

Plan of action chalked out by the IQAC committee For the Session: 2016-17

Details of the Plans of institution for the year 2016-17:-

IQAC is that cell in each college to assure the Internal Quality in college activity. For this purpose, the action plan is prepared and college has to perform according this. For this year, i.e., 2016-17 this plan is being laid down.

The NAAC committee visited this college on 25-27 November 2014. They inspected the college and met all the stack holders of this college. They accredited the college by allotting 2.37 marks out of 4. Since the inception of the committee is involved in maintaining quality education of the college. The recommendations are as follows:-

1. All the HOD's of each department will observe the calendar of Academic Session 2016-17. They will confirm to monitor, apply and submit the report to the IQAC accordingly. For their reference, they may use the university calendar provided by the government, ref. www.prsu.ac.in.
2. In the beginning of the session, for curricular and co-curricular activities, respective committees should be formed and a copy of the same must be provided to IQAC.
3. Teaching time-table should be prepared according to the University syllabus. The copy of combined and departmental Time-Table should be given to IQAC.
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.
5. Teacher should be inspired to participate actively in research paper publications, workshops, seminars and Short term courses. A copy of the participation should be submitted for the record to IQAC. At the same time students should be inspired to participate in educational excursions.
6. For the preparation of competition examination, e.g. PSC, SSC etc. a competition cell will be constructed in the headship of Dr. Shakil Hussain. For career advancement and placement among students, workshops/seminars/guest lecture etc., of the professionals should be arranged. Its documents and photographs must be provided to IQAC.

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7. The motivational lecture, best practices program, program of personality development, etc. must be organized and a report should be provided to the IQAC.
8. Students should be motivated about maximum use of library. Librarian should deliver lecture regarding rules & regulations of library and books availability in the beginning of the session, to make students updated. Notice about use of library should be displayed at every suitable place.
9. From college stake holders, old books, specimen copies, reference books, other general-knowledge books must be collected by the librarian and the record of the same must be maintained. To make better utility of the library, the stake holders must also be included.
10. A booklet of publications regarding college news in various newspapers must be prepared by the librarian and it must be maintained session-wise. This booklet must be submitted to IQAC after ending the session.
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.
12. To get the library services updated and quick responding, automation of library should be done. The books should be issued and all the records should be maintained carefully in the computer.
13. 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.
14. The college and IQAC will welcome our teacher if they nominate them as research guide. 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. Durg Vishwavidyalaya.
15. 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 for motivation of students.

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16. New teachers should be appointed in college through Janbhagidari (internal resources) for UG/PG classes. A list of appointed teachers should be provided by the office, with their subject and date of joining.
17. Feed-Back form is provided to all the stakeholders of the College. A committee of all the HOD's must be formed to analyze the report, and a copy of the report must be provided to IQAC.
18. 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.
19. According to number of students, a cycle stand is necessary. For this purpose, enlargement of old stand, and/or construction of new stand is needed.
20. Student help-center cum I-card checking counter must be opened in-front of the gate. This counter must maintain the discipline among students.
21. To upgrade teaching quality, smart class should be installed and LCD projector should be provided.
22. New class rooms are necessary. These are constructing under RUSA committee.
23. 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. For applied study of botany subject, the students of concerning classes should be motivated to give one hour per week in this Garden. Photo of best performer student must be paste in College notice-board and the record of the same must be submitted to IQAC.
24. For Women's Hostel, furniture should be purchased and for the sanction of the post of warden, and other infrastructure like boundary wall, security guard etc., the letter must be written to the Higher Education Department (C.G Government.)
25. Red-cross should organize an awareness program in college, like Health checkup camps, health-awareness lectures/program, Environment days, AIDS-rally etc. for the improvement of quality of life in this area.
26. 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.
27. Sports awareness program in college should be arranged. Alumni, Civilian etc. must be added to support sports activity. If needed, the sports department

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should prepare fresh proposal for sports infrastructure development and sent to the UGC.

28. Smart classes should be utilized by each department. Where-ever possible, IT and internet facility should be used at the time of teaching. For this purpose, some classes, especially practical classes, based on power point presentation must be organized.
29. To aware students about departmental activity, achievements, new-developments about subject, new research findings in the subject, or 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.
30. 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.

Signature of members of the IQAC committee

1. Dr. Sadhna Rahatgaonkar
2. Dr. D. K. Namdeo
3. Prof. Jagrit Kumar
4. Prof. Ugendra Kurrey
5. Prof. Praveen Jain
6. Smt. Manorama Yadu
7. Dr. Manoj Dewangan
8. Sri Sandeep Mishra

Co-ordinator

Principal