



Vidyasagar College for Women

(NAAC ACCREDITED)

39, Sankar Ghosh Lane

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No.

Date.....

Administrative Calendar of IQAC (Academic Year: 2024-25)

Quarter 1: July – September

- **July:**
- Preparation and approval of the annual IQAC action plan.
 - Orientation session for new faculty/staff on IQAC policies and quality benchmarks.
 - Collection and review of feedback from the previous academic year.
 - Scheduling of periodic IQAC meetings for the year.
- **August:**
 - Submission of Annual Quality Assurance Report (AQAR) of the previous academic year to NAAC.
 - Monitoring the implementation of the institutional curriculum plan.
 - Organizing a workshop/seminar on quality improvement practices.
- **September:**
 - Review of academic performance for the first quarter.
 - Preparation of student satisfaction survey.
 - Ensuring proper functioning of Continuous Internal Assessment

Quarter 2: October – December

- **October:**
 - Internal audits for academic and administrative processes.
 - Initiating professional development programs for faculty and staff.
 - Monitoring of research and publication activities.
- **November:**
 - Conducting student satisfaction surveys and sharing results.
 - Organizing inter-departmental best practice exchanges.
 - Review of facilities for differently-abled students and campus inclusivity measures.
- **December:**
 - Conducting academic reviews and preparing the half-yearly performance report of students
 - Evaluating activities related to student progression and placement.
 - Finalization of the institutional quality report for the year.

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Quarter 3: January – March

- **January:**
 - Planning for National/International conferences or seminars.
 - Analysis of exam results and framing improvement plans for low-performing areas.
 - Submission of grant proposals for institutional development.
- **February:**
 - Organizing training programs for administrative staff on quality assurance mechanisms.
 - Ensuring compliance with NAAC/UGC guidelines on quality benchmarks.
- **March:**
 - Preparing and finalizing documentation for external audits.
 - Conducting student development program, Value added Course or soft skills workshop.

Quarter 4: April – June

- **April:**
 - Review and analysis of feedback collected throughout the year.
 - Organizing workshops on innovation and best practices.
 - Preparation of plans and proposals on Research mobilization
- **May:**
 - Conducting parent and alumni feedback sessions.
 - Submission of periodic reports to the governing body and stakeholders.
- **June:**
 - Annual review of IQAC goals and outcomes.
 - Planning for the next academic year's activities.
 - Submission of proposals for new quality initiatives.

Recurring Activities

- Regular meetings to track progress and address emerging challenges.
- Regular updates to the institutional website with IQAC activities.
- Timely communication of circulars and policy updates to stakeholders.

Key Notes

- Align activities with NAAC/UGC guidelines and institutional goals.
- Maintain detailed documentation for every activity for audit and reporting purposes.
- Regularly communicate progress and achievements to all stakeholders.

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