Activity Plan of Internal Quality Assurance Centre for Year 2019
(January to December)

QA Activity	Month of the Year 2019											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
IQAC / SUSL												
First Session SER writing for Institutional Review 2019	▮											
Second Session SER writing for Institutional Review 2019		▮										
Third Session SER writing for Institutional Review 2019			▮									
Site visit preparation meetings for Institutional Review 2019				▮	▮	▮	▮					
Institutional Review 2019 - UGC Reviewers Site Visit									▮	▮	▮	
Faculty of Agricultural Sciences												
SER Writing - Progress Review Committee Meeting (No:1)	▮											
LMS: An updating in to 2019	▮											
New Trends in Library Automation Based on "Koha" System	▮											
Registration fee for the coordinator for INQAAHE-2019 conference			▮									
SER Writing - Progress Review Committee Meeting (N0:2)		▮										
SER writing - Progress Review Committee Meeting (No:3)		▮										
Workshop on Gender Mainstreaming		▮										
SER Writing - Progress Review Meeting (No:4)		▮										
SER Writing Workshop and Final Mock Review of SER			▮									
SER Writing - Draft Report 1			▮									
Good Laboratory Practices (follow-up program)			▮									
SER Writing - Draft Report 2			▮									
Workshop on Reproductive Health & Psychology			▮									
SER writing - Draft Report 3			▮									
SER writing - Final Report & Submitting the Final Report to UGC			▮									

Task												
Preparation of files and documents				▓	▓							
Arrangements of the FQAC (Office) and the Faculty premises (with the support of academics, non-academics and students)						▓						
Facilitating site visit arrangement							▓					
Awareness programme of Programme Review								▓				
Site visit of PR									▓	▓	▓	
Post-site visit activities											▓	▓
Faculty of Applied Sciences												
Delegate Registration Fee of the INQAAHE conference		▓										
Workshop on basic IT skills and digital literacy for office work management (1 day workshop conducted by internal resource persons)		▓	▓									
Workshop on research proposal preparation and awareness on local and international funding sources (conducted by resource persons from NRC, NSF, NASTEC and COSTI)						▓	▓					
Leadership and Interpersonal Communication Skills Development Programme (1 day interactive workshop conducted by internal resource persons and an external resource person)							▓	▓				
Workshop for SER preparation of the SPs conducted by the Faculty (2-day residential workshop-conducted by an external resource person)											▓	▓
Faculty of Geomatics												
Workshops for Program Review												
Workshops (Students)												
Workshops (Staff)												
Group discussion on Program Review												
Faculty of Management Studies												
ISO 9001:2015 Quality Management System Certification Process			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
"Process mapping and innovation analysis to optimize the process architecture of FMS	▓	▓	▓	▓	▓	▓	▓					
Mini Projects to improve conducive environment of FMS through Quality Management									▓	▓	▓	▓
Develop Environment Performance Index and monitoring system				▓	▓	▓	▓	▓				
Information/Data capture & storage facilities for integrated quality management systems	▓	▓	▓	▓								

Faculty of Medicine													
Establishing IQA cell for Faculty of Medicine	■	■											
Registration fees for workshops and conferences			■										
Appointment of Curriculum development committee (CDC) and workshop for the development of learning outcomes and curriculum mapping (2-day residential workshops			■	■	■								
Facilitate student centered learning including introduction of LMS including web based to increase accessibility to knowledge				■									
Enhance the quality of academic and non- academic staff. (Development of performance management system)				■	■	■							
Development of student extracurricular activities such as sports, students clubs and development of supportive infrastructure facilities							■	■	■				
Faculty of Social Sciences and Languages													
Workshop on paper setting, moderation and marking			■										
Integrating socio-emotional skills into the syllabus						■							
Enhancing employability through curriculum										■			
INQHAAE Conference Registration			■										
Faculty of Technology													
Workshop on introduction of Quality Assurance and Accreditation to newly established Faculty			■	■									
Registration (IQUAAHE)			■										
Good Laboratory Practice and Laboratory Management for technical officers and non academic staff. Development of office/lab management protocols and Work Procedures/Scope of Work for the non-academic staff				■	■								
ICT-based teaching workshop for academic staff					■	■							
Learning Centred Teaching workshop						■	■						
Project-based and Problem-based learning workshop (01 day) for students (1st year undergraduates, preparing workshop for subjects such as creative problem solving)							■	■	■				
Teaching and communication (with student) enrichment- workshop with students feedback										■	■		