

IQAC Calendar (2017-18)
(An Initiative of Internal Quality Assurance Committee)

S. No.	Activity	Schedule	Responsibility
1.	IQAC Meeting	Quarterly meeting	IQAC
2.	Inspection of Departmental Documentation	Bi-annually	IQAC
3.	Campus Rounds	Quarterly	IQAC
4.	Interaction of Institutional Committees with Faculty, Staff & Students	Annually	IQAC
5.	Departmental AQAR Submission	Annual meeting	IQAC
6.	Finalization of Institutional AQAR	Annually	IQAC
7.	Teaching Plan	Before commencement of UG & PG Course at Departmental Level and a copy is to be submitted to Dean Office	Head of respective Departments
8.	Orientation for Newly Inducted Students	UG, PG and Research Scholars	Institutional Student Welfare Committee
9.	Academic Calendar	Annually	Medical Registrar
10.	Institutional Journal (JCTMB)	Quarterly	Research Advisory Committee
11.	Fresher's Day	Annually	Institution Student Welfare Committee
12.	List of Holidays	Annually	Deans Office
13.	Meetings of Institutional Committees	As per their respective Chairperson and Secretary	Institutional Committees

S. No.	Activity	Schedule	Responsibility
14	Committee Oriented Activity	Monthly	Institutional Anti Ragging Committee,
15		Quarterly	Institutional Grievance & Disciplinary Committee
16		Annually	Institutional Research Advisory Committee,
17		Annually	Institutional Placement & Guidance Committee
18		Quarterly	Institutional Human and Animal Ethical Committees
19		Annually (Minimum 1/Book exhibition) & Library Audit	Institutional Library Committee
20	Feedback from Students on Faculty, Subject & Curriculum	Annually	Institutional Student Counseling and Welfare Committee
21	Feedback from Patients	Daily	Departmental Level (As per Guidelines)
22	Feedback from Alumni	Annually	Institutional Alumni Committee
23	Alumni Meet	Once every Three Years	Institutional Alumni Committee
24	Road Map for the Institution	Annually	Institutional Planning and Monitoring Committee
25	Research Projects with External and Internal Funds	Annually	Institutional Research Monitoring Committee


IQAC CO-ORDINATOR