



IQAC Annual Calendar (2020 - 2021)

S.No	Activity	Month	Collaborating Departments
1	IQAC 'Semester Plan' meeting -I	July	IQAC
2	Preparation of NAAC	July onwards	IQAC & All Institutes/ schools
3	Result Analysis - Even Semester	July	Checking in institutes/schools
4	Institutional Audits (Checking of Session Plan uploaded ,Time Table , Annual Calendar ,Tutorial sheets, Allotment of Mentors etc.)	July & August	IQAC & All Institutes
5	Orientation Program (4th week of August)	August & September	IQAC - Orientation core team member
6	Annual Academic Audit (AAA) by external members	August & September	IQAC & All Institutes
7	Data Collection for NIRF	September onwards	IQAC & All Institutes
8	World Pharmacist Day-2020	September	IQAC & AIP
9	World Tourism Week 2020	October	IQAC & ASH
10	Interaction with students - Mentor Mentee Meetings, Syllabus coverage - ODD Semester(Online via MS Teams)	October	IQAC & All Institutes
11	Birmingham University, UK Webinar on "Leading and Managing Through Crisis: The Case of COVID-19" on 29-Oct-2020	October	IQAC & Office of International Affairs (OIA)
12	Attendance Analysis of AUH - ODD Semester (Nov End)	November	Checking in institutes/schools
13	Examination Check – I(Online via MS Teams)	December	IQAC
14	Newcastle University, UK Webinar on "The International Currency of Learning: Should a University Education Benefit the Individual or Human Society?" on 18-Dec-2020	December	IQAC & Office of International Affairs (OIA)
15	HR & Registrar office Audit (3rd week of Dec)	December	IQAC , HR , Registrar office
16	IQAC 'Semester Plan' meeting - II (1st Week of January)	January	IQAC
17	Role of Auxin Influx Carriers in Plant Development"	January	IQAC & Office of International Affairs (OIA)
18	CRC Audit	January	IQAC & All Institutes
19	Result Analysis - ODD Semester (Jan end)	January	Checking in institutes/schools
20	Preparation for visit of NAAC Peer Team	January	IQAC & All Institutes
21	Conduct of Examination	February	IQAC & All Institutes
22	Students Feedback - Passing out batch	February	IQAC & All Institutes
23	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - EVEN Semester	March	IQAC & All Institutes
24	Audit of Central Library	April	IQAC & Library
25	Distinguished Global Indian Speaker Series Session -13	April	IQAC & Office of International Affairs (OIA)
26	Food Distribution drive: AASHAYEIN 2021	April	IQAC & ASCO
27	Examination Check – II	May	IQAC
28	Promoting a healthy mindset at the time of stress and change	May	IQAC & ABS
29	Green Audit & Campus Rounds	May	IQAC & All Institutes
30	Hostel & Administration departments Audit	May	
31	Hostel & Administration departments Audit	May	IQAC , Admin office, Hostel
32	First Aid Awareness Programme	June	IQAC & ACON
33	Yoga & Mindfulness during the crucial time of Pandemic	June	IQAC & ASLA
34	Virtual education and its advantages during COVID19 pandemic	June	IQAC & ASL
35	Pharmaceutical Sales, Marketing, Business Development and Quality Assurance	June	IQAC , AIP & ASI
36	Corporate Governance Scenarios in Organization during Covid 19	June	IQAC & ABS
37	Audit of Laboratories	June	IQAC & All Institutes
38	Documentation Audit	June	IQAC & All Institutes
39	World Accreditation Day - 9th June	June	IQAC & All Institutes

* Note : The IQAC plans to organize the programs as above. Depending upon the situation and priorities of 17 Institutes & 6 Departments.It may be amended in terms of dates and programs. Resource persons for certain programs will be discussed & confirmed later.

** This is the duty of Departmental heads to check & keep trained substitute staff ready for audit incase concerned main staff is on leave.

Doc : AUH/IQAC/Cal-7/2020

S. Sharma
Dy. Dir

Mansaf
Registrar
Amity University Haryana
Manesar Gurgaon-122413