

Action Taken Report 2018-19

Plan of Action by IQAC/Outcome-2018-19

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year 2018-19 is following:

Plan of Action	Achievements
1. All the HOD's of each department will observe the calendar of Academic Session 2018-19. For their reference, they may use the university calendar provided by the government, ref. www.durguniversity.ac.in	Academic calendar of 2018-19 downloaded from the Durg University, Durg. The college followed accordingly during the session 2018-19.
2. In the beginning of the session, for curricular and co-curricular activities, respective committees should be formed.	Official letter is released as per Committee was constituted at the beginning of session 2018-19
3. Teaching time-table should be prepared according to the University syllabus.	A committee of time-table headed by Prof. B. M. Sahu released the Teaching time table.
4. Students should be informed about the rules & regulations, and consequences of ragging & in-disciplinary action at the beginning of the session. The "Disciplinary-committee" should inspect it 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. Anti-ragging program has been organized.
5. Teacher should be inspired to participate actively in research paper publications, workshops, seminars and Short term courses. At the same time students should be inspired to participate in educational excursions.	Teachers take part in seminar and workshop. Dr. [Smt.] Neelam Gupta, Asstt. Prof. Commerce attended the 4-week orientation program in Pt. Ravishankar Shukla University.
6. Series of lectures of subject expert should be arranged in the college. The concerned HOD's are requested to provide the details.	A series of lectures were organized as follows: GST-seminar [By-Commerce Deptt.]
7. For career advancement and placement among students, workshops/seminars/guest lecture etc., of the professionals should be arranged.	(i) Career counseling cell is constituted. Programs are done within this cell.
8. The motivational lecture, best practices program, program of personality development, etc. must be organized.	(i) Motivational Lecture of Sri Santosh Adil organized on 23.01.2019 (ii) Class representatives were nominated as the cleanliness captain to their class. They monitored the cleanliness.
9. A booklet of publications regarding college news in various newspapers must be prepared by the librarian and it must be maintained session-wise.	(i) The booklet is being made. (ii) Sports department is also maintaining this.
10. From college stake holders, old books, specimen copies, reference books, other general-knowledge books must be collected and the record of the same must be maintained.	"Neki ki Diwar" was started in the college in 2016-17. College asstt. Prof. kept books on this counter. Any person or stake-holder can put books in this "Neki-ki-Diwar". Specimen books, old books, other general-knowledge books are kept for student's use.

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11. New course books, reference books, competitive books, journals and magazines should be subscribed. The list of books must be provided by all the HOD's to the Librarian.	Books are purchased as per government rule, by the Librarian.
12. Proposals for workshop, seminar, minor research projects, faculty development program, and other UGC sponsored program are welcomed by the IQAC, and should be sent to UGC through proper channel.	No proposals received from any department
13. The college and IQAC will welcome our teacher if they nominate them as research guide/research centre. Also, the proposal of establishment of research center in this college for their subjects are invited by them, and suggest them to submit their proposal in-front of the affiliated University, i.e. Hemchand Yadav University, Durg.	No proposals received from any department
14. For community services like NSS camps, NCC & Red Cross activities, the program should be diversified; and suitable record of such programs, e.g., date of the program, name of the program, chief mentor's name, best performer student's name etc., must be given to IQAC. Photos regarding these activities must be attached in notice-board	NSS camps, NCC & Red Cross activities done. The 7 days NSS camp held in the historical village Tarrighat, Tehsil- Patan. Regular program is organized every Saturday. Two branches of NSS are running. Redcross programs like, Blood-group checking, AIDS awareness rally, Cleanliness rally are organized. Workshop on first-aid awareness, Warm-free program organized in college by a team from hospitals. NCC wing take parts in regular basis.
15. New teachers should be appointed in college through Janbhagidari (internal resources) for UG/PG classes.	1. Temporary (Janbhagidari) and contract teachers appointed for teaching PG classes, which are running through JBS (Janbhagidari Samiti). 2. One lab instructor/tutor for PGDCA appointed. 04 Group D worker appointed, completely on contract basis.
16. Feed-Back form is provided to all the stakeholders of the College. A copy of the report must be provided to IQAC.	Feedback form has been filled offline and analyzed.
17. Internal examination conducting and monitoring committee must be formed, and the final result should be given to IQAC. The analysis of the internal examination must also be prepared and displayed. The top rankers should be motivated by giving their names, photos etc. in the notice board and in IQAC.	a. Internal Examinations, e.g., Unit-Test, Quarterly-Exam., Model-Exam. are taken. Prof. B. M. Sahu and his team maintain and monitors these examinations. b. A new rule of University to add 10 percent marks of internal Exam in Annual Exam has been sent to University.
18. According to number of students, a separate cycle stand is necessary. For this purpose, enlargement of old stand, and/or construction of new stand is needed.	(i) New separate cycle stand started to keep student's cycle and a college worker watch to secure these cycles.
19. Student help-center cum I-card checking counter must be opened in-front of the gate. This counter must maintain the discipline among students.	Help cum I-card checking centre opened and applied in front of the college gate, to control discipline among students. This activity done during admission process.
20. New class rooms are necessary. These are constructing under RUSA committee.	08 new classrooms construction under RUSA scheme. Current session classrooms started.
21. Rain water harvesting will be start this year.	Not completed.
22. A Botanical Garden has been prepared in the college in 2014-15. Various plants like medicinal plants, flowering plants, plants for use of college-practical etc. had been planted. A new garden called "OXYZONE" should be prepared for greenery and environmental purpose.	1. Botany Student and college worker maintains botanical garden time-to-time. Some medicinal useful plants are planted in it. A gardener is kept to maintain garden. 2. "OXYZONE" is prepared for greenery and environmental purpose. Water-tank has been made

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23. Women's Hostel should be started.. The sanction of the post of warden, and other infrastructure like boundary wall, security guard etc.	The sanction of post of warden, and security guard etc. has been done by the government. But other infrastructure like boundary wall of Hostel is not started yet.
24. Proposal for water harvesting should be made with the help of local body. It is our national duty to store every drop of water for future generation.	PWD should make water-harvesting for their 08 new rooms.
25. Sports program in college should be arranged. Alumni, Civilian etc. must be added to support sports activity. If needed, the sports department should prepare fresh proposal for sports infrastructure development and sent to the UGC.	Sports officer is trying to develop sports facility as well as sports activity. College sports scenario is changed positively.
26. To aware students about any type of information for benefit of students, a NOTICE BOARD should be preparation by each department. HOD of each department will prepare this and a copy of the same should be submitted annually to IQAC.	(i) Departmental NOTICE BOARD is prepared for each class. These boards are useful for student's information.
27. Every student should motivate to make their own ADHAR number, to open their bank account number, to link the ADHAR number with bank account number. They should also motivate to include their name in Voter list by filling Form-6.	(i) Nearly 90% students have their own Aadhar card. (ii) Nearly 80% students have their own Bank-account. (iii) College organizes camp to make Voter ID card of interested students. For this purpose, the NSS cell co-operates with local administration, under SVEEP program.
28. SBSI-Swachh Bharat Summer internship program will be activated as a Cleanliness program for students.	Village-Kauhi, Tehsil-Patan, dist-Durg has been taken for SBSI 100 hour-Cleaning program. Certificate has been distributed to students.