

Action Taken Report 2016-17

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Plan of Action	Achievements
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	Academic calendar of 2016-17 downloaded from the Durg University, Durg. The college followed accordingly during the session 2016-17.
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	Official letter is released as per Committee was constituted at the beginning of session.
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.	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.
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.	(i) Dr. R. K. Verma published 04 papers in Journals. List is given in Annexure-2 (ii) Dr. Shakil Hussain has published a book.
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: (i) Two Guest lecture organized in Botany department by IQAC. (ii) One Guest lecture organized in Chemistry department in 2016-17 by IQAC. (iii) One Guest lecture organized in Zoology department by IQAC. (iv) One Guest lecture organized in Political science department by IQAC. (v) Five Guest lecture organized in Hindi department by IQAC. (vi) Five Guest lecture organized in Economics department by IQAC. (vii) One Guest lecture organized in Geography department by IQAC. (viii) Two Guest lecture organized in Sociology department by IQAC. (ix) One Guest lecture organized in English department by IQAC.

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<p>7. 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.</p>	<p>(i) Carrier counseling cell is constituted. Programs are done within this cell.</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 is organized by IQAC. (ii) Best practices to show student related information on notice board by various department were done. (iii) Guest lecture on personality development organized by IQAC.</p>
<p>9. 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.</p>	<p>(i) The booklet is being made. (ii) Sports department is maintaining it well.</p>
<p>10. 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) There are notices on notice board at each suitable place in campus, where the library notices are shown.</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>“Neki ki Diwar” is started in the college, where old books are kept for study of students. Any person or stake-holder can put books in this “Neki-ki-Diwar”.</p>
<p>12. 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.</p>	<p>Books are purchased as per government rule, by the Librarian.</p>
<p>13. 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.</p>	<p>There are three computers in library. Automation procedure is to be done.</p>
<p>14. 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.</p>	<p>No proposals received from any department</p>
<p>15. 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.</p>	<p>(i) One man department for each P.G. course is being run in this college. So, there is very busy schedule to operate P.G. (ii) Lack of time and busy schedule to run PG successfully are main reason behind the lack of research activity in this college.</p>
<p>16. 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.</p>	<p>(i) The 7 days NSS camp held in villaged. 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. The programs like, Blood- group checking, AIDS awareness rally, Cleanliness rally are organized. Workshop on first-aid awareness, blood-donation</p>

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	camp organized in college by a team from hospitals. iii)NCC wing take parts in regular basis.
17. 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.	1. Ttemporary (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.
18. 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.	Feedback form has been filled and analyzed.
19. 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 maintains and monitors these examinations.
20. 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.	(i) New cycle stand started to keep student's cycle and a college worker watch to secure these cycles.
21. 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.
22. To upgrade teaching quality, smart class should be installed and LCD projector should be provided.	Two new smart board purchased and installed in Seminar hall and PGDCA classes, previous year. Power-point presentation, seminar, other student-related program helps student in their study.
23. New class rooms are necessary. These are constructing under RUSA committee.	08 new classrooms are under construction under RUSA scheme. It will be complete in next session.
24. 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.	(i) Botany Student and college worker maintains botanical garden time-to-time. Some useful plants are planted in it. (ii)"OXYZONE" is prepared for greenery and environmental purpose.
25. 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. Girl's hostel is not started yet, due to all necessary and sufficient infrastructure and staff.
26. 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.	(i) Blood group and general health checking program held. (ii) AIDS HIV awareness rally organized (iii) National "Krimi-mukti" program held in college with the help of hospital members.

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<p>27. 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.</p>	<p>PWD should be make water-harvesting for their 08 new rooms.</p>
<p>28. Sports awareness 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.</p>	<p>Sports officer is trying to develop sports facility as well as sports activity. College sports scenario is changed positively.</p>
<p>29. 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.</p>	<p>(i) PGDCA classes runs on smart board. They use smart class regularly. (ii) Botany department goes through smart class. They have been available smart board. (iii) Other class organize occasionally the smart class wherever they need.</p>
<p>30. 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.</p>	<p>(i) Departmental NOTICE BOARD is prepared for each class. These boards are useful for student's information.</p>
<p>31. 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.</p>	<p>(i) Nearly 90% students have their 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.</p>