

## **IQAC SUGGESTIONS FOR THE DEPARTMENTS**

1. Identify USP of your department and write a vision document (where you see your department 5 years down the line)
2. Details of students (semester wise - General/SC/ST/OBC/ECA/Sports)
3. Timetable (class wise, teacher wise, paper wise)
4. Workload (class wise, teacher wise, paper wise)
5. Result Analysis (class wise, teacher wise, paper wise)
6. Academic Calendar (month wise)
  - Next freshers welcome/farewell
  - Local excursions/field visits
  - Quiz/seminars/debates
  - Other extra curricular activities
  - (Its compliance will be checked during inter departmental audit)
7. SWOC Analysis (Strengths, Weaknesses, Opportunities, Challenges)
8. Feedback from students (optional - students to be briefed about the basic spirit behind feedback of the department and college)
9. Innovative best practices in teaching and managing the department
10. Faculty details - their detailed profile, achievements and contribution to college and university activities
11. Projects/research work of the students
12. Career development and placement
13. Alumni records
14. Trips/excursions (with documentary proof - photos/bills etc)
15. Library (subscription to journals, magazines and books)
16. Grievance mechanism of the department
17. Special recognition and awards to students
18. Any tie up with NGOs