To maintain a complaint box and operate an online Grievance Redressal Cell in the college and to take necessary action.
32. To conduct educational and industrial tours and visits as effective learning mode by various faculties and departments.
33. To conduct Voter Awareness Drive – SVEEP (Systematic Voters Education and Electoral Participation)
34. To publish college magazine, e-News Letter and News Bulletin.
35. To provide the facility of remedial coaching classes to UG and PG students.
36. To conduct UDAAN coaching classes for the preparation of competitive examinations.
37. To conduct Internal and External Academic Audit for quality assessment.
38. To conduct Internal and External Financial Audit.
39. To conduct Internal and External Green Audit Energy Audit Fire Safety Audit Gender Audit.

40. To make policies related to teaching-learning, consultancy, collaboration and legal aid clinic.
41. To take feedback offline as well as online from various stakeholders' students, parents, alumni, teachers and non-teaching staff.
42. To conduct Students Satisfaction Survey for upcoming academic session 2019-2020.
43. To digitalise the admission data of previous years.
44. To conduct student tracking process.
45. To conduct online classes through MS team and other online platforms.
46. To upgrade the central library.
47. To purchase equipments from RUSA funds to set up CIF.
48. To purchase equipments and furniture for upgradation of departments and laboratories.
49. To shift the language departments in renovated academic block near hostel.
50. To conduct webinar on Intellectual Property Rights.
51. To conduct Sanskrit Sambhashan certificate program with the collaboration of Central Sanskrit University, Delhi.
52. To conduct Faculty Development Program with the collaboration of IBS Hyderabad.
53. To conduct Dr. D.S. Rathor Memorial Lecture/Lecture Series.
54. To conduct a national seminar on 'Nehru and the concept of India'



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