AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No.10 of 2010

(Accredited with Grade 'A' by NAAC)

INTERNAL QUALITY ASSURANCE CELL
Annual Calendar (2022 - 2023)

S.No	Plan of Action / Activity	Month	Collaborating Institutes / Departments
1	**FDP in Odd semester- Quality Initiative Seminar/FDP/Traning/Workshop**	**July - December 2022**	**IQAC & All Institutes**
2	**Participation in preparation of academic framework based on NEP 2020**	**June**	**Dean Academics & IQAC**
3	Hostel & Administrative departments Audit	June	IQAC & Admin office, Hostel, HR, Registrar etc.
4	Tree plantation drive on World Environment day	June	IQAC & ASEES
5	World Accreditation Day	June	IQAC
6	Documentation audit w.r.t. - BOS, DRC, Institute meeting, Student progression, Research and Publication, NTCC record	June	IQAC & All Institutes
7	IQAC 'Semester Plan' meeting -I (First week of July)	July	IQAC
8	Orientation Program	July & August	IQAC - Orientation core team member
9	Institutional Audits (Checking of Session Plan	August	IQAC & All Institutes
10	Academic monitoring of each institute - Physical check of classes being conducted, students attendance etc.	August- December	IQAC & All Institutes
11	Interaction with students-CR Meeting,Mentor Mentee Meetings, Syllabus coverage - Odd semester	September	IQAC & All Institutes
12	Preparation for AIIRA ranking	September	IQAC & All Institutes
13	Preparation for THE Impact Ranking	October	IQAC & All Institutes
14	Data Collection for NIRF	November	IQAC & All Institutes
15	Preparation for NAAC -AQAR	November-December	IQAC & All Institutes
16	Examination Check – I	December	IQAC & All Institutes
17	**FDP in Even semester - Quality Initiative Seminar/FDP/Traning/Workshop**	**January- June 2023**	**IQAC & All Institutes**
18	IQAC 'Semester Plan' meeting -II (1st Week of January)	January	IQAC
19	NEP inciting sessions / workshops	**January- June**	**IQAC & All Institutes**
20	Academic monitoring of each institute - Physical check of classes being conducted, students attendance etc.	January- June	IQAC & All Institutes
21	Institutional Audits (Checking of Session Plan uploaded ,Time Table,Annual Calendar,Result Analysis-Odd semester, Tutorial sheets, Allotment of Mentors etc.)	February	IQAC & All Institutes
22	Preparation for Convocation	February	IQAC & Exam department
23	AUH- Visiting Faculty Feedback by students	February	IQAC
24	Preparation for Times India, Hansa Week Ranking etc.	February - April	IQAC & All Institutes
25	Feedback from Stakeholders , Students Feedback - Passing out batch- Odd Semester	March	IQAC & All Institutes

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26	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - Even Semester	March	IQAC & All Institutes
27	Audit of Central Library	April	IQAC & Library
28	Annual laboratory audit, media lab, studio etc.	May	IQAC
29	Examination Check – II	June	IQAC
30	Green Audit & Campus Rounds	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-9-/2022