

Action Taken Report 2014-15

Action Taken Report 2014-15

Plan of Action	Achievements
1. Academic calendar 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 different committees 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. Teaching time table should be prepared according to the University syllabus, combined and Departmental Time Table copy should be given to IQAC	Teaching time table is prepared and distributed to teachers (Annexure-3)
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 workshops , 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 cultural knowledge examination 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, Mathematics Aptitude Test 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 use 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 main notice board . 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 th Plan.	Fresh proposal will be proposed in front of JBS.

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. www.prsu.ac.in .	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 table .
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, workshops , 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.	Besides Remedial classes, a series of lectures were organized as follows: (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>

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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>

Action Taken Report 2017-18

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Plan of Action	Achievements
1. All the HOD's of each department will observe the calendar of Academic Session 2017-18. For their reference, they may use the university calendar provided by the government, ref. www.durguniversity.ac.n	Academic calendar of 2017-18 downloaded from the Durg University, Durg. The college followed accordingly during the session 2017-18.
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 2017-18
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.
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. Mr. Pravin jain took part in refresher course, and Mr. Gaurav Sharma was awarded by PhD degree.
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: 1. 6-day English speaking course organized in college 2. Library department organized program in college.
7. For career advancement and placement among students, workshops/seminars/guest lecture etc., of the professionals should be arranged.	(i) Carrier counseling cell is constituted. Programs are done within this cell. The MYSY program held by this cell. 6-day workspopheld from 06-11Nov.2017.
8. The motivational lecture, best practices program, program of personality development, etc. must be organized.	(i) Motivational lecture organized. (ii) Lecture on personality development organized.
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 it..
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 new Janbhagidari president Mr. Sheshnarayan Bhale donated items in it, Pen, rubber, old books are kept for study of students. Any person or stake-holder can put books in this "Neki-ki-Diwar".
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

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<p>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. Durg Vishwavidyalaya.</p>	<p>No proposals received from any department</p>
<p>13. 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</p>	<p>NSS camps, NCC & Red Cross activities done. The 7 days NSS camp held in villaged. Regular program is organized every Saturday. Two branches of NSS are running. The 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.</p>
<p>14. New teachers should be appointed in college through Janbhagidari (internal resources) for UG/PG classes.</p>	<ol style="list-style-type: none"> 1. Ttemporary (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.
<p>15. Feed-Back form is provided to all the stakeholders of the College. A copy of the report must be provided to IQAC.</p>	<p>offline Feedback form has been filled and analyzed.</p>
<p>16. 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.</p>	<ol style="list-style-type: none"> 1. Internal Examinations, e.g., Unit-Test, Quarterly-Exam., Model-Exam. are taken. Prof. B. M. Sahu and his team maintains and monitors these examinations. 2. A new rule of University to add 10 percent marks of internal Exam in Annual Exam. has been sent to University.
<p>17. 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.</p>	<p>(i) New separate cycle stand started to keep student's cycle and a college worker watch to secure these cycles.</p>
<p>18. Student help-center cum I-card checking counter must be opened in-front of the gate. This counter must maintain the discipline among students.</p>	<p>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.</p>
<p>19. New class rooms are necessary. These are constructing under RUSA committee.</p>	<p>08 new classrooms construction under RUSA scheme. Current session classrooms started.</p>
<p>20. Rain water harvesting will be start this year.</p>	<p>Not completed.</p>
<p>21. 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.</p>	<ol style="list-style-type: none"> (i) Botany Student and college worker maintains botanical garden time-to-time. Some medicinal useful plants are planted in it. (ii) "OXYZONE" is prepared for greenery and environmental purpose.
<p>22. Women's Hostel should be started.. The sanction of the post of warden, and other infrastructure like boundary wall, security guard etc.</p>	<p>The sanction of the post of warden, and other infrastructure like boundary wall, security guard etc. have not been started yet.</p>

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23. 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.
24. 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.
25. 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.
26. 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 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.
27. MYSY program will be activated for employment of students.	MYSY Workshop organized.

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.