J.D.S.G. COLLEGE, BOKAKHAT
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ANNUAL IQAC ACTION PLAN
Session: July 2025 – June 2026

Date of adoption: 1st July, 2025

Institutional Theme
Strengthening Quality Culture through Academic Excellence, Institutional Accountability and Evidence-Based Governance

1. Introduction

The Internal Quality Assurance Cell (IQAC) of J.D.S.G. College, Bokakhat, proposes to undertake a series of quality enhancement initiatives during the academic session July 2025–June 2026. The action plan aims to strengthen the institution's academic and administrative functioning, promote a culture of continuous improvement and prepare the institution for the emerging NAAC Binary Accreditation and Maturity-Based Graded Levels (MBGL) framework.

The action plan shall be implemented through the active participation of all departments, institutional committees, faculty members, students and other stakeholders.

2. Major Objectives

- To strengthen the quality of teaching-learning and curriculum implementation.
- To promote Outcome-Based Education and effective assessment practices.
- To encourage faculty development, research and innovation.
- To strengthen institutional governance and administrative efficiency.
- To improve student support, progression and employability.
- To promote community engagement and environmental sustainability.
- To institutionalise academic and administrative audits.
- To strengthen institutional documentation and digital evidence management.
- To ensure preparedness for NAAC Binary Accreditation and MBGL assessment.
- To promote institutional distinctiveness through local knowledge, culture and community-based initiatives.

3. Criteria-wise Action Plan

Criteria	Proposed action points
1. Curricular Design	Monitor FYUGP implementation; encourage skill-based and value-added courses; identify curricular gaps; promote multidisciplinary learning, IKS integration and curriculum enrichment; analyse stakeholder feedback.
2. Faculty Resources	Organise faculty development programmes; encourage FDP participation, research publications and professional development; maintain updated faculty profiles.
3. Infrastructure	Assess infrastructure requirements; monitor utilisation of library, laboratories, classrooms and ICT facilities; undertake maintenance and improvement measures.
4. Financial Resources and Management	Review financial planning and utilisation;

	maintain financial transparency and audit compliance.
5. Learning and Teaching	Monitor academic calendars, lesson plans, teaching-learning methods, internal assessments, seminar presentations and OBE implementation.
6. Extended Curricular Engagements	Strengthen NSS, NCC, Eco Club, extension activities, community outreach, field visits and cultural programmes.
7. Governance and Administration	Strengthen institutional committees; ensure regular meetings; promote decentralised governance; undertake academic and administrative audits.
8. Student Outcomes	Strengthen mentoring, career guidance and placement activities; monitor student progression, achievements and competitive examination participation.
9. Research and Innovation Outcomes	Encourage research projects, publications, conferences, seminars, interdisciplinary research and innovation initiatives.
10. Sustainability Outcomes	Promote green campus initiatives, energy conservation, water management, waste segregation, biodiversity conservation and sustainability audits.

4. Specific Institutional Initiatives

The following activities shall receive priority during the session:

- Constitution and operationalisation of ten NAAC criteria committees.
- Celebration of the 61st Foundation Day of the college.
- Completion of the Diamond Jubilee concluding celebrations.
- Department-wise preparation and review of academic action plans.
- Organisation of departmental academic presentations.
- Conduct of mock presentations by criteria committees.
- Strengthening of academic and administrative audit mechanisms.
- Promotion of field-based learning and documentation of indigenous knowledge.
- Organisation of student development, extension and environmental activities.
- Strengthening of institutional website documentation and digital evidence management.

5. Monthly Action Plan

Month	Proposed activities
July 2025	Constitution/reconstitution of criteria committees; preparation of departmental action plans; review of academic priorities; Foundation Day celebration.
August 2025	Review of curriculum implementation; faculty orientation on NAAC preparedness; departmental academic planning.
September 2025	Monitoring of teaching-learning processes; internal assessment review; collection of departmental reports.

	alumni engagement; institutional documentation.
November 2025	Departmental mock presentations; ten criteria committee presentations; review of NAAC preparedness.
December 2025	Review of student assessment; feedback collection and analysis; documentation of departmental activities.
January 2026	Faculty development; research promotion; review of student progression and mentoring.
February 2026	Community engagement; extension activities; environmental awareness programmes.
March 2026	Eco Club activities; sustainability initiatives; environmental awareness programmes.
April 2026	Academic and administrative audit; departmental performance review; identification of gaps.
May 2026	Consolidation of criteria-wise reports; review of institutional achievements and best practices.
June 2026	Annual IQAC review; preparation of Action Taken Report; assessment of achievement against targets; preparation of the next session's action plan.

6. Documentation and Monitoring

All departments and criteria committees shall submit periodic reports of activities undertaken during the session. Every reported achievement shall be supported by verifiable documentary evidence. The IQAC shall ensure that supporting documents are systematically uploaded to the institutional website and appropriately hyperlinked in departmental and criteria-wise reports.

Presentations and reports shall be concise, metric-oriented and evidence-based, avoiding lengthy descriptive narratives.

7. Expected Outcomes

- Improved academic planning and curriculum implementation.
- Strengthened teaching-learning and assessment practices.
- Enhanced faculty development and research culture.
- Improved student progression and support mechanisms.
- Stronger community engagement and environmental responsibility.
- Improved institutional governance and accountability.
- Systematic academic and administrative audit mechanisms.
- Strengthened digital documentation and NAAC preparedness.

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Submitted to:
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For approval and implementation

Principal & Secretary
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BOKAKHAT