

### **ACTION TAKEN REPORT 2017-18**

Serial No.	Decisions	Actions initiated
1	Diploma Course to be introduced	Diploma course of Computerised Accounting and Taxation under Community College is implemented.
2	Certificate Courses to be introduced	Certificate Courses in Urdu Journalism, Environmental Studies and GST are conducted.
3	Preparation of Academic Calendar of Institute for quality enhancement.	Academic calendar of 2017-18 is prepared and evaluation is monitored during monthly academic calendar meetings.
4	Preparation of subject-wise annual teaching plan.	Actual implementation of teaching plan is monitored by collecting weekly reports of every department.
5	Strengthening the quality of academics	All programmes like study tours, field visits, seminars for students, guest lectures, group discussion and competitions are monitored as per schedule.
6	Enhancing quality of teaching learning process	Modern teaching learning process is followed.
7	To conduct seminars for students	Departmental seminars were conducted on based on subject and current issues.
8	To conduct field visits and study tours	Science faculty, Commerce and Economics department conducted field visits and study tours.
9	Enhancing results	Remedial classes, test, online MCQ test, tutorial, home assignment, oral question answers were conducted to improve the results. Outstanding academic performing students were awarded.
10	Development of infrastructure facilities	NAAC room with computer lab is developed. Filtered drinking water facility is provided to students. 22 new and 12 revolving chairs are purchased.
11	Promotion of Research culture among faculty members	The involvement of faculty in research was enhanced as four minor research projects were sanctioned and one Major Research Project was submitted.
12	Strengthening extension activities	Value based activities were successfully organized by the IQAC, faculties of various departments and NSS unit. 21 extension activities on various community issues were organized.

13	Student Support	Anti-ragging committee constituted, collected online undertaking forms, formulated anti ragging squad, organized workshop to create awareness about ills of ragging and job fair is organized.
14	Active functioning of Student development cell	Student development cell conducted new India manthan programme , 2 day workshop on Disaster Management, one day seminar on Personality Development, special guidance for FY BA/B.Com students and successfully implemented Earn and Learn Scheme.
15	Competitive Exam preparation	Free of cost NET/SET coaching for M.Com students were conducted.
16	Celebration of annual social gathering.	Varieties of cultural activities were organized and students were given prizes for better performance.
17	College magazine publication	College magazine is published.
18	Alumni registration	Alumni Association is registered and its network is enhanced.
19	To conduct academic and administrative audit (AAA)	For the first time College conducted AAA.
20	To prepare personal files	Faculties prepared their personal files as per the guidelines issued by NAAC coordinator.
21	Feed-back report preparation	Feed-back forms of students, parents and Alumni are framed, get it filled, analyzed and accordingly report is submitted to IQAC and NAAC coordinators.
22	Efforts to made campus eco-friendly	Activities like ills of tobacco, plastic-free campus, no-smoking zone, Swachch Bharat Abhiyan, tree plantation, no vehicle day were initiated.
23	To make the campus energy efficient	Polycrystalline Solar panels were installed in roof-top of the College. LED lights were substituted.
24	Publications in UGC approved journals	Faculties were encouraged for attending and publication of their own research papers in UGC approved journals.
25	Self Study Report preparation	All the data and documents required for SSR preparation is provided. SSR is in final stage.