

ACTION TAKEN REPORT (2019-20)

DECISIONS	ACTION INITIATED
1. Curriculum Aspects	1. UGC sanctioned two certificate courses under Skill Development 1) Certificate Course in GST 2) Certificate Course in E-Banking
2. Add-on Courses	2. Spoken English, E-banking, Urdu Journalism, Food preservation, Chemical Laboratory Safety and GST are conducted.
3. Preparation of Academic Calendar of Institute for quality enhancement.	3. Academic calendar of 2019-20 is prepared and evaluation is monitored during weekly meeting conducted by vice principal. Actual implementation of teaching plan is monitored by maintaining daily diary and collecting weekly reports of every department.
4. Preparation of subject-wise annual teaching plan.	4. All programmes like study tours, field visits, seminars for students, guest lectures, group discussion and competitions, quizzes are monitored as per schedule.
5. Strengthening the quality of academics	5. Modern teaching learning process is followed.
6. Enhancing quality of teaching learning process	6. Use ICT teaching & learning
7. Enhancing results	7. Test, tutorial, home assignments, oral question answers, revision of the topics were conducted to improve the results.
8. Development of infrastructure facilities	8. The gallery of first floor of the College building is renovated. Further, on the terrace of backside College building a class room of 50 students' capacity and computer lab are constructed. New chairs, table cloths, glass and tray set for Department of Economics are purchased.
9. Promotion of Research culture among the students	9. The involvement of students in research was enhanced as every department submitted 2 minor research projects prepared by the students. 20

10. Strengthened extension activities	<p>projects of students are collected, for that ARC organized Research Orientation Programme for Students</p> <p>10. Community services were enhanced by the faculties and NSS unit. 44 extension activities were performed during the year.</p>
11. Active functioning of Student Development Cell	<p>11. Student Development Cell implemented earn while learn scheme, Voter Awareness Program, Vachan Prerna Diwas, Voter Awareness Program, Wetland Day etc.</p>
12. Career Guidance and Placement Cell strengthened	<p>12. Students were guided at the time of admission regarding their career. Career Guidance Cell conducted personal guidance programme for every faculty.</p>
13. Student Support	<p>13. Students were supported through various scholarship schemes, personal counselling programmes, all the important notices were displayed on the notice board and important messages were sent through SMS. Students were supported through mentorship programme of faculties. Instalment fee payment system was implemented for poor students.</p>
14. Celebration of annual social gathering.	<p>14. Due to corona virus, annual social gathering is cancelled.</p>
15. Environment Consciousness Initiatives	<p>15. For second year students a compulsory course on Environmental Awareness was conducted and local environmental problems and there solutions were discussed during the lecture. NSS Unit conducted tree plantation programme and implemented Swacha Bharat Abhiyan programme. River Cleanliness programme was conducted by SDC & NSS.</p>
16. Initiatives to make campus eco-friendly	<p>16. Use of LED bulbs, spitting and use of tobacco is strictly prohibited in college campus and for that instructions at various places are written. In addition,</p>

17. Alumni and PTA meet and activities	NSS unit has conducted college cleanliness programmes 17. Organized alumni and PTA meet. Feedback from parents and alumni are collected and analysed.
18. Students' grievances	18. Students' grievances are redressed within time bound programme.
19. Student Satisfaction Survey	19. Student Satisfaction Survey (SSS) is completed at the end of academic year.
20. Students' research project	20. Students prepared research projects under the guidance of respective faculties.
21. MoUs	21. 4 MoUs signed
22. Self Study Report preparation	22. All the data and documents required for SSR preparation are uploaded. SSR is in final stage.


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