

H.K.B.K. College of Engineering
22/1, Nagawara, Bangalore-560 045, Karnataka

IQAC Calendar of Events

Odd/Even Semester

Academic Year 2020-21, Sep- Dec 2020

Sl. No	NAAC Metrics	Activities	NAAC Weightage	Odd/Even	Week and month/Action Taken/Remarks	Remarks
	General	Principal's Meeting with H.O.D & staff for Formation of committees & action plan	-	Odd	1 st Day of reopening	24/08/2020
	General	Induction/orientation/Inaugural Programme for First year students	--	Odd	First 3 Week of reopening	First year Reopening
	General	Preparation of time table	-	Both	2 Week prior to odd and even	20/08/2020
	1.1.2	Preparation of Calendar of Events	05	2 week prior to ODD semester		12/08/2020
	1.2.2	Add on/ Certificate Courses*	10+10	Both	First Three months of the semester	Each dept. to Conduct one course/ semester as per schedule* VII Sem- 21/9/2020-26/9/2020 V Sem-5/10/2020-10/10/2020 III Sem-19/10/2020-23/10/2020
	1.3.1	Crosscutting Issues- Special Lectures on Ethics, Gender, Human Values, Environment and Sustainability	10	Even	Fourth Week of 1 st month	Each dept. to Conduct one session
	1.4.1	Stake Holders Feedback	10+10	Even	First Week of 4 th month	Depts. to Collect Feedback
	2.3.3	Awareness session on Mentor Programme and Its advantages	15	Odd	Second Week of First month	Dept. wise HODs & Class teachers
	2.5.1	IA Assessment	15+15	As per University guidelines and C.O.E		
	2.6.3	Result analysis and action plan by description & Upload to website	30	Both	Within 02 weeks From the release of Result sheet	HOD & Class teachers will arrange for remedial classes
	3.1.3	Seminar/Conference/Workshop	05	Both	At least 01 each in a Year to be conducted	National E- Conference on " innovative processing methods for synthesizing advanced structural and functional material " date 8th to 10th October 2020
10.	3.3.1	Extension Activities- Street play, Jota, Human Chain by NSS/NCC/Red-Cross, Scout and guides/NGO and NSS	10+10+ 20+20	Both	Colleges can Collaborate with NGOs, industries, Govt. Departments For support	Dr. Arshad pasha to Conduct after 3pm with Dept. coordinators

11.	5.1.3	One-week programme on Soft Skill, Language and Communication Skill	10	Both	One week programme(covering all skill) for each Semester.(afternoon)	Throughout the year as additional activity
12.	5.1.4	Guidance programme on Various competitive exams	10	Both	Continuous activities (as and when notification are out) by Placement cell	Career guidance cell to conduct GRE/GATE/TOEFL/CAT/GMAT Awareness programs
13.	5.1.5	Sensitization on prevent of Sexual harassment cell & Anti-Ragging cell	05	Odd	Beginning of the semester	CICC Activities 1. Gender Equality Seminar 2. Campus to corporate Readiness Program 3. Celebration of Women's International Day 4. Self Defence workshop 5. Women and Health-Guest lecture
14.	5.2.1	Pre-Placement Training, Guidance & Counselling	10	Both	For final year students	<u>Soft skill aptitude and Technical Training</u> September 15 th September 2020 to 1 th October 2020
15.	5.2.1	Placements Drive		Both	For final year students	August 1 st 2020 to Till end of the Semester Training & placement officer
16.	5.3.3	Sports, Cultural and competitions		Both	As per University Sports and Cultural C.O.E	Dr. Arshad pasha Sports officer
17.		Sports and Cultural Day		Even	First Week of last month	
18.	General	Graduation day		Odd	Within one week of announcement of final year results	
19.		At home for final year students		Even	Last week of Even semester	
20.	5.4.1	Alumni meet once in a year	05+05	Even	2 nd Sunday January of every year	26/12/2020
21.	5.4.2	Seminar on Talk by Alumni for students		Both	(at least two in a year Or one in a semester)	4 th week of october.
22.	6.3.5	Academic Audit	05	Even	First Week of Last month	December 14 th to 17 th
23.	6.5	IQAC Meeting (Twice in a semester)	10+10+10	Both	Beginning and End of Each semester	05/08/2020, 04/01/2021
24.	6.5.3	Preparation & upload of AQAR Reports	10		As per NAAC Guidelines	Applied for Reassessment
25.	7.1.6	Stock verification	05	Even	Second Week of Last month	January 2021
26.	General	Parent Teacher Meeting	--	Both	After the release of ODD/EVEN semester Results	October 1 st week
27.	General	Two CDC Meetings	--	Both	One in each semester	College level development Committee/Academic Council