Innovative Programme Experimented by IQAC: Academic Calendar

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Abstract:

Quality assurance and enhancement is the continuous process, for which Internal Quality Assurance Cell (IQAC) may be constituted in every accredited college. IQAC should be formulated as per the guidelines of NAAC[1] with some necessary specific modifications as per the requirements of the individual institution. IQAC should evolve mechanisms and procedures for the predefined objectives, by formation of the corresponding committees[2], headed by the responsible, senior, interested faculties. The role of every committee in terms of activities concerned to achieve the goals should be properly communicated to all the members. The action plan for each year and progress of the same will be monitored by IQAC in its quarterly meetings. The annual quality assurance report (AQAR) will be prepared accordingly.

Effectiveness of IQAC can be brought in by setting goals with deadlines, monitoring and analyzing results by feedback & improving accordingly by modified mechanism. Overall SWOT analysis of the institution is done by identifying and overcoming the weaknesses and threats. Redressal of grievances or issues identified as threats or hurdles to the progress of the institution be also taken care of.

Via such extended activities the IQAC is to be made effective which will serve as a powerfull tool for efficient administration in the institution[2]. The effectiveness can be brought in via the co-ordinating activities of each committee, for which the concept of academic calendar has been introduced. The calendar was prepared taking into consideration the even distribution of the programmes, the appropriate time span, avoiding undue wastage of time of teaching etc. However, it was found to be effective only through the strong and efficient administration.

Introduction:

Quality assurance and enhancement is the continuous process, for which Internal Quality Assurance Cell (IQAC) may be constituted in every accredited college. The functions of IQAC and the efficiency of college administration being interrelated, depend on the degree of decentralization of power and authority with high-leveled specialization through division of work via the participatory and proactive involvement of every member in the institution. In the present paper, we introduce the concept of academic calendar for the perfect coordination between the different committees of the IQAC for the effective working which may result in the transparent, managerial and efficient administration of the institution.

Formation of IQAC: IQAC should be formulated as per the guidelines of NAAC1 with some necessary specific modifications as given. For the senior college attached to junior college, the vice-principals from both wings may be included along with the office superintendent as administrative officers. Teacher representatives to be selected from different faculties, considering their participation in teaching learning, evaluation, research and extension work, including one LMC teacher representative. Proactive, highly qualified and quality conscious, young, enthusiastic members of governing council should be requested to contribute in IQAC. Local people may be selected from learned; qualified persons serving society via their own work may be selected. The NAAC coordinator will act as a coordinator of IQAC necessarily, which should be a senior, non-transferable, full time teacher with more than five years of tenure.

Working of IQAC: IQAC should evolve mechanisms and procedures for the predefined objectives, by formation of the corresponding committees (Table 1), headed by the responsible, senior, interested faculties. The selection may be done in consultation with the faculty. The special care should be taken that every member will be engaged in some or the other work. Though horizontal mobility is allowed, mutual replacements will be allowed only after academic year. The role of every committee in terms of activities concerned to achieve the goals should be properly communicated to all the members. The prescribed formats to be supplied for proper documentation

and collection of data. The action plan for each year will be obtained from the heads and progress of the same will be monitored by IQAC in its quarterly meetings. The annual quality assurance report (AQAR) will be prepared accordingly.

Effectiveness of IQAC can be brought in by setting goals with deadlines, monitoring and analyzing results by feedback & improving accordingly by modified mechanism. Overall SWOT analysis of the institution is done by identifying and overcoming the weaknesses and threats. Redressal of grievances or issues identified as threats or hurdles to the progress of the institution be also taken care of.

Via such extended activities the IQAC is to be made effective which will serve as a powerfull tool for efficient administration in the institution.

Academic calendar:

The above said committees were formulated and the detailed objectives and goals were set before the members of each committee for the expected outcome of the improvement in the quality of education in the institution. For the effective working and coordination of every committee, the concept of academic calendar was put forward. Taking into consideration the different activities of each committee and the appropriate time span from the academic year, the even distribution of opportunities for every committee was done. The academic calendar was so designed that proper care was taken to denote not only the day and venue for each smallest activity, but the time duration provided and the IQAC committee responsible for the same was also indicated in the calendar. Again, considering the effectiveness of the calendar if incorporated in the prospectus of the institution, the version of the academic calendar for students was separately prepared and published in the prospectus. The practice as such imparted complete transparency in the day to day activities of the institution and credibility and responsibility on the part of the teaching faculty. With the complete view of the yearly activities at a single glance (Table 2) provided simplicity and neatness in the daily work of the faculty. The pictorial format (As given in Fig. 1) of the calendar provides enough space for the additions of the other personal activities to the individuals.

However, the effective implementation of the academic calendar has been found to be difficult at the introductory year due to the ineffective and unstable administration. This has high lightened the important role of the administrator in the implementation of the quality enhancing activities suggested by the IQAC.

Conclusion: The management of colleges and universities, in this rapidly changing education scenario, needs to be professionalized, open and transparent. The academic calendar is a tool to reduce the complexity which has arisen because of a disconnection between decisions on academic matters taken by various Authorities and Bodies and operational strategies. The strategy for bringing the change in reality needs a bold and imaginative approach at all levels of the decision-making and operational process.

References:

1. Revised Guidelines for the Creation of Internal Quality Assurance Cell (IQAC) in accredited Institutions: NAAC-pub-149/IQAC(Revised)/1-2005/5000.
2. Effective IQAC for Efficient administration: Prashant Shah and Savita Desai. Paper presented in the state level seminar on “The Implementation of healthy practices and effective use of IQAC for quality enhancement” at Ratnagiri(Mah.) 23-24th March, 2005.

Table. 1

Sr. No.	Title of Committee	Objectives	Activities
.	Academic Programmes	Initiation, monitoring and strengthening of academic programmes.	Admission, time-table, for new courses, interdisciplinary, career oriented, need based, agro based courses, computer training to teaching and non-teaching for up gradation, remedial courses and guidance for competitive exams etc.
.	Teaching and evaluation programmes	Innovations in curricular designs, examination reforms and analysis.	Innovation in curricular designs, examination reforms, generation of new learning material, departmental libraries, counseling to the beginners, teachers, improvement in communication skills, etc.
.	Co-curricular programmes	Enhancement of different skills of all stakeholders	Cultural activities, conducting seminars and workshops, staff academy, publicity, nature club, faculty forums like science forum, commerce club, etc.
.	Research Programmes	Acceleration to research and related activities.	Major/ minor projects, patents, collaborative programmes, impact factor, citation index, research scholars, proper utilization of research grants, linkages with laboratories and industries, research publications etc.
.	Extension programmes	Optimization of facilities and services	Resources generated, community services, health services, guidance and counseling, placement cell, earn and learn scheme, pollution awareness center, NSS, NCC, *Swayamsiddha* women's forum.
.	Effective governance cell	Welfare activities for development in campus life.	Faculty development, awards and honours, evaluation of all, feedback analysis, technology up gradation, healthy practices, staff welfare, BC cell, Sexual harassment redressal cell, campus development fund etc.
.	Infrastructure development cell	Improvement in infrastructural facilities	Enrichment of science, commerce and language laboratories, water storage and management, new constructions, agro forestry and botanical garden, medicinal plantation etc.
.	Management Information system	Maintenance and continuous updating of information	Students admission, distribution, ratio, scholarships, affiliation, etc.
.	Gymkhana	Increasing sports activities	Facilities for sports, awards, competitions arranged, development of gymkhana etc.
0.	Library	Establishment of library as information centre	Automation of library, network resource centre, access to INTERNET, etc.

Fig. I: Academic Calendar

suggested by Prashant Shah & Dr. Savita Desai.

DEVCHAND COLLEGE ARJUNNAGAR

YEAR AT A GLANCE ACADEMIC CALENDER 2005-06

Month/ Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
May																A															
June														B	C	D	E			F	G								H	I	
July								J			K				L						M										
August	N								O							P	Q				R				S						T
September		U								V									W								X			Y	
October	Z		a & b															c & d							e		f	g			
November	diwali vacation																														h
December					i			j						k						l						m					
January			n																								o				p
February	q,r,s					q								t,u														v			
March														w							x										
April															y														z		

Table 2: Academic Calendar

A-Z	TIME	DATE	ACTIVITY
A	11.00 am	15-May-05	Admission XII last date
B	11.00 am	14-Jun-05	display of time table all classes
C		15-Jun-05	Admissions last date Part II & III
D	11 to 12noon	16-Jun-05	Staff meeting no. 1
E	11 to 12noon	17-Jun-05	IQAC meeting No. 1, classes start
F	11.00 am	20-Jun-05	Display of revised academic calendar
G	11.00 am	21-Jun-05	notification of ARJUN & AVISHKAR
H	11 to 12noon	29-Jun-05	LMC meeting no. 1
I	11.00 am	30-Jun-05	notification of budget allocation
J	11 to 12noon	8-Jul-05	Purchase committee meeting
K	11 to 12noon	11-Jul-05	staff academy inauguration
L	11.00 am	15-Jul-05	display of revised time table
M	8.00 to 5.00	20 to 23-Jul-05	exhibition of periodicals like ARJUN
N	10.30 to 12	1-Aug-05	cultural activity no.1:academic prize distribution
O	10.30 to 12	9-Aug-05	cultural activity no.2
P	10.30 to 12	16-Aug-05	IQAC meeting no.2
Q	10.30 to 12	17-Aug-05	cultural activity no.3
R	9.00 to 5.00	21-Aug-05	Alumni Association Meet.
S	10.30 to 12	25-Aug-05	cultural activity no.4
T	10.30 to 12	31-Aug-05	Farewell to retired staff
U	10.30 to 12	2-Sep-05	cultural activity no.5
V	10.30 to 12	10-Sep-05	cultural activity no.6
W	10.30 to 12	19-Sep-05	cultural activity no.7
X	10.30 to 12	27-Sep-05	cultural activity no.8
Y	9.00 to 5.00	30-Sep-05	ellocution competition intracollege
Z	9.00 to 5.00	2-Sep-05	ellocution competition intercollege
a		3-8-oct-05	unit tests
b	11.15 to12.00	3-8-oct-05	staff academy lecture series
c		17 to 22-oct-05	university october exams
d	8.00 to 10.30	17 to 22 oct-05	Terminal exams Jr. College
e	10.30 to 12	25-Oct-05	parent's meet
f	11.15 to12.00	27-Oct-05	IQAC meeting no.3
g	11.15 to12.00	28-Oct-05	staff meeting, portion completion term I
h	11.15 to12.00	30-Nov-05	LMC meeting no.2
i	11.15 to12.00	5-Dec-05	Purchase committee meeting no. 2
j	10.30 to 12	8-Dec-05	cultural activity no.9
k	10.30 to 12	14-Dec-05	cultural activity no.10
l	10.30 to 12	20-Dec-05	cultural activity no.11
m	10.30 to 12	26-Dec-05	cultural activity no.12
n	11.15 to12.00	3-Jan-06	Purchase committee meeting no. 3
o	11.15 to12.00	27-Jan-06	IQAC meeting no. 4
p		31-Jan-06	printing start ARJUN
q	8.00 to 5.00	1 to 11 feb-05	Feedback activities
r	11.00 to 4.00	3-Feb-06	annual social day
s	12.00 to 2.00	4-feb-05	Prize distribution sports
t		13 to 18 feb-06	unit tests
u	11.15 to12.00	13 to 18 feb-06	staff academy lecture series
v		28-Feb-06	result analysis
w	11.15 to12.00	14-Apr-06	D. C. Shah mem. Lecture series
x		20 to 25 Mar-06	teacher's individual audit
y		15-Apr-06	personal file submission
z	11.15 to12.00	29-Apr-06	staff meeting & submission of AQAR to NAAC