

**Eastern Christian College
Padumpukhuri Dimapur: Nagaland**

Internal Quality Assurance Cell (IQAC) Academic Calendar 2021

Internal Quality Assurance Cell Academic Calendar 2021			
Sl.No	Month	Week	Proposed Activity
1.	January	2 nd Week	The institution reopen after the winter break
2.		3 rd Week	1 st Yearly meeting with all Department HoDs and Cells/Committees/Associations/Units coordinators and conveners. Monitoring of Online University Examination for B.A.1 st , 3 rd and 5 th Odd Semesters. Preparation for NAAC Peer Team visit underway.
3.		4 th Week	Preparation of Republic Day Celebration by NCC.
4.	February	1 st Week	Monitoring Online University Examination for B.A.1 st , 3 rd and 5 th Odd Semesters. Preparation for NAAC Peer Team visit in full swing.
5.		2 nd Week	Visit of NAAC Peer Team. NAAC Peer Team visit scheduled for 11 th and 12 th February, 2021. NAAC Peer Team visit – Dr. Adya Prasad Pandey, Chairperson, Dr. Aravind Joshi Member Coordinator and Dr. Rakesh Rao Member.
6.		3 rd Week	NAAC Accredited the Institution with CGPA 2.33 on a 7 points scale at “B” Grade with a validity period for 5 years.
7.	March	1 st Week	
8.		2 nd Week	
9.		3 rd Week	
10.		4 th Week	
11.	April	1 st Week onwards	
12.			
13.		3 rd Week	
14.			
15.	May	1 st Week	
16.		2 nd Week	
17.		3 rd Week	
18.		4 th Week	
19.	June	1 st Week - 2 nd Week	
20.		3 rd Week	
21.		3 rd Week	
22.		4 th Week	
23.	July	1 st Week	
24.		2 nd Week to 3 rd Week	

		4 th Week	
25.	August	1 st Week	
26.		2 nd Week	
27.		3 rd Week	
28.		4 th Week	
29.	September	1 st Week	
30.		2 nd Week	
31.		3 rd Week	
32.		4 th Week	
33.	October	1 st Week	
34.		2 nd Week	
35.		3 rd Week	
36.		4 th Week	
37.	November	1 st Week	
38.		2 nd Week	
39.		3 rd Week	
40.		4 th Week	
41.	December	1 st Week	
42.		2 nd Week	
43.		3 rd Week	
44.		4 th Week	

**Eastern Christian College
Padumpukhuri Dimapur : Nagaland**

Internal Quality Assurance Cell (IQAC) Academic Calendar 2020

Internal Quality Assurance Cell Academic Calendar 2020			
Sl.No	Month	Week	Proposed Activity
1.	January	1 st Week	Over see infrastructural facilities and recommend improvement/ Monitoring of academic activities.
2.		2 nd Week	Feedback Analysis
3.		3 rd Week	1 st Yearly meeting with all Department HoDs and Cells/Committees/ Associations/Units coordinators and conveners.
4.	February	1 st Week	Monitoring UGC Developmental Schemes
5.		2 nd Week	Preparation of Academic Programs
6.		3 rd Week	Organizing Orientation Program on Career Guidance
7.	March	1 st Week	Compilation of Over-All Data on Academic/Research/Curricular and Extension Activities
8.		2 nd Week	Monitoring of Examination Form fill up for Even Semester Examination
9.		3 rd Week	Meeting with Examination Committee for proper conducting of Examination
10.		4 th Week	1 st NAAC Peer Team visit scheduled for 27 th & 28 th March, 2020 and Postponement of thereof due to COVID-19 Lockdown 01.
11.	April	1 st Week onwards	COVID -19 Pandemic Lockdown begins.
12.			
13.		3 rd Week	2 nd NAAC Peer Team visit scheduled for 22 nd & 23 rd April, 2020 and Postponement of thereof due to COVID-19 Lockdown 01.
14.			
15.	May	1 st Week	Facilitating Preparation of College Prospectus
16.		2 nd Week	Monitoring Admission Process
17.		3 rd Week	Orientation Program for Odd Semester (1 st Semester)
18.		4 th Week	Set-up Cell for Student' Grievances relating to Examinations and Academic activities during Covid-19 Pandemic and Staff and Faculty well-being committee formed. Monitoring Academic Calendar preparation for coming year. NAAC organizes an online address by Shri. Ramesh Pokhriyal 'Nishankji' Hon'ble Minister Human Resources Development on NAAC Web platform to all the HEOs of the Country on the topic "Turn the Challenges to Opportunities: COVID 19 Pandemics

			and measures to combat in Higher Education of India” on 28 th May, 2020.
19.	June	1 st Week - 2 nd Week	Monitoring time table/Website Update/Monitoring progress of NAAC work/Meeting for World Environment Day Celebration
20.		3 rd Week	First Webinar conducted on “Administrative Conundrum in Nagaland: Conflict over the source of authority.”
21.		3 rd Week	3 rd NAAC Peer Team visit scheduled for 18 th & 19 th June, 2020 and Postponement of thereof due to COVID-19 Lockdown 01.
22.		4 th Week	Online Class Tutorial for Teaching Faculty Staff conducted. Monitoring Different Departments Fresher’s Meet Program
23.	July	1 st Week	Online Meeting with all Department HoDs, Cells/Committees/Units
24.		2 nd Week to 3 rd Week	7 days Faculty Development Programme on “Learning Management Systems and Open Educational Resources”, organized by Department of Teacher Education, Nagaland University (A Central University). Online Orientation programme for B.A.1 st Semester. Commences Online classes.
		4 th Week	4 th NAAC Peer Team visit scheduled for 23 rd & 24 th July, 2020 and Postponement of thereof due to COVID-19 Lockdown 02.
25.	August	1 st Week	Online B.A.1 st Semester class commences.
26.		2 nd Week	Preparation of Independence Day Celebration
27.		3 rd Week	5 th NAAC Peer Team visit scheduled for 20 th & 21 st August, 2020 and Postponement of thereof due to COVID-19 Lockdown 02.
28.		4 th Week	Result Analysis of Odd Semester Internal Tests
29.	September	1 st Week	Monitoring NAAC Peer Team visit activities.
30.		2 nd Week	Monitoring NSS, NCC, RRC, and Eco Club activities
31.		3 rd Week	Meeting with Examination Cell for Odd Semester University Examination
32.		4 th Week	Monitoring of University Examination Form Fill Up. Monitoring of Online University Examination for Even B.A.6 th Semester.
33.	October	1 st Week	Monitoring of Online University Examination for Even B.A.6 th Semester. Monitoring of University Examination Form Fill Up. Monitoring of different activities by various Committees, Units and Cells
34.		2 nd Week	IQAC meetings
35.		3 rd Week	Monitoring of Odd Semester University Examination
36.		4 th Week	6 th NAAC Peer Team visit scheduled for 27 th & 28 th October, 2020 and Postponement of thereof due to COVID-19 Unlock 01.
37.	November	1 st Week	Result Declaration and Final Review of Self Study Report Quality Indicator Framework (QIF) Criteria 1-7 on Q1M, QnM and DVV.
38.		2 nd Week	Mock Drill for NAAC Peer team visit conducted
39.		3 rd Week	Submission of ACRs of all the Teaching Faculty
40.		4 th Week	Second Mock Drill for NAAC Peer team visit conducted. 7 th NAAC Peer Team visit scheduled for 26-11-2020 to 27-11-2020 and Postponement of thereof due to COVID-19 Unlock 01.
41.	December	1 st Week	IQAC Meeting. Final Preparation of all the Report and Compilation of Documents
42.		2 nd Week	Preparation for NAAC PEER Team visit

43.		3 rd Week	Review final Mock Drill for NAAC Peer Team visit preparation
44.		4 th Week	Winter Break

**Eastern Christian College
Padumpukhuri Dimapur : Nagaland**

Internal Quality Assurance Cell (IQAC) Academic Calendar 2019

Internal Quality Assurance Cell Academic Calendar 2019			
Sl.No	Month	Week	Proposed Activity
1.	January	1 st Week	Over see infrastructural facilities and recommend improvement/ Monitoring of academic activities.
2.		2 nd Week	Feedback Analysis
3.		3 rd Week	1 st Yearly meeting with all Department HoDs and Cells/Committees/ Associations/Units coordinators and conveners.
4.	February	1 st Week	Monitoring UGC Developmental Schemes
5.		2 nd Week	Preparation of Academic Programs
6.		3 rd Week	Organizing Orientation Program on Career Guidance
7.	March	1 st Week	Compilation of Over-All Data on Academic/Research/Curricular and Extension Activities
8.		2 nd Week	Monitoring of Examination Form fill up for Even Semester Examination
9.		3 rd Week	Meeting with Examination Committee for proper conducting of Examination
10.		4 th Week	Monitoring of Examination Cell work
11.	April	1 st Week	Result Analysis of Even Semester Examination
12.		2 nd Week	Collection of Annual Assessment of Teachers
13.		3 rd Week	Analysis of Feedback from students
14.		4 th Week	Monitoring Students Support Services
15.	May	1 st Week	Facilitating Preparation of College Prospectus
16.		2 nd Week	Monitoring Admission Process
17.		3 rd Week	Orientation Program for Odd Semester (1 st Semester)
18.		4 th Week	Monitoring Academic Calendar preparation for coming year
19.	June	1 st Week	Monitoring time table/Website Update/Monitoring progress of NAAC work/Meeting for World Environment Day Celebration
20.		2 nd Week	Monitoring ICT Training to Teaching and Non-Teaching Staffs
21.		3 rd Week	Preparation of Self Study Report/7 Chapter Criterion Distribution to all HoDs
22.		4 th Week	Monitoring Different Departments Fresher's Meet Program
23.	July	1 st Week	Meeting with all Department HoDs, Cells/Committees/Units
24.		2 nd Week to 4 th Week	Summer Break
25.		1 st Week	Re-Orientation Program on Students Satisfaction Survey

26.	August	2 nd Week	Preparation of Independence Day Celebration
27.		3 rd Week	Meeting with Examination Cell for Odd Semester Internal Tests
28.		4 th Week	Result Analysis of Odd Semester Internal Tests
29.	September	1 st Week	Monitoring of University Examination Form Fill Up
30.		2 nd Week	Monitoring NSS, NCC, RRC, and Eco Club activities
31.		3 rd Week	Meeting with Examination Cell for Odd Semester University Examination
32.		4 th Week	Submission of IIQA to NAAC Website
33.	October	1 st Week	Monitoring of different activities by various Committees, Units and Cells
34.		2 nd Week	IQAC meetings
35.		3 rd Week	Monitoring of Odd Semester University Examination
36.		4 th Week	Facilitating Examination Committee for result preparation
37.	November	1 st Week	Result Declaration and Final Review of Self Study Report Quality Indicator Framework (QIF) Criteria 1-7 on Q1M, QnM and DVV.
38.		2 nd Week	Submission of SSR to NAAC Website
39.		3 rd Week	Uploading of SSR to NAAC Portal Website
40.		4 th Week	DVV Clarification under process and Collection of all Departments, Cells, Committee, Associations Reports
41.	December	1 st Week	DVV Clarification and submission. Final Preparation of all the Report and Compilation of Documents
42.		2 nd Week	Preparation for NAAC PEER Team visit
43.		3 rd Week	SSR Qualification result awaited and Commencement of Winter Break
44.		4 th Week	Winter Break

**Eastern Christian College
Padumpukhuri Dimapur : Nagaland**

Internal Quality Assurance Cell (IQAC) Academic Calendar 2018

Internal Quality Assurance Cell Academic Calendar 2018			
Sl.No	Month	Week	Proposed Activity
1.	January	1 st Week	Over see infrastructural facilities and recommend improvement/ Monitoring of academic activities.
2.		2 nd Week	Feedback Analysis
3.		3 rd Week	1 st Yearly meeting with all Department HoDs and Cells/Committees/ Associations/Units coordinators and conveners.
4.	February	1 st Week	Monitoring UGC Developmental Schemes
5.		2 nd Week	Preparation of Academic Programs
6.		3 rd Week	Organizing Orientation Program on Career Guidance
7.	March	1 st Week	Compilation of Over-All Data on Academic/Research/Curricular and Extension Activities
8.		2 nd Week	Monitoring of Examination Form fill up for Even Semester Examination
9.		3 rd Week	Meeting with Examination Committee for proper conducting of Examination
10.		4 th Week	Monitoring of Examination Cell work
11.	April	1 st Week	Result Analysis of Even Semester Examination
12.		2 nd Week	Collection of Annual Assessment of Teachers
13.		3 rd Week	Analysis of Feedback from students
14.		4 th Week	Monitoring Students Support Services
15.	May	1 st Week	Facilitating Preparation of College Prospectus
16.		2 nd Week	Monitoring Admission Process
17.		3 rd Week	Orientation Program for Odd Semester (1 st Semester)
18.		4 th Week	Monitoring Academic Calendar preparation for coming year
19.	June	1 st Week	Monitoring time table/Website Update/Monitoring progress of NAAC work/Meeting for World Environment Day Celebration
20.		2 nd Week	Monitoring Re-ICT Training to Teaching and Non-Teaching Staffs
21.		3 rd Week	Preparation of Self Study Report/7 Chapter Criterion Distribution to all HoDs
22.		4 th Week	Monitoring Different Departments Fresher's Meet Program
23.	July	1 st Week	Meeting with all Department HoDs, Cells/Committees/Units
24.		2 nd Week to 4 th Week	Summer Break
25.		1 st Week	Orientation Program on Students Satisfaction Survey

26.	August	2 nd Week	Preparation of Independence Day Celebration
27.		3 rd Week	Meeting with Examination Cell for Odd Semester Internal Tests
28.		4 th Week	Result Analysis of Odd Semester Internal Tests
29.	September	1 st Week	Monitoring of University Examination Form Fill Up
30.		2 nd Week	Monitoring NSS, NCC, RRC, and Eco Club activities
31.		3 rd Week	Meeting with Examination Cell for Odd Semester University Examination
32.		4 th Week	Preparation for NAAC
33.	October	1 st Week	Monitoring of different activities by various Committees, Units and Cells
34.		2 nd Week	IQAC meetings
35.		3 rd Week	Monitoring of Odd Semester University Examination
36.		4 th Week	Facilitating Examination Committee for result preparation
37.	November	1 st Week	Result Declaration and Review of Self Study Report Quality Indicator Framework (QIF) Criteria 1-7 on Q1M, QnM and DVV.
38.		2 nd Week	Working on NAAC SSR
39.		3 rd Week	Monitoring of Academic activities
40.		4 th Week	Collection of all Departments, Cells, Committee, Associations Reports
41.	December	1 st Week	Preparation of all the Report and Compilation of Documents
42.		2 nd Week	Academic Year ending meeting
43.		3 rd Week	Commencement of Winter Break
44.		4 th Week	Winter Break

**Eastern Christian College
Padumpukhuri Dimapur : Nagaland**

Internal Quality Assurance Cell (IQAC) Academic Calendar 2017

Internal Quality Assurance Cell Academic Calendar 2017			
Sl.No	Month	Week	Proposed Activity
1.	January	1 st Week	Monitoring of academic activities. Over see infrastructural facilities and recommend improvement.
2.		2 nd Week	Feedback Analysis
3.		3 rd Week	Yearly meeting with all Department HoDs and Cells/Committees/Associations/Units coordinators and conveners.
4.	February	1 st Week	Monitoring UGC Developmental Schemes
5.		2 nd Week	Preparation of Academic Programs
6.		3 rd Week	Organizing Orientation Program on Career Guidance
7.	March	1 st Week	Compilation of Over-All Data on Academic/Research/Curricular and Extension Activities
8.		2 nd Week	Monitoring of Examination Form fill up for Even Semester Examination
9.		3 rd Week	Meeting with Examination Committee for proper conducting of Examination
10.		4 th Week	Monitoring of Examination Cell work
11.	April	1 st Week	Result Analysis of Even Semester Examination
12.		2 nd Week	Collection of Annual Assessment of Teachers
13.		3 rd Week	Analysis of Feedback from students
14.		4 th Week	Monitoring Students Support Services
15.	May	1 st Week	Facilitating Preparation of College Prospectus
16.		2 nd Week	Monitoring Admission Process
17.		3 rd Week	Orientation Program for Odd Semester (1 st Semester)
18.		4 th Week	Monitoring Academic Calendar preparation for coming year
19.	June	1 st Week	Meeting for World Environment Day Celebration and Monitoring time table
20.		2 nd Week	Monitoring Training to Teaching and Non-Teaching Staffs on Academic works
21.		3 rd Week	Preparation of departmental, cells, committees documentation
22.		4 th Week	Monitoring Different Departments Fresher's Meet Program
23.	July	1 st Week	Meeting with all Department HoDs, Cells/Committees/Units
24.		2 nd Week to 4 th Week	Summer Break
25.		1 st Week	Orientation Program on Academic program course

26.	August	2 nd Week	Preparation of Independence Day Celebration
27.		3 rd Week	Meeting with Examination Cell for Odd Semester Internal Tests
28.		4 th Week	Result Analysis of Odd Semester Internal Tests
29.	September	1 st Week	Monitoring of University Examination Form Fill Up
30.		2 nd Week	Monitoring NCC, NSS, RRC, and Eco Club activities
31.		3 rd Week	Meeting with Examination Cell for Odd Semester University Examination
32.		4 th Week	Review on IQAC work plan
33.	October	1 st Week	Monitoring of different activities by various Committees, Units and Cells
34.		2 nd Week	IQAC meetings
35.		3 rd Week	Monitoring of Odd Semester University Examination
36.		4 th Week	Facilitating Examination Committee for result preparation
37.	November	1 st Week	Result Declaration and Review of Departmental activities
38.		2 nd Week	Monitor the college sports week
39.		3 rd Week	Update of College Website
40.		4 th Week	Collection of all Departments, Cells, Committee, Associations Reports
41.	December	1 st Week	Compilation of all Report Documents
42.		2 nd Week	Year ending Meeting
43.		3 rd Week	Commencement of Winter Break
44.		4 th Week	Winter Break

**Eastern Christian College
Padumpukhuri Dimapur : Nagaland**

Internal Quality Assurance Cell (IQAC) Academic Calendar 2016

Internal Quality Assurance Cell Academic Calendar 2016			
Sl.No	Month	Week	Proposed Activity
1.	January	1 st Week	Over see infrastructural facilities and recommend improvement/ Monitoring of academic activities.
2.		2 nd Week	Feedback Analysis
3.		3 rd Week	Academic Yearly meeting with all Department HoDs and Cells/Committees/Associations/Units coordinators and conveners.
4.	February	1 st Week	Monitoring institutional infrastructure development
5.		2 nd Week	Preparation of Academic Programs
6.		3 rd Week	Organizing Orientation Program on Career Guidance
7.	March	1 st Week	Compilation of Over-All Data on Academic/Research/Curricular and Extension Activities
8.		2 nd Week	Monitoring of Examination Form fill up for Even Semester Examination
9.		3 rd Week	Meeting with Examination Committee for proper conducting of Examination
10.		4 th Week	Monitoring of Examination Cell work
11.	April	1 st Week	Result Analysis of Even Semester Examination
12.		2 nd Week	Collection of Annual Assessment of Teachers
13.		3 rd Week	Analysis of Feedback from students
14.		4 th Week	Monitoring Students Support Services
15.	May	1 st Week	Facilitating Preparation of College Prospectus
16.		2 nd Week	Monitoring Admission Process
17.		3 rd Week	Orientation Program for Odd Semester (1 st Semester)
18.		4 th Week	Monitoring Academic Calendar preparation for coming year
19.	June	1 st Week	Meeting for World Environment Day Celebration and Monitoring time table
20.		2 nd Week	Monitoring of institutional infrastructure development
21.		3 rd Week	Review of college action plan
22.		4 th Week	Monitoring Different Departments Fresher's Meet Program
23.	July	1 st Week	Meeting with all Department HoDs, Cells/Committees/Units
24.		2 nd Week to 4 th Week	Summer Break
25.		1 st Week	Orientation Program on Classroom management

26.	August	2 nd Week	Preparation of Independence Day Celebration
27.		3 rd Week	Meeting with Examination Cell for Odd Semester Internal Tests
28.		4 th Week	Result Analysis of Odd Semester Internal Tests
29.	September	1 st Week	Monitoring of University Examination Form Fill Up
30.		2 nd Week	Monitoring Eco Club, RRC, NCC, and NSS activities
31.		3 rd Week	Meeting with Examination Cell for Odd Semester University Examination
32.		4 th Week	Working on institution vision and mission
33.	October	1 st Week	Monitoring of different activities by various Committees, Units and Cells
34.		2 nd Week	IQAC meetings
35.		3 rd Week	Monitoring of Odd Semester University Examination
36.		4 th Week	Facilitating Examination Committee for result preparation
37.	November	1 st Week	Declaration of Result.
38.		2 nd Week	Update College Website
39.		3 rd Week	Monitoring the college sports week
40.		4 th Week	Reports Collection of all Departments, Cells, Committee, Associations
41.	December	1 st Week	Annual Preparation of all the Report and Compilation of Documents
42.		2 nd Week	Year end meeting
43.		3 rd Week	Commencement of Winter Break
44.		4 th Week	Winter Break

**Eastern Christian College
Padumpukhuri Dimapur : Nagaland**

Internal Quality Assurance Cell (IQAC) Academic Calendar 2015

Internal Quality Assurance Cell Academic Calendar 2015			
Sl.No	Month	Week	Proposed Activity
1.	January	1 st Week	Over see infrastructural facilities and recommend improvement/ Monitoring of academic activities.
2.		2 nd Week	Feedback Analysis
3.		3 rd Week	1 st Yearly meeting with all Department HoDs and Cells/Committees/ Associations/Units coordinators and conveners.
4.	February	1 st Week	Monitoring Institutional Developmental activities
5.		2 nd Week	Preparation of Academic Programs
6.		3 rd Week	Organizing Orientation Program on Career Guidance
7.	March	1 st Week	Compilation of Over-All Data on Academic/Research/Curricular and Extension Activities
8.		2 nd Week	Monitoring of Examination Form fill up for Even Semester Examination
9.		3 rd Week	Meeting with Examination Committee for proper conducting of Examination
10.		4 th Week	Monitoring of Examination Cell work
11.	April	1 st Week	Result Analysis of Even Semester Examination
12.		2 nd Week	Collection of Annual Assessment of Teachers
13.		3 rd Week	Analysis of Feedback from students
14.		4 th Week	Monitoring Students Support Services
15.	May	1 st Week	Facilitating Preparation of College Prospectus
16.		2 nd Week	Monitoring Admission Process
17.		3 rd Week	Orientation Program for Odd Semester (1 st Semester)
18.		4 th Week	Monitoring Academic Calendar preparation for coming year
19.	June	1 st Week	Monitoring time table and Meeting for World Environment Day Celebration
20.		2 nd Week	Monitoring academic progression of the institution
21.		3 rd Week	Meeting with departmental HoDs
22.		4 th Week	Monitoring Different Departments Fresher's Meet Program
23.	July	1 st Week	Establishment of Internal Quality Assurance Cell (IQAC) of the College.
24.		2 nd Week to 4 th Week	Summer Break
25.		1 st Week	Creation of various cells, committees and Associations

26.	August	2 nd Week	Preparation of Independence Day Celebration
27.		3 rd Week	Meeting with Examination Cell for Odd Semester Internal Tests
28.		4 th Week	Result Analysis of Odd Semester Internal Tests
29.	September	1 st Week	Monitoring of University Examination Form Fill Up
30.		2 nd Week	Orientation Program on Professional Ethics and Monitoring RRC, NCC, NSS, and Eco Club activities
31.		3 rd Week	Meeting with Examination Cell for Odd Semester University Examination
32.		4 th Week	Review the academic activities
33.	October	1 st Week	Monitoring of different activities by various Committees, Units and Cells
34.		2 nd Week	IQAC meetings
35.		3 rd Week	Monitoring of Odd Semester University Examination
36.		4 th Week	Facilitating Examination Committee for result preparation
37.	November	1 st Week	Result Declaration.
38.		2 nd Week	Monitoring students electioneering process
39.		3 rd Week	Meeting on Library up gradation
40.		4 th Week	Collection of all Departments, Cells, Committee, Associations Reports
41.	December	1 st Week	Annual Preparation of all the Report and Compilation of Documents
42.		2 nd Week	Annual end meeting
43.		3 rd Week	Commencement of Winter Break
44.		4 th Week	Winter Break