

(2016-17)

**Prepare Year Plan:**

Every departmental head prepares a detailed yearly plan for their respective departments and submits it to IQAC. IQAC prepares the Year plan accordingly and then presents it in a staff meeting. The plan is discussed in details and changes are suggested (if any). On the basis of the year plan a regular time-table is prepared.

**Prepare & Discuss Teaching Plan:**

Every subject teacher is told by the IQAC to prepare a Teaching plan for their respective subjects. The teaching plans are presented by respective subject teachers in a staff meeting and the plan are discussed on the basis of objectives set, availability of resources and duration of the course.

**Student Feedback:**

The IQAC initiates feedback of the teacher through students on theory and practical teaching twice a year. The feedback is taken before semester examination. A prescribed format of feedback (*objective and subjective both*) is given to students through Google Forms. The secrecy of the feedback by students is maintained and suggestions given by students based on faculty and teaching are told to concerned faculty (for improvement). The summary of faculty feedback is sent to concerned faculty individually. The Principal and IQAC monitors if improvements are made in future teaching learning process.

Other than student feedback on teachers, the principal in consultation IQAC and faculty determine the process for collection of feedback. There is an open suggestion and complaint box placed where students can freely give their complaints, suggestions or feedback. The box is checked on monthly basis and if any suggestion/s and complaint/s are found, depending on the suggestion or complaint, a meeting, if required, is initiated and the issue is resolved.

The record of all the feedbacks is maintained by the IQAC.

**Transparency in internal evaluation:**

The college conducts internal evaluation and is transparent in their system. As soon as the marks are received from respective staff members they are put on notice boards and students are conveyed about it. A one week time is given to students if any discrepancy is found in their marks. If any discrepancy is found

**Monitor quality check in program**

IQAC monitors and tries to maintain the quality of the program. For good quality in program IQAC focuses on proper planning, flawless execution and post evaluation of the program.

**Organization of Workshop and Conference**

The college organized a conference titled Trends, Issues and Future of Physical Education and Sports on 27th – 28th February 2015. A conference proceedings was also published during the conference which had 52 papers.

## **Conferences**

IQAC took initiative in planning and organizing the following events during the academic year.

- a. Physical Education, Sports, Fitness and Lifestyle – **14-15 Feb. 2017.**
- b. SET Workshop
- c. Obstryace