ACTIVITY PLAN OF THE IQAC/FACULTY OF ARTS 2022													]			
Activity of the Faculty (According to the Action Plan)	Strategy	Actions for implementation	Month/Months											Estimated Budget	Responsibility	
			Jan	Feb	Mar	Apr il	May	Jun	July	Aug	g Sep	Oct	t Nov	Dec		
1.1.3.1. Update the Department Websites periodically -with recent events and upcoming event programmes course	Upgrade the existing IQAC Website	a. Identify the information to be included in the website. b. Reorganize the existing website incorporating required information				Х	Х	Х	Х	х						IQAC Coordinator Faculty IT Coordinator
1.2.1.1. Conduct annual tracer surveys and establish graduate database at department level	Initiate annual tracer Survey Studies to each Degree Programme	a. Prepare tracer survey questionnaire for each degree programme b. Administer tracer surveys and analyse data c. Maintain records of analysis and take actions accordingly					Х	X	X	Х	Х	Х	Х	Х		Department QA Coordinators IQAC Coordinator
1.2.2.1.Continue and improve the use of learner-Centered Methods in delivery and assessments 1.2.4.1. Conduct teaching methodology workchoos for	learner-centered teaching methods and OBE	Organize three workshops (40 participnts each) on learner-centred teaching methods and OBE and get the feedback from participants						Х	Х		Х				Resource person payments- 8000.00 x 3 Refreshments - 16,000.00 x 3 Stationary-10 ,000x 3	IQAC Coordinator Faculty CDC Committee Chairperson
1.2.2.2 Conduct Department level annual curriculum review discussions	Awareness session on Curriculum Review	a. Conduct two awraeness sessions on curriculum review for Heads of Department and members of CDC (Curriculum Development Committees) of Departments						X	Х	X					Refreshments -12,000.00 x2 Stationary-10 ,000x 2	Faculty CDC Committee Chairperson IQAC Coordinator
1.2.2.6. Continue conducting student feedback survey (Semester-wise)	Analysis of Student Feedback for improving teaching	Maintain records of analysis and actions taken to improve teaching.									Х	Х	х	Х		Heads of Department Department QA Coordinators
	Implement newly recruited academics mentoring Programme	a. Prapre a database of newly recruited acedemics b. Discussion with the committee responsible for implementing Faculty level NRA's mentoring programme Conduct three workshops for newly recruited aecdemic members				Х		Х	Х	Х		х			Refreshments -16,000.00 x3 Stationary-10 ,000 x 3	Committee appointed to implement the programme