**IQAC, Govt. Aizawl West College**

**Action Plan – January 2020 - December 2020**

|  |  |  |
| --- | --- | --- |
| Sl No | Name of the Cell | Action Plans |
| 1 | Information and Technology Cell | 1. Maintenance and upgradation of college website. 2. To organize IT awareness campaign during March 2020. 3. To organize college level seminar on ‘Cyber Crime’. |
| 2 | Academic Interaction Cell | 1. To organize seminar on Intellectual Property Rights for the faculty members. 2. To organize field visit of Gilead School by the core students of Education Department. 3. To organize seminar on current issues at least four times during the academic session in collaboration with MCTA, Govt. Aizawl West College Branch. 4. To organize National/State Seminar by any department. 5. Organizing an inter-department interaction programme for core students in the college. |
| 3 | Research Project and Documentation Cell | 1. To collaborate with the State Department having research activities including talks and seminars. 2. To focus on various action research and foster research interest among the faculty. 3. To explore various research funding agencies and disseminating the information among the faculty. 4. As part of documentation, maintenance of proper register for students placement and profile to be taken up. |
| 4 | Grievance Redressal Committee | 1. Awareness campaign to be held at every class within February 2020. 2. Notifications may be placed at the appropriate place. 3. Student’s admission complaints may be redressed by the cell. 4. Prospectus of the new session 2020-2021 may be prepared and checked. 5. Admission procedure and criteria for the new session 2020-2021 may be prepared. 6. University Examination Rules and Regulations may be thoroughly studied for compliance. |
| 5 | Career and Placement Cell | 1. To organize career guidance programme for the out-going students (6th Semester). 2. To link with industries/agencies for internship. 3. To make/keep records of students who pursue higher studies. 4. To record placement of passed out students. 5. To make arrangements with the Coaching centers that make use of the college infrastructure for enrolment of the college students in their center free-of-cost. |
| 6 | Counseling Cell | 1. To continue counseling those students referred to the cell by the teachers. 2. To conduct motivational talk for the students by inviting resource persons. 3. To have an awareness programme for the students regarding substance abuse and HIV/AIDS in collaboration with Anti-Ragging Cell. |
| 7 | Language Development Cell | 1. To conduct spoken English and Hindi classes for second semester students. Regular classes will be conducted from the month of March till the end of April 2020. The Spoke English classes will be held on Mondays and Tuesdays and classes for Hindi will be held on Thursdays and Fridays. The language laboratory will be utilized for supplementing the lessons taught during the spoken classes. 2. Practical exercises such as group discussions, role-plays, interviews and free speech will be included as part of the activity to aid the students in developing their language skills. 3. The language laboratory will also be used by the second semester English Elective students every Friday to practice phonetics, intonation, and other conversational skills which is also a part of their course syllabus. 4. Spoken classes for both Hindi and English will be continued rigorously in the month of August and September 2020. 5. Practical assessment will be conducted at the end of each month to monitor their overall progress. 6. The language laboratory will also be used by the English core students to help improve their listening and comprehension skills. |
| 8 | Sports and Youth Activities Cell | 1. To form Cricket Club in the college. 2. To organize Leadership Training for Student’s Union Leaders. 3. To maintain and upgrade the College Fitness Centre. 4. To participate in Mizoram University Sports. 5. To organize College Week. |
| 9 | Internal Complaint Cell | 1. To hold awareness/orientation lecture for fresh students.  2. To conduct awareness/sensitization programme for the entire students.  3. To conduct Seminar on Sexual Harassment at the Workplace for the staff and faculty of Govt. Aizawl West College.  4. To organise Workshop on Sexual Harassment for the students, and thereby identify certain students as Peer Educators so as to sensitise their fellow students. |
| 10 | Library and Information Cell | 1. Reactivation of INFLIBNET-NList (within the month of March 2020). 2. Setting up of Departmental Library for History Department as the department is going to open PG courses from the next semester (March-May 2020). 3. Subscription of Economic and Political Weekly (EPW) Journal (2020). 4. Subscription of Academic Journals from Mizoram University (2020). 5. Library Manner’s Awareness Campaign in all classes (July - December 2020). |
| 11 | Equal Opportunity Cell | 1. To make a questionnaire so as to identify any issues faced by minorities in the college. The questionnaire will be distributed to the identified minority students within the month of March 2020. 2. To conduct seminars based on the findings of the questionnaire before the end of the present academic session, i.e., before June 2020. 3. To conduct seminar on Constitution based rights and provisions related to SC/ST. 4. To take initiative in constructing a disabled friendly toilet in the college. 5. To take the initiative in buying equipment for the college’s medical room such as wheelchair, stretcher and sphygmomanometer. 6. To revised the college’s rain water harvesting system and to take necessary actions in improving the water supply system in the college. |
| 12 | Anti-Ragging Squad | 1. To enclose the anti-ragging undertaking in the admission form. 2. To prepare leaflet for newly admitted students concerning prohibition of ragging. 3. To organize joint sensitization programme for freshers and senior students at the beginning of the academic session. 4. To conduct surprise inspection as and when necessary to prevent the occurrence and recurrence of ragging. 5. To organize Life Skills Training programme in collaboration with Counseling Cell. 6. To organize programme on Prevention of alcoholism and drug abuse on the first week of March 2020. 7. To display anti-ragging notice and posters in the college premises. |
| 13 | Mentoring Cell | 1. The cell members will go to each core class to give awareness regarding Peer Mentoring. 2. Awareness will also be given to the faculty members regarding their role as Peer Mentor Supervisors. 3. Each core department will be requested to prepare a list of mentor from among the core students as well as a list of mentees from the 2nd Semester students. The list will then be filtered by the cell and allocated accordingly. 4. Feedback form will be given to the students by the end of the ongoing session. 5. For the next academic session, a new list of Peer Mentor Supervisor, Mentor and Mentee list will be prepared. |
| 14 | Skill Development Cell | 1. To organize ‘Basic Course in Photography’ class during the month of February 2020. 2. To organize ‘Baking Class’ during the month of April 2020. 3. To organize ‘Flower Arrangement class’ during the month of July 2020. 4. To organize ‘Basic Course in Traditional Skill (Handloom)’ during the month of August and September 2020. |
| 15 | Adventure Club | 1. One-day Caving Training at Pakaw Park. 2. One-week expedition. 3. One-day Rappelling. 4. One-day Jummaring. 5. One-day trekking. |
| 16 | Cultural Club | 1. To observe Cultural Day in the college during the first week of March 2020. 2. To promote cultural values among the students during the first week of March 2020. 3. To conduct awareness programme on Cultural Values among the school children at Dawrpui Vengthar area in April/May 2020. 4. To participate in cultural programme organized by Mizoram Cultural Organisation and Art and Culture Department, Govt. of Mizoram during 2020-2021. 5. To organize cultural exchange programme with other State in the next semester i.e., June to December 2020. |