


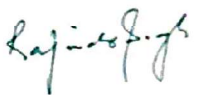
## ACTION TAKEN REPORT

### Parameter: Choice of courses offered by the institution

24 new courses have been introduced.

Sr. No.	Course Name	Start Date	End Date	No. of participants
1	Aspects of Insurance	05-07-2020	15-07-2020	63
2	Aspects of Business Management	27-07-2020	10-08-2020	87
3	Aspects of Financial Management	31-7-2020	21-08-2020	24
4	Android App Development for Beginners-1	06-08-2020	20-08-2020	212
5	Core PHP	06-08-2020	20-08-2020	37
6	Python for Beginners	12-08-2020	26-08-2020	85
7	Electronic Waste Management	20-08-2020	29-08-2020	47
8	Android App Development for Beginners-2	21-08-2020	04-09-2020	136
9	Learner Centric Content Design Tools	26-08-2020	09-09-2020	124
10	Python for Beginners	31-08-2020	14-09-2020	15
11	Android App Development for Beginners-3	01-09-2020	15-09-2020	61
12	Core Java	01-09-2020	15-09-2020	16
13	Mastering Excel from Basics to Advance	06-09-2020	20-09-2020	145
14	Web Designing	11-09-2020	25-09-2020	61
15	Mastering Excel from Basics to Advance-2	23-09-2020	07-10-2020	80
16	Intellectual Property Rights	25-09-2020	09-10-2020	47
17	Moodle LMS-1	04-10-2020	13-10-2020	101
18	Professional Documents with Microsoft Word	14-10-2020	28-10-2020	118

  
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19	Moodle LMS-2	01-11-2020	10-11-2020	69
20	Android App Development for Beginners-4	21-12-2020	31-12-2020	96
21	Designing Captivating Presentations with PowerPoint	01-01-2021	10-01-2021	110
22	Mastering Front End Web Development	21-01-2021	31-01-2021	57
23	Mastering Excel from Basics to Advance-3	01-02-2021	10-02-2021	103
24	Learner Centric Content Design Tools-2	11-02-2021	20-02-2021	151

**Parameter: Syllabi taught in the class**

1. **Moodle LMS** established at institute level in **March 2020**.
2. **YouTube channel** was created in May 2020, which has **2800+ subscribers** and **130000+ views**  
Currently and video lectures were uploaded on different topics
3. Online Extra classes were taken to cover up the syllabus.

**Parameter: Internal assessment system**

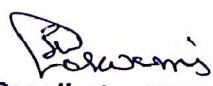
- Internal assessment is displayed on the college ERP and grievance if any are solved promptly.


**Parameter: Discussion about their performance in assignments**

- Remarks regarding assignments were given by teachers on the Moodle learning management system while assessing students' performance

**Parameter: Preparation & communication of lectures by teachers**

- 15 days Online Workshop Cum Certificate Course On "Mastering Excel: Tour from Beginners to Advance " conducted on 23.09.2020- 07.10.2020. 10 faculty members of the college attended the workshop.
- 16 Faculty Development Program/training sessions on E Content Development were organized by the E-Resource Development Cell of the college.
- Drafting of syllabi courses through YouTube videos, quizzes, PDFs, notes etc. on Moodle LMS at institute level

  
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**Parameter: Encouragement to participate in extracurricular activities**

- Subject associations/clubs/cells had organized various activities to encourage them to participate in extracurricular activities.(Reference from annual report)

**Parameter: Teacher's approach to teaching**

- E-Resource development cell of the college in collaboration with other departments had organised several ICT based teaching-learning online/offline workshops/training sessions for teachers to make them more technology savvy while teaching.

**Parameter: Engaging students in monitoring, review and continuous quality improvement of the teaching learning process**

- The college has the practice of taking feedback from students on various parameters which includes questions related to teaching learning. This feedback helps in monitoring, reviewing and continuous quality improvement of the teaching learning process.

**Parameter: Use of student centric methods like experiential learning, participative learning and problem solving methodologies for increasing the learning experiences**


- During this academic year a lot of student centric workshops/guest lectures were organized to give students an experience of application of theories/concepts/software in solving real time problems/issues. Workshops on software development/research methodology/entrepreneurship/home management etc. were organised to increase the learning experience of students.


**Parameter: Overall quality of teaching learning process.**

- Teachers communicate individually with students through social media groups/classes/telephonically to understand the issues, if any, students are facing.
- Mentors are allocated against a set of students to pay individual attention. Personal rapport with students helps in improving the overall quality of the teaching learning process.

**Parameter: Benefit of mentoring for academic, social and personality growth/cognitive, social and emotional growth of students/follow up with an assigned task to you.**

- Mentors interact with students and identify their strengths, weaknesses, opportunities and threats.
- On the basis of the above information mentors guided them, contacted their parents (wherever needed) to discuss the prospects and what else could be done to improve their personality /cognitive, social and emotional growth.

  
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- Mentors guided the students in the completion of the task assigned to them.

**Parameter: Explanation in class with the help of examples and practical applications.**

- Students were shown experiments/demonstrations and given hands-on training in labs/workshops to give them an exposure for practical application of the topic.

**Parameter: Identification of strengths, weakness, and opportunities available**

- Through the feedback mechanism, teachers/mentors analyze strengths, weaknesses, and opportunities available for students and help them provide relevant job and personality development opportunities.

**Parameter: Institution's interest in promoting internship, student exchange, field visit opportunities for students**


- Action plan would be implemented after the corona pandemic ends and visits would be allowed.

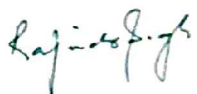
**Parameter: Level of opportunities to develop employability and entrepreneurship skills to prepare them for their career.**

- During the academic year a total of eight activities/workshops/seminars aiming to foster entrepreneurship among the students of the college for generation of employment opportunities and creation of wealth were organized by the Entrepreneurship Development Cell of the college.

**Parameter: Level of Value Added Courses/Training/Add-on Courses given by institution in the area of professional ethics & value, community services, preventive health care and rural care**

- College offered a total of 24 certificate/diploma/advanced diploma add-on courses in the area of Cosmetology, marketing, international trade management and office management, Web Designing etc. which help students in learning professional ethics & value.
- Seminars/webinars/guest lectures and training sessions were organized by YRC and the gender sensitization cell of the college to serve the community and to provide preventive health care and rural care to people.

  
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**Parameter: Information about expected competencies, course outcomes and programme outcomes**

- The expected outcome of available courses has been well defined on the Moodle learning management system of the college.
- The college prospectus also throws light on the same.
- Expected competencies, course outcomes and programme outcomes are also well explained by the teachers through classes and orientation programs.

**Parameter: Teachers' use of ICT tools such as LCD projectors, Multimedia, etc. while teaching**

- Various FDPs and workshops were organized and attended by the college teachers to learn the use of ICT tools in their regular teaching.
- E-Resource Development Cell of the college organized different workshops cum FDP's on ICT based learning and teaching.

**Parameter: Availability of Text/Reference Books of your subject**

- College library has enriched its e-resources by subscribing Sage Publication e-textbooks and e-journals. The institutional membership of reputed library network DELNET has also been subscribed by the college to access various databases and Inter Library Loan facility.

**Parameter: Issue/ Return Procedure of Books**


- The library follows the application of reputed Open Source Library Management Software, Koha to ensure smooth functioning of the issue/ Return Procedure of Books.

**Parameter: Kiosk System of Library**

- Students were informed and trained about the working and benefits of E-Kiosk OPAC (Online Public Access Catalogue)

**Parameter: Noiseless Atmosphere, Lights, Fans and enough Ventilation?**

- Internal audits have been conducted by internal quality assurance cell of the college to ensure Noiseless Atmosphere and proper working of Lights, Fans and enough Ventilation



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**Parameter: Books under book bank facility**

- The Book Bank facility extended to 992 students.
- A total of 10376 books are available under the Book Bank facility and additional 1339 new books have been added in the book bank facility for poor and needy students.

**Parameter: Behaviour of the Library Staff**

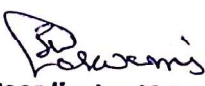
- The library staff was regularly counseled by Mr. Balesh, the Chief Librarian of the college and other action plans would be implemented after the corona pandemic.

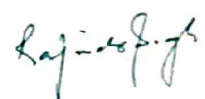
**Parameter: 28 & 29 Personality Development (PD) program helps in improving your personality and is the Career Guidance Cell helpful in guiding your career**

- Regular Classes of Personality Development Course which were already operational since July, 2019 would start again after corona pandemic.
- Several online workshops, guest lecturers & certificate courses were organized by the Career Guidance Cell to groom the personality of students.
- Presentations regarding course curriculum/higher education options/Job Options/Entrepreneurship have been presented to students through Career Guidance Cell.

**Parameter: NSS/YRC activities in improving personality and guiding the career**

- NSS came up with a lot of activities- 9 webinars, 1 seminar, 3 workshops, 2 blood donation camps, 2 awareness activities, 1 tree plantation camp etc. to help students to improve their personality and guide their career. (Kindly refer to the annual report of the college pp. 30-34).
- The College has an active Youth Red Cross Unit which promotes voluntary Blood Donation, provides First Aid Training Courses and Home Nursing Training Courses for staff and students of the college.
- YRC has developed its own Youth Red Cross Mobile Application available on Google Play Store since 2015. Through this app students can know the list of upcoming events and can take part.
- During the academic session 2020-2021 YRC organized a plenty of activities-5 camps, 9 webinars, 1 workshop, 3 awareness programs etc. both for developing the personality of students and social welfare at large. (Kindly refer to the annual report of the college pp. 41-43).

  
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**Parameter: Motivation and facilities for sports and related activities**

- The Department of Physical Education is providing all the facilities to its sports persons and financial incentives to outstanding sports persons of the college at Inter College/North Zone/All India Inter University/State/ National and International levels.
- Cricket Academy (Men and Women) and Boxing Academy (Men and Women)
- HandBall Coaching Centre (Men and Women) and Taekwondo Coaching Centre (Men and Women).
- Certificate Course in Handball was started from 01.01.2021 to 31.01.2021
- Certificate Course in Cricket was started from 01.01.2021 to 31.01.2021.
- A lot of sports activities/events were organized and a large number of students participated in it. (Kindly refer to the annual report of the college pp.26-28).


**Parameter: Appropriate opportunities to participate in the NCC, NSS and cultural activities**

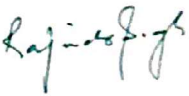
- Talent Finding Contest was organized on January 13-14, 2021 which offered ample opportunities to students to take part in cultural activities in the college.
- Zonal and inter-zonal youth festivals also provided various opportunities to take part in the cultural activities at both levels.
- Various training camps and competitions were organized by NCC girls' wing to provide for the self-grooming of students and for the cause of social welfare.
- NSS wing organized many activities both for the students and society. (Reference can be taken from the college Annual report 2020-2021, pp.)

**Parameter: Subject related workshops, seminars and field study**

During corona pandemic associations tried their best to motivate the students and organized many online activities as follows:

- Department of Humanities organized 4 competitions, 5 webinars and 1 extension lecture
- Department of Sciences organized 5 competitions, 6 webinars, 1 campaign, 1 awareness program, 1 workshop, 1 certificate course and 1 extension lecture

  
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- Department of Commerce & Management organized 7 competitions, 3 workshops and 1 extension lecture
- Department of Computer Science, Electronics & IT organized 6 competitions, and 2 extension lectures (Reference from Annual report under section of subject associations)

**Parameter: Institution Administration**

- Administrative training programs were conducted on Document Management and ICT Skills by E-Resource Development Cell.

**Parameter: Information to students**

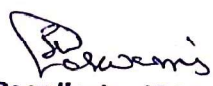
- Information to students regarding fee submission, roll nos has been sent through the college messaging facility.

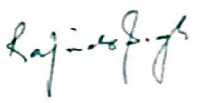
**Parameter: Comparison to students of other institution**

- Presentations regarding course curriculum/higher education options/Job Options/Entrepreneurship have been presented to students through the Career Guidance Cell.
- Certificate courses on Hard/Soft/Life skills have been offered to students to enrich the curriculum with latest demands of the market and yet producing skilled manpower for the industry.
- E-Resource development cell has executed **11** skill oriented certificate courses on nominal charges for the students.
- From August 2020, 24 certificate courses as MOOC courses on various topics like Android Programming, MS-Word, MS-Excel, Creating Effective PPT, Python, Web-Development etc. are organized by the E-Resource development cell.

**Parameter: College Information Management System**

- Intensity to access information through CIMS has been encouraged through providing Free Wi-Fi Campus, Online Attendance, Online Internal Assessment, Results, Online Lecture Plans and Notes and by giving the facility of an online form for Grievances on ERP.
- Teachers are directed to upload attendance & notes on a regular basis and deadlines were given to upload internal assessment timely.

  
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**Parameter: Scholarship and Earn while you Learn Scheme.**

- Video Lectures were prepared and links sent to students through whatsapp groups, text messages and LMS to make them aware about the schemes
- Awareness about the facility of online form for both the schemes available on ERP has been spread by teachers during online classes.

**Parameter: Canteen cleanliness, hygiene, quality & variety of eatables.**

- Canteen contractor has been counseled by the committee and plan would be implemented once canteen comes to its routine after the corona pandemic.

**Parameter: Drinking Water**

- Availability of pure drinking water at all times has been ensured by changing the candles of Purifiers every six months (semester-wise).

**Parameter: Health care facility**


- First-Aid kits at different places- YRC office, NSS office, college gate, Physical education department & girls' common room are maintained with all basic medicines.
- YRC appointed a teacher along with five volunteers to maintain the First-Aid kits and posters are displayed at various places in the college to inform about the availability of Kits.
- One Day Camp with the theme "Health, Hygiene & Sanitation" was organized by NSS on 24/01/2021 with participation of 105 volunteers
- Working of Blood Pressure machine, stethoscope, weighing machine (available in YRC office) is ensured.


**Parameter: Cleanliness & ventilation of Urinals & Toilets**

- Check lists have been prepared and displayed to ensure the work in time and accountability of peons has been fixed.

**Parameter: Behaviour of lab staff**

- Action Plan would be implemented once college comes to its routine gathering after corona ends.

  
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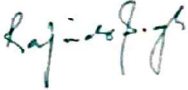
**Parameter: Grievance handling procedure**

- Awareness about cell and availability of its online form on ERP spread through teachers during online classes.

**Conclusion:** Since corona pandemic touched every area of our life from the starting of this session though institute tried its best to implement the action plans based on the online feedback and pending ones would be implemented once institute returns to its routine work and gathering.



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