

## Action Taken Report 2014-15

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Plan of Action	Achievements
1. <b>Academic calendar</b> execution must be monitored and quarterly report should be given to IQAC by the HOD's of all the Departments.	Academic calendar of 2014-15 received from Pt. Ravishankar Shukla University, Raipur. The college runs accordingly during the session. (Annexure-1)
2. In the beginning of session for curricular and co curricular education <b>different committees</b> should be formed and a copy of the same must be provided to IQAC.	Committee were constituted at the beginning of session.(Annexure-2)
3. <b>Teaching time table</b> should be prepared according to the University syllabus, combined and Departmental Time Table copy should be given to IQAC	Teaching time <b>table is prepared and distributed to teachers (Annexure-3)</b>
4. Students should be informed about the rules and regulations and consequences of ragging, and in disciplinary action in the beginning of the session and the respective committees should inspect regularly. The report of the same must be preserved.	Rules and regulations are displayed in the college signboard, notice board and suitable places in the campus. The same is also given in the college broacher.
5. Teacher should be inspired to participate actively in <b>workshops</b> , seminars at the same time students should be inspired to participate in educational excursions.	Dr. R. K. Verma attended National workshop on Graph Theory at Bhilai-3, (Durg) college held on 07-08 Nov.2014. He also attended the workshop of RUSA on 9.5.2015, at Govt. VYTAuto.PG college Durg, (C.G.). In Aug.2014, Dr. Shakil Hussain was resource person and Judge of National seminar at Navin Girls college Raipur. On 03-04 Feb. 2015, Dr. Shakil Hussain take part in the National Seminar held at Digvijay College Rajnandgaon. Educational tour in Botany was done.
6. For UG, PG students, a series of subject expert's lecture should be arranged in the college, through remedial classes for SC/ST/OBC and privileged class students. The record must be maintained by all the HOD's and provided to Coordinator of the program.	A series of power-point presentation on Botany was given by Dr. Purnima Seth. The PGDCA student prepared their project work through ppt. Guest lecture of Prof. Panda of Sci. Coll. Durg, organized.
7. For career advancement and placement workshops / seminars / lectures of professionals should be arranged.	The <b>cultural knowledge examination</b> was held on October 2014. A number of students take part in this examination and won the certificate from Gayatri-Tirth Haridwar (UT). Carrier counseling program organized

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	in our college by Prism college, Utai.
8. To introduce computer literacy programs for the students, teachers and non teaching-staffs computer lab with internet facilities requirement must be fulfilled.	Computer teacher Ms. Bina Dehari and Sri Suryakant Verma taught basic knowledge of Computer to PG students, regularly. Due to this, all PG student presented ppt and can search subject material in the internet.
9. To improve the English language and applied knowledge of Mathematics of students A English language lab and Mathematics lab should improve performance and internal examination must be conducted and record should be properly maintained.	English language lab helped students in improving their English knowledge. Mathematics lab was developed, and posters, banners etc. and other activity helped in enhancing scientific knowledge. Further, <b>Mathematics Aptitude Test</b> organized on 27.09.2014 in which 91 students of UG, PG took part. In the `science club` activity, student presented models, posters, and charts based on Mathematics.
10. Students should be motivated to use library and issue books. Librarian should delivered lecture regarding rules and regulations of library and books availability in the beginning of the session, to get them updated and records of the events must be maintained.	Information regarding the <b>use</b> of library is displayed in the notice board time to time. A separate notice board in Library is available for this purpose. As soon as, some important notice comes for students, it is also displayed in the <b>main notice board</b> . The Librarian and Teaching staff motivated students to use library in a program held on 08.09.2014.
11. New course books, reference books, competitive books, journals and magazines should be subscribed	Librarian purchased new books for college.
12. To get the library services updated and quick responding automation of library should be done.	Three computers are available in the library.
13. Proposals for national seminar and minor research projects should be sent to UGC by departments.	No proposal was sent to UGC.
14. A temporary Computer operator must be hired for day to day works of IQAC.	Mr. Ramdev Bhuarya did the typing as interim arrangement alternative. Proposal to fill post of temporary Computer operator has been passed by JBS.
15. For community service NSS camps and Red Cross activities should be diversified and record must be given to IQAC.	The second branch of NSS started in the college. All programs of regular activity and special camp were organized by NSS. Health check-up and blood-group checking program organized by Red-cross. AIDS awareness rally was conducted by the Red-cross officer.
16. New teachers should be appointed through Janbhagidari (internal resources) for UG/PG classes.	03 contract teachers and 12 JBS teachers taught UG and PG classes.

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17. Feed-Back forms must be translated in Hindi language and provided to all the stakeholders of the College. A committee of all the HoD's was formed to analyze the report and copy of the report must be provided to IQAC.	Hindi format were distributed to all stake holders. Feedback analysis has been done. The copy is with IQAC.
18. Internal examination conducting and monitoring committee must be formed and the final result should be given to IQAC.	According to academic calendar 2014-15, the Internal examinations were held. The answer-sheets were observed by the students.
19. Provision for Shade construction over fees counter is needed for the convenience of the students.	Shade construction is completed.
20. To upgrade teaching quality smart class should be installed and LCD projector should be provided.	Smart class is conducted in some departments. The geography department has fitted smart board. LCD projector is used in Botany, Zoology. The Office also has a LCD projector.
21. GIS software should be purchased for Geography Department.	HoD will decide to purchase.
22. A Botanical Garden is required for applied study.	Botanical garden is constructed and it is in the process of developing.
23. For Women's Hostel, furniture should be purchased and for the sanction of the post of warden, the letter must be written to the H.E.D. (C.G Government.)	done
24. Red-cross should organize Awareness programs <i>i.e.</i> Health checkup camps, AIDS awareness lectures, Environment days, literacy and Adult education program, etc for the improvement of quality of life in this area.	02.10.2014 "BHARAT SWACHHATA ABHIYAN" joint program of cleanliness, with Rally organized. In 08.10.2014, blood group testing and Health-checkup program organized.
25. Canteen construction proposal should be present before Janbhagidari Committee.	JBS committee will decide for permanent canteen.
26. In view the of infrastructure development a fresh proposal for Boundary wall of Women's Hostel should be constructed and forwarded to HED. C.G Government.	State Govt. is going to conduct examination for the Post of Hostel-warden. As, soon as the post of warden is fulfilled, Boundary wall will construct.
27. Proposal for water harvesting should be made with the help of PWD.	Library building is going to complete its construction. PWD will construct the "Water-Harvesting" near library.
28. Sports department should prepare fresh proposal for sports infrastructure development and sent to UGC under 12 <sup>th</sup> Plan.	Fresh proposal will be proposed in front of JBS.