

## Action Taken Report 2015-16

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Plan of Action	Achievements
1. All the HOD's of each department will observe the calendar of Academic Session 2015-16. They will confirm to monitor, apply and submit the report to the IQAC. For their reference, they may use the university calendar provided by the government, ref. <a href="http://www.prsu.ac.in">www.prsu.ac.in</a> .	Academic calendar of 2015-16 downloaded from the Pt. Ravishankar University. The college followed accordingly during the session 2015-16.
2. In the beginning of the session 2015-16, for curricular and co-curricular activities, respective committees should be formed and a copy of the same must be provided to the IQAC.	Official letter no-389/estt./2015 patan date-18.06.2015 released as per Committee was constituted at the beginning of session.
3. Teaching time-table should be prepared according to the University syllabus, combined and Departmental Time-Table copy should be given to the IQAC.	A committee of time-table headed by prof. B. M. Sahu released the Teaching time <b>table</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 in paper publication, <b>workshops</b> , seminars; and they are required to submit the record to the IQAC. At the same time students should be inspired to participate in educational excursions.	(i) Dr. R. K. Verma published 02 papers in Journals. He also attended the CHIPS training at Mantralaya and Govt. Patankar Girls college Durg. He attended the IQAC seminar, held at Prekshagriha Pt. RSU Raipur. (ii) Educational tour in Zoology at Raipur and Botany were done.
6. Series of lectures of subject expert should be arranged in the college, through "remedial classes" for SC/ST/OBC and under-privileged class students. The concerned HOD's are requested to provide the details.	<b>Besides Remedial classes, a series of lectures were organized as follows:</b> (i) Guest lecture on "side-effects of pesticides" is given by Dr. Purnima Seth. (ii) Discussion on 'new education policy' discussion by RUSA (iii) Science quiz a program on Science day organized. (iv) Guest lecture on 'group theory' by Prof. Upma

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	<p>Srivastava Chemistry subject.</p> <p>(v) Guest Lecture on SPORTS by Dr. C. D. Agashe, Pt. RSU Raipur</p> <p>(vi) Guest lecture on "How to use mobiles-a precaution" by Rumen Technology, Bhilai</p>
<p>7. 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.</p>	<p>(i) Carrier counseling program by prism Engineering College, Utai, dist-Durg.</p> <p>(ii) Carrier counseling program by NSDC.</p> <p>(iii) Carrier counseling program "Tejas Academy" on competition exams like PSC, IAS etc, was given.</p>
<p>8. The motivational lecture, best practices program, program of personality development, etc. must be organized and a report should be provided to the IQAC.</p>	<p>(i) Motivational lecture of Dr. Sandhya Madan Mohan on good food habits is organized by IQAC.</p> <p>(ii) Guest lecture by M. M. Srivastava on "personality development" is organized by IQAC.</p> <p>(iii) Guest lecture by Dr. Shakil Hussain on preparation of competition exam organized by IQAC.</p>
<p>9. To introduce computer literacy programs for the students, teachers and non-teaching-staffs Computer-lab with internet facilities should be available. A computer training program must be organized especially for UG first year students.</p>	<p>(i) Computer literacy training program for UG first year student was started. They take training in ten batches.</p> <p>(ii) For M.Sc.-II semester (zool.) computer knowledge program started. It was of 10 days program.</p> <p>(iii) RUSA also organized a computer training program for teachers.</p> <p>(iv) Computer literacy program for helping-staff organized.</p> <p>(v) Training on how to make Digital locker organized for PGDCA students.</p>
<p>10. Students should be motivated to use library and issue books. Librarian should deliver lecture-regarding rules and regulations of library and books availability in the beginning of the session, to make students updated.</p>	<p>(i) There are notices on notice board at each suitable place in campus, where the library notices are shown.</p> <p>(ii) A guest lecture on "how to use library" by Mrs. Preeti Sharma is organized</p>
<p>11. 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.</p>	<p>The Coordinator Dr. R. K. Verma of IQAC donated 30 books for the use of students.</p>
<p>12. 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</p>	<p>It is preparing.</p>

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be submitted to IQAC after ending the session..	
13. 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.
14. 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 into the computer.	There are three computers in library. Automation procedure is to be done.
15. Proposals for workshop, seminar, minor research projects, faculty development program, other UGC sponsored program are welcomed by the IQAC, and should be sent to UGC through proper channel.	No proposals received from any department
16. The college welcomes teachers to nominate them as research guide. The proposals 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.	One assistant professor Dr. Shakil Hussain, one professor Dr. Shobha Srivastava and Principal Dr. S. K. Bhardwaj are research guide of different Universities. A thesis was checked and submitted for Ph.D. degree under the supervision of Dr. S. K. Bhardwaj (Principal) during 2015-16. However, the college has no research centre yet.
17. For community services like NSS camps, NCC and 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.	(i) The 7 days NSS camp held in village Borid. Regular program is organized every Saturday. Two branches of NSS are running presently under two different assistant professors, namely B. M. Sahu and Jagrit Kumar. The second branch opened in 2014-15. (ii) The Red-cross program is organized under the supervision of D. K. Bhardwaj. Programs like, Blood- group checking, AIDS awareness, Cleanliness rally are organized. Workshop on first-aid awareness, blood-donation camp organized in college by a team from hospitals. (iii) NCC wing take parts in regular basis.
18. New teachers should be appointed through college 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.	11 temporary (Janbhagidari) teachers appointed for teaching PG classes, which are running through JBS (Janbhagidari Samiti). Also, 02 contract teachers are appointed against sanctioned/ vacant post. One lab instructor/tutor for PGDCA appointed. 04 Group D worker appointed, completely on contract basis.
19. Feed-Back forms must be translated in Hindi language and provided to all the stakeholders	Translated (in Hindi) feedback forms are filled by stack-holders, e.g., Students, assistant-staff, Ex.-

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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.	student etc.
20. 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.	Internal Examinations, e.g., Unit-Test, Quarterly-Exam., Model-Exam. are taken. Prof. B. M. Sahu and his team maintain and monitors these examinations.
21. Shade construction over fees counter is completed in F.Y 2014-15. The admission procedure, Fees - submission, nomination/enrollment, scholarship application, election procedure etc. must be handled from this counter for the convenience of the students. This will be called "single-window system"	(i) Shade completed on/above fees counter completed. (ii) A window for fees collection, receiving applications of nomination /enrollment procedure, receiving hard copy of examination form, application of scholarships, and filing nomination format in student election is applied in college.
22. 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.
23. To upgrade teaching quality, smart class should be installed and LCD projector should be provided.	Two new smart board purchased and adjusted in Seminar hall and PGDCA classes.
24. GIS software should be purchased for Geography Department	There is no fund for purchasing GIS software
25. 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. should be planted. 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 past in College notice-board and the record of the same must be submitted to IQAC.	(i) Student and college worker maintains botanical garden time-to-time. Some useful plants are planted in it. (ii) A new structure "cycle stand" started, which is connected to this garden. (iii) Five benches of Iron are donated to sit in campus.
26. 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.)	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.

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<p>27. Red-cross should organize awareness programs, i.e. Health checkup camps, AIDS-awareness lectures, Environment days, literacy and Adult-education program, etc. for the improvement of quality of life in this area.</p>	<p>(i) Blood donation camp organized in college campus, where 26 students including sports officer.                  (ii) Blood group and general health checking program of 149 students                  (iii) AIDS HIV awareness rally organized                  (iv) First-AID awareness program organized by nursing college Sec.-9, BHILAI</p>
<p>28. Proposal for water harvesting should be made with the help of PWD.</p>	<p>Proposal send to Nagar Panchayat Patan.</p>
<p>29. Sports department should prepare fresh proposal for sports infrastructure development and sent to the UGC under 12th Plan.</p>	<p>Sports officer is trying to develop sports facility as well as sports activity.</p>
<p>30. Smart classes should be utilize by each department. For this purpose, some classes based on power point presentation must be organized.</p>	<p>(i) PGDCA classes runs on smart board. They use smart class regularly.                  (iii) Botany department goes through smart class. They have been available smart board.</p>
<p>31. Excursion tour should be organized, wherever necessary in the syllabus.</p>	<p>(i) Department of Botany excursion tour to Atari, Patan govt. Nursery.                  (ii) Zoology department excursion tour to Raipur.</p>