

CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC1

CHAUDHARY CHARAN SINGH DEGREE COLLEGE

HEONRA -206130 (ETAWAH) UP

ACTION TAKEN REPORT OF IQAC

<u>AGENDA</u>	<u>ACTION TAKEN</u>
<p><u>Date: May 07, 2013</u></p> <ul style="list-style-type: none">• To have a functional IQAC at College • To have a detailed discussion on NAAC Peer Team Report	<ul style="list-style-type: none">• IQAC was established at College with Principal as its Chairmen and Dr. Neeti Yadav as its Coordinator, other members included Chief Proctor, few teachers and students• NAAC peer team report was discussed within the IQAC and it was decided that College and faculty members should work on every suggestion.
<p><u>Date: June 02, 2013</u></p> <ul style="list-style-type: none">• To apply for introduction of PG course in science, agriculture, commerce and education, history (Art stream)	<ul style="list-style-type: none">• As suggested by the NAAC peer team, applications was prepared and forwarded to the University for introduction of PG program in many of science, agriculture and few art stream courses.
<p><u>Date: June 25, 2013</u></p> <ul style="list-style-type: none">• Develop modalities for admission of students for new session • Submission of research projects for funding	<ul style="list-style-type: none">• Modalities for admissions for the new session were developed. Individual admission committees for UG and PG courses were made. For courses with high demand admissions were made on the basis of merit list of previous exam performance. Reservation policy was followed as per norms if candidates were available.• More than twenty members prepared major and minor research projects for submission to UGC.
<p><u>Date: July 07, 2013</u></p> <ul style="list-style-type: none">• To get the schedule ready for classes from all Departments • To make preparations for Independence Day celebration	<ul style="list-style-type: none">• Every department prepared a schedule of classes and a copy of it was submitted to the office. Focus was on experiential learning.• Music department prepared an excellent cultural programme to be presented in College auditorium. Programme was inaugurated by President of College Management Committee and several respected persons from the locality were invited. Programme was started with invocation to Goddess Saraswati and it

**CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC2**

	was followed by several performances of students.
<p><u>Date: Sep. 05, 2013</u></p> <ul style="list-style-type: none"> • To make proper arrangement for collection and processing of scholarship forms • To make available laboratory requirements • To plan a cultural programme on NSS Day • Planning for a seminar at Gandhi Birth Anniversary 	<ul style="list-style-type: none"> • One clerical staff with his own office and online computer facility was specially appointed for the collection, processing and forwarding of these application to Social Welfare Department. More then two thousand five hundred applications were forwarded. • Laboratory requirements collected from various departments and quotations were invited from various suppliers. Order were placed to the least price quoting supplier. • Cultural programme was organised by NSS wing under the supervision of its Coordinator on Sep.24 • NSS wing organised a seminar on the topic "Non-violence pathway of Bapu- Its importance in Present'. Seminar was attended by faculty members and students. Seminar was inaugurated by the Principal of College. Speakers from faculty, students and invited guests expressed their views on the topic.
<p><u>Date: Nov. 15, 2013</u></p> <ul style="list-style-type: none"> • To make preparations for semester exams starting in December • Submission of research project • Planning for awareness on National Unification Day 	<ul style="list-style-type: none"> • Examination committee made all necessary arrangements for examination. Internal flying squad was made to check any fraudulent activities by students. Focus was on conducting the exams in a fair way. • More than twenty minor projects by faculty members were submitted to UGC for funding. • NSS wing organised awareness programme on National Unification Day. Programme was attended by faculty members and students. Peoples from the local community also attended the programme.
<p><u>Date: Dec.05, 2013</u></p> <ul style="list-style-type: none"> • To host cultural programme to mark the birth anniversary of Ch. Charan Singh Ji. 	<ul style="list-style-type: none"> • Cultural program was arranged to mark the birth anniversary of Chaudahry Charan Singh, late former prime-minister, and after whom this college was established. After inauguration and few programs from students by music department , a grand national 'Kavi

**CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC3**

	<p>Sammelan' from reputed poets was organised. Program was hosted in College auditorium and it was attended by several distinguished guests, faculty members, students and local peoples.</p>
<p><u>Date: Jan.11, 2014</u></p> <ul style="list-style-type: none"> To arrange cultural programme on Republic Day 	<ul style="list-style-type: none"> On Republic Day flag hoisting was done by President of College management committee. It was followed by a cultural program prepared by the music department with the help of students from various departments. Excellent performances were made by the students. Such program gives opportunity to students to showcase their extra-curricular talent.
<p><u>Date: Feb. 15, 2014</u></p> <ul style="list-style-type: none"> To make preparations for annual examinations starting in first week of March Planning for a week long special camp of NSS 	<ul style="list-style-type: none"> Examination committee made all necessary arrangement for exams. Faculty members and support staff were assigned duties for glitch free exam organization. All efforts were made that exams be conducted in a free and fair manner. A week-long camp of NSS cadets was organized from Mar 01-07 at College campus under supervision of NSS Coordinator. All arrangements were made for successful hosting of the camp. Activities were conducted on Adult Education, Women and Child Development Education, Electorate Awareness and Plantation. Faculty members, support staff and other students also contributed to this camp. Some of these activities were carried out in neighbourhood.
<p><u>Date: July 2, 2014</u></p> <ul style="list-style-type: none"> To make due procedure for admissions and to start classes To start classes within a week 	<ul style="list-style-type: none"> Admission procedure was started with due process, so that eligible students can get their admissions. All university norms were followed for admissions to various classes. Reservation policy was employed for due representation of every category. HODs were asked to prepare a class schedule and to start classes regularly as per University calendar.
<p><u>Date: Aug. 1, 2014</u></p> <ul style="list-style-type: none"> To make preparations for Independence Day programme 	<ul style="list-style-type: none"> Music Department prepared an excellent cultural program for

**CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC4**

<ul style="list-style-type: none"> • To have a plantation drive in College campus and hostel 	<p>Independence Day. After flag hoisting ceremony, cultural program was hosted in the College auditorium.</p> <ul style="list-style-type: none"> • Plantation drive was carried out at College campus and student hostels. Several hundred saplings were obtained from the forest department and they were planted with the help of students and faculty members and support staff. Many of these plants survived due to proper care.
<p><u>Date: Sep.15, 2014</u></p> <ul style="list-style-type: none"> • Purchase of new books from the management grant • Use of ICT resources in classes • Planning for a slogan competition on Environment Conservation at NSS Day • Planning for a one-day camp on 'Environment and Cleanliness- Interrelations' to mark birth anniversary of Mahatma Gandhi • Study tour of BBA students 	<ul style="list-style-type: none"> • Requirement of books obtained from various departments was collated and books were purchased from the reputed publishers and suppliers. Books were duly entered in to accession register of the library. • Several faculty members were asked to make use of ICT resources in classrooms. Projectors, smart-boards, screens and laptops were made available to the faculty members so that they can make use of these resources in the classrooms. Internet nodes were also made available in some departments. • NSS wing organised a slogan competition on Environment Conservation at the accession of NSS establishment Day, Sep. 24. NSS cadets and students participated in this competition. Judgement on best slogan was made by faculty members. • One -day camp on Environment and Cleanliness was hosted by NSS wing to mark birth anniversary of Mahatma Gandhi at Heonra village. Students and local peoples were involved with this program. • Students of BBA department were taken to study tour of various organizations in Haridwar and Dehradun. Industrial visit of BHEL, Haridwar was arranged on Oct.28, followed by visit to Speed Craft Ltd. Sidkul, Haridwar on Oct.29. Students visited Mahindra & Mahindra manufacturing unit at Dehradun on Oct.31. This whole visit was of one -

**CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC5**

	<p>week duration and it was very much beneficial for the students.</p>
<p><u>Date: Nov. 12, 2014</u></p> <ul style="list-style-type: none"> • Departments shall encourage for academic visits • Necessary preparations for semester examinations • To plan for a program on Human Rights Day under NSS wing on Dec.12 	<ul style="list-style-type: none"> • Faculty members of all departments were notified to make programs for academic visits so that students gain knowledge by learning the things being at the actual locations. • Examination committee members made all the arrangements for smooth functioning of the exam process. Support staff was also deputed for help. • One -day program on Human Rights Day was organized by NSS on Dec.10. Seminar and debate was conducted at this occasion. Faculty members and students were invited to participate.
<p><u>Date: Jan. 10, 2015</u></p> <ul style="list-style-type: none"> • Arrangements for Republic Day celebration • Plans for a program during 'National Youth Week' by NSS • Plan for 'National Electorate Awareness' program 	<ul style="list-style-type: none"> • Music Department prepared a grand program for Republic Day celebration. After flag hoisting ceremony, cultural program was held at College auditorium. Students presented dance, singing, dramas, and skits as part of this program. At the end College President, appreciated the efforts of students. • NSS wing of the college organized activities to celebrate National Youth Week Feb.18-20. Motto for the program was on 'Environment Conservation'. Several activities involving seminar and awareness rally were organized under the leadership of NSS Coordinator. • This program was hosted in the College grounds on Jan 25, in which students and local peoples were informed about their electoral rights. Officials from the district election office were invited to give details. NSS Coordinator who is also SVEAP Coordinator for the area organized the program
<p><u>Date: Feb. 10, 2015</u></p> <ul style="list-style-type: none"> • Preparation for annual exams 	<ul style="list-style-type: none"> • Necessary arrangements were made under the supervision of Examination Committee starting from second week of March. All exam rooms were cleaned, furniture was repaired and electrical connections were repaired.

**CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC6**

<ul style="list-style-type: none"> • Preparation on week long camp of NSS on Environment Conservation 	<ul style="list-style-type: none"> • Week-long camp of NSS was held at College premises from Feb 14-20, under the supervision of its coordinator Dr. Neeraj Kumar. Activities were carried out at campus and in the local community. Seminars, plantation activity, cultural program and cleanliness took place during this program.
<p><u>Date: May 25, 2015</u></p> <ul style="list-style-type: none"> • Furniture to be repaired • Advertising for admissions for the next session 	<ul style="list-style-type: none"> • Furniture that was damaged during previous session was repaired by plumber from the locality, so that at the start of next session there shall be no problem. • Hoardings were placed at strategic locations in the nearby area so that students can know the subjects offered by the Institution. Pamphlets were distributed among local peoples and small posters were put up in the locality. College website was also updated to give admission details.
<p><u>Date: July 1, 2015</u></p> <ul style="list-style-type: none"> • Admission procedure • Starting classes 	<ul style="list-style-type: none"> • Admission committees were authorised to make admissions as per University and College guidelines. • Classes were started as per University calendar. Departments prepared their schedules and classes were started.
<p><u>Date: Aug. 1, 2015</u></p> <ul style="list-style-type: none"> • To get ready for Independence Day celebration • Plantation Drive 	<ul style="list-style-type: none"> • Independence Day celebration was made by flag hoisting by President of College management committee followed by a cultural program in the auditorium. • Several hundred plants were planted at College campus and student hostel.
<p><u>Date: Nov. 15, 2015</u></p> <ul style="list-style-type: none"> • Organization of semester examinations • Preparations for Ch. Charan Singh birth anniversary 	<ul style="list-style-type: none"> • Examination committee entrusted with the organization of exams made all necessary arrangements. • To mark birth anniversary of Ch. Charan Singh Ji cultural program was hosted by Music Department at College auditorium. It was followed by a National 'Kavi Sammela'. Program was attended by distinguished guests, faculty members, students and peoples from the locality.

**CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC7**

<ul style="list-style-type: none"> • Plan for a poster competition on AIDS awareness • Plans for a seminar on Human Rights Day • Plans for an Industrial visit of BBA students 	<ul style="list-style-type: none"> • A poster competition was organized by NSS wing on 'AIDS Awareness' on Dec.1. • To mark 'World Human Rights Day' a seminar was organized by NSS on Dec.10. It was attended by faculty members and students. Seminar was inaugurated by College Principal and several faculty members expressed their views. • Students of BBA were taken to Aligarh for industrial visit by BBA department faculty on Nov.30. Here they visited National Small Industries Corporations Ltd.- Technical Services Centre, attended a Entrepreneurship Orientation Programme and a workshop on e-commerce.
<p><u>Date: Jan 12, 2016</u></p> <ul style="list-style-type: none"> • Preparations for Republic Day • Organization of one-week long camp of NSS cadets with focus on 'Water Conservation and Cleanliness' • Geographical tour of the MA-Geography students 	<ul style="list-style-type: none"> • Music Department organized a cultural programme to celebrate Republic Day in College auditorium. After flag hoisting ceremony cultural program was attended by distinguished guests, faculty members, students and peoples from the locality. • NSS organized a week-long camp from Feb.20-26 with a focus on 'Water conservation and Cleanliness'. Seminars, debates, awareness rally, plantation and other activities on the topic were carried over within the campus and in neighbourhood. • Post-graduate students of Geography were taken to a tour of Himanchal Pradesh by faculty members from Feb.09-15. Students visited Shimla-Manali and Rohtang regions during the tour. Students also prepared a report of this tour for evaluation by examiners during practicals.
<p><u>Date: Feb. 20, 2016</u></p> <ul style="list-style-type: none"> • Preparations for annual examinations starting from second week of March 	<ul style="list-style-type: none"> • All necessary arrangements were made for annual examinations started from second week of March by the Examination committee.
<p><u>Date: Apr.25, 2016</u></p> <ul style="list-style-type: none"> • Advertisements for admission for the next session 	<ul style="list-style-type: none"> • Hoardings and posters were put in surrounding areas to inform guardians

**CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC'S**

<ul style="list-style-type: none"> • General repairing of furniture and electricals • Study visit of BBA students 	<p>and students to know the courses at our College.</p> <ul style="list-style-type: none"> • Repairing of furniture and electricals was carried out during summer vacations so that everything was ready at the start of new session. • Students of BBA were taken for a study tour by faculty members from Apr. 29- May 02. First, they attended a national seminar on 'India 2020 – Opportunities & Challenges' at Shriram Institute of Management and Technology, Kashipur on Apr.30. Then they visited NSIC Training Centre and Food Processing Unit on May 01 and a day long Entrepreneurship Orientation Programme (EOP) at NSIC Kashipur on May 02.
<p><u>Date: July 1, 2016</u></p> <ul style="list-style-type: none"> • Admission procedures • Starting of classes 	<ul style="list-style-type: none"> • Admissions were started by admission committees for the new students as per the rules of University and internal guidelines of College. Courses with high demand mandated merit list for admission. Reservation policy was followed to the extent of candidate availability. • Classes were started from the third week of July. All departments prepared their class schedule.
<p><u>Date: Aug. 2, 2016</u></p> <ul style="list-style-type: none"> • Preparations for Independence Day celebration • Plantation of new plants 	<ul style="list-style-type: none"> • Preparations for Independence Day celebration were made by the music department. Students of various departments were encouraged to participate in the cultural program, which was hosted at College auditorium. It was attended by distinguished guests, faculty members, students and local peoples. • New plants were planted with the help of faculty members and students. Saplings were provided by forest department and several hundred plants were planted on College campus and neighbourhood.
<p><u>Date: Nov. 15, 2016</u></p> <ul style="list-style-type: none"> • Preparation for semester examinations 	<ul style="list-style-type: none"> • Preparations for semester examinations starting from the second week of December were carried out by examination committee.

**CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC9**

<ul style="list-style-type: none"> • Celebration to mark birth anniversary of Ch. Charan Singh 	<ul style="list-style-type: none"> • A program was organized to celebrate birth anniversary of Ch. Charan Singh Ji. Cultural programme was hosted by music department followed by a 'Kavi Sammelan' at College auditorium.
<p><u>Date: Jan 15, 2017</u></p> <ul style="list-style-type: none"> • Preparation to celebrate Republic Day 	<ul style="list-style-type: none"> • To celebrate Republic Day at College, a cultural program was organized by music Department at College auditorium. After flag hoisting ceremony all guests, faculty members and students attended the cultural programme.
<p><u>Date: Feb. 20, 2017</u></p> <ul style="list-style-type: none"> • Arrangements for annual examinations starting from first week of March • Preparation for submission of AQAR 	<ul style="list-style-type: none"> • Examination committee entrusted with the examination preparation arranged everything for glitch free holding of exams. • Since AQAR of the previous years were not submitted by IQAC, all members started for preparations for submission of AQAR, several meetings of IQAC were organized in this regard. Data were collected from all department. AQAR were finally submitted in April.
<p><u>Date: May 5, 2017</u></p> <ul style="list-style-type: none"> • Preparations for admissions in the next session • To start preparations for next cycle of NAAC accreditation 	<ul style="list-style-type: none"> • Advertisement drive was carried out for admissions for the next session. Furniture and electricals were repaired. • IQAC had a meeting with all faculty members and support staff to apprise them about preparations for next cycle of accreditation.
<p><u>Date: July 1, 2017</u></p> <ul style="list-style-type: none"> • Admission activities • Preparation for NAAC 	<ul style="list-style-type: none"> • Admissions were started by admission committees in the first week of July as per rules. • Faculty members had a meeting with IQAC to follow up on preparations for next cycle of accreditation.
<p><u>Date: Aug. 10, 2017</u></p> <ul style="list-style-type: none"> • Preparations for Independence Day • Plantation Drive 	<ul style="list-style-type: none"> • Music department prepared a cultural programme to celebrate Independence Day at College auditorium. It was attended by guests, faculty members and students. • A plantation drive was carried out to plant new saplings in the last week of August. Several hundred plants were planted during this drive.

CHAUDHARY CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH)
ACTION TAKEN REPORT OF IQAC10

CHAUDHARY CHARAN SINGH DEGREE COLLEGE

HEONRA -206130 (ETAWAH) U.P.

MINUTES OF THE IQAC MEETINGS

<u>AGENDA</u>	<u>DECISION TAKEN</u>
<p><u>Date: May 07, 2013</u></p> <ul style="list-style-type: none">• To have a functional IQAC at College• To have a detailed discussion on NAAC Peer Team Report	<ul style="list-style-type: none">• Members of IQAC were selected with Principal as its Chairperson and Dr, Neeti Yadav was selected as its coordinator.• Peer team report was read out in the meeting and decision was taken to take action at its recommendations
<p><u>Date: June 02, 2013</u></p> <ul style="list-style-type: none">• To apply for introduction of PG course in science, agriculture, commerce and education, history (Art stream)	<ul style="list-style-type: none">• It was decided that College shall file proper application to University for granting permission to start new PG courses
<p><u>Date: June 25, 2013</u></p> <ul style="list-style-type: none">• Develop modalities for admission of students for new session• Submission of research projects for funding	<ul style="list-style-type: none">• It was decided that admissions be carried out on the basis of merit list prepared on the basis of marks obtained at 10th and 12th class basis for UG courses and on the basis of marks obtained at UG level for PG program• While taking admissions reservation policy must be followed• Decision was taken that teachers be asked to prepare research projects and submit them for funding
<p><u>Date: July 07, 2013</u></p> <ul style="list-style-type: none">• To get the schedule ready for classes from all Departments• To make preparations for Independence Day celebration	<ul style="list-style-type: none">• Decision was taken to inform all Departments prepare a time-table for proper classes• Decision was taken that music department be given responsibility to make preparations for cultural programme on Independence Day celebration• Music department may select students from various department and train them for performance
<p><u>Date: Sep. 05, 2013</u></p> <ul style="list-style-type: none">• To make proper arrangement for collection and processing of scholarship forms	<ul style="list-style-type: none">• It was decided one clerk shall be designated to work for it exclusively, so that students can approach him directly

CH. CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH) UP
MINUTES OF IQAC

<ul style="list-style-type: none"> • To make available laboratory requirements • To plan a cultural programme on NSS Day • Planning for a seminar at Gandhi Birth Anniversary 	<ul style="list-style-type: none"> • It was decided that various Departments shall be asked to submit their requirements for laboratories • Suitable suppliers shall be contacted for supply of these requirements • NSS coordinator was to make necessary preparations • NSS Coordinator Dr. Neeraj Kumar was to deputed to organize this seminar with help from other Departments
<p><u>Date: Nov. 15, 2013</u></p> <ul style="list-style-type: none"> • To make preparations for semester exams starting in December • Submission of research project • Planning for awareness on National Unification Day 	<ul style="list-style-type: none"> • Decision was taken to make a committee of few senior faculty members who shall take responsibility for proper conducting of the examinations. Support staff shall be also appointed to take care of examination related activities. • It was decided that teachers shall submit their projects under major/ minor research project scheme of UGC. • It was decided that a small seminar on National Unification Day shall be organized on Nov.19 through NSS
<p><u>Date: Dec.05, 2013</u></p> <ul style="list-style-type: none"> • To host cultural programme to mark the birth anniversary of Ch. Charan Singh Ji. 	<ul style="list-style-type: none"> • It was decided that music department be asked to prepare short cultural program to celebrate birth anniversary of Ch. Charan Singh on Dec.23. • Organization of a 'Kavi Sammelan' shall be arranged. • Poets shall be contacted for this programme
<p><u>Date: Jan.11, 2014</u></p> <ul style="list-style-type: none"> • To arrange cultural programme on Republic Day 	<ul style="list-style-type: none"> • Music department to be given responsibility for cultural programme to be organized in auditorium • Any facilities needed for this programme shall be arranged by the College
<p><u>Date: Feb. 15, 2014</u></p> <ul style="list-style-type: none"> • To make preparations for annual examinations starting in first week of March • Planning for a week long special camp of NSS 	<ul style="list-style-type: none"> • Decision was taken to make a committee of few senior members to look after proper examination organization. Support staff shall be appointed to help. • NSS Coordinator Dr. Neeraj Kumar was to take responsibility for making required arrangements.

CH. CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH) UP
MINUTES OF IQAC

<p><u>Date: July 2, 2014</u></p> <ul style="list-style-type: none"> • To make due procedure for admissions and to start classes • To start classes within a week 	<ul style="list-style-type: none"> • It was decided that separate admissions committees shall be formed to supervise admissions of different classes • In courses where number of applicants is more than available seats, admissions shall be made on the basis of merit list • It was decided while admissions are going on, Departments shall prepare their class schedule so that classes can be started from the July 15th.
<p><u>Date: Aug. 1, 2014</u></p> <ul style="list-style-type: none"> • To make preparations for Independence Day programme • To have a plantation drive in College campus and hostel 	<ul style="list-style-type: none"> • Music Department was to be authorised for selection of students for cultural programme and train them • It was decided that forest department shall be contacted for providing ornamental and fruit trees for plantation in the fourth week of August
<p><u>Date: Sep.15, 2014</u></p> <ul style="list-style-type: none"> • Purchase of new books from the grants available from UGC • Use of ICT resources in classes • Planning for a slogan competition on Environment Conservation at NSS Day • Planning for a one-day camp on 'Environment and Cleanliness-Interrelations' to mark birth anniversary of Mahatma Gandhi • Study tour of BBA students 	<ul style="list-style-type: none"> • It was decided that all departments shall be asked to submit their requirements of books • Publishers and suppliers shall be contacted for terms and conditions of book supply and most suitable supplier be given order to supply • It was decided that teachers shall be encouraged to make use of ICT resources in the classroom. Any requirements in this regard shall be met by college. • NSS coordinator was to be given responsibility for this program. • Decision was taken to held one day camp at near by area under NSS wing. • Faculty members of BBA department was given responsibility to make all necessary arrangements for the visit on Oct.28-31
<p><u>Date: Nov. 12, 2014</u></p> <ul style="list-style-type: none"> • Departments shall encourage for academic visits • Necessary preparations for semester examinations 	<ul style="list-style-type: none"> • It was decided that where needed departments shall be asked to take students to academic visits • Examination committee was to make all necessary preparations for semester

CH. CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH) UP
MINUTES OF IQAC

<ul style="list-style-type: none"> To plan for a program on Human Rights Day under NSS wing on Dec.12 	<p>examinations starting from the second week of December</p> <ul style="list-style-type: none"> Dr. Neeraj Kumar, NSS Coordinator was to be appointed to make necessary arrangements and inform students for participation
<p><u>Date: Jan. 10, 2015</u></p> <ul style="list-style-type: none"> Arrangements for Republic Day celebration Plans for a program during 'National Youth Week' by NSS Plan for 'National Electorate Awareness' program 	<ul style="list-style-type: none"> Music department shall be asked to make necessary preparation for cultural programme on Republic Day with the help of students from various Departments Decision was taken that NSS wing under its Coordinator shall organize a cultural and awareness program on Jan.18-19 NSS was to arrange a 'National Electorate Awareness' program
<p><u>Date: Feb. 10, 2015</u></p> <ul style="list-style-type: none"> Preparation for annual exams Preparation on week long camp of NSS on Environment Conservation 	<ul style="list-style-type: none"> Examination committee was to be deputed to look after for organization of examination starting in the first week of March. Examination rooms shall be properly cleaned and electric supply be repaired where needed NSS coordinator was to make necessary arrangement for week long NSS camp from Feb.14-20. College shall help in every possible way.
<p><u>Date: May 25, 2015</u></p> <ul style="list-style-type: none"> Furniture to be repaired Advertising for admissions for the next session 	<ul style="list-style-type: none"> It was decided that where it is needed furniture shall be properly repaired during summer break It was decided that hoardings be placed at the strategic locations in the nearby area. Pamphlets with available courses and facilities be distributed
<p><u>Date: July 1, 2015</u></p> <ul style="list-style-type: none"> Admission procedure Starting classes 	<ul style="list-style-type: none"> Decision was to follow the admission procedure from the previous year It was also decided that classes shall be started from the third week of July and Departments shall be asked to prepare schedule before that
<p><u>Date: Aug. 1, 2015</u></p> <ul style="list-style-type: none"> To get ready for Independence Day celebration 	<ul style="list-style-type: none"> Decision was taken that Music Department with the help from other

CH. CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH) UP
MINUTES OF IQAC

<ul style="list-style-type: none"> • Plantation Drive 	<p>Departments shall make preparations for Independence Day celebration</p> <ul style="list-style-type: none"> • Decision was taken that NSS and NCC wings of the College along with other students shall plant new plants during fourth week of August. • Plants for the plantation drive shall be procured from the Forest Department
<p><u>Date: Nov. 15, 2015</u></p> <ul style="list-style-type: none"> • Organization of semester examinations • Preparations for Ch. Charan Singh birth anniversary • Plan for a poster competition on AIDS awareness • Plans for a seminar on Human Rights Day • Plans for an Industrial visit of BBA students 	<ul style="list-style-type: none"> • Examination committee was to make all preparations for the semester examination starting from first week of December. • Music Department was to be asked for preparing a cultural programme to mark birth anniversary of Ch. Charan Singh on Dec, 23. • Decision was also taken to organize a small 'Kavi Sammelan' at this occasion • NSS Coordinator was to be deputed to look after the necessary arrangements for this program on Dec.1 • NSS was to organize seminar on Human Rights Day. Plantation and Essay Writing shall also be planned for it. • BBA department faculty members were to make all necessary arrangements for a day long visit to NSIC Aligarh
<p><u>Date: Jan 12, 2016</u></p> <ul style="list-style-type: none"> • Preparations for Republic Day • Organization of one-week long camp of NSS cadets with focus on 'Water Conservation and Cleanliness' • Geographical tour of the MA-Geography students 	<ul style="list-style-type: none"> • It was decided that music department shall make preparations for Republic Day with the help and students from the other Departments. Any requirements in this regard shall be met by College. • Decision was taken that NSS coordinator be permitted to organize this camp within College campus. College shall provide any support in this regard. • Faculty members of the geography department was given responsibility to take this tour after due information to guardians of the students. Also all arrangements shall be made for the journey.
<p><u>Date: Feb. 20, 2016</u></p> <ul style="list-style-type: none"> • Preparations for annual examinations starting from second week of March 	<ul style="list-style-type: none"> • Decision was made that Examination committee shall make all arrangements

CH. CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH) UP
MINUTES OF IQAC

	for proper organization of the examination.
<p><u>Date: Apr.25, 2016</u></p> <ul style="list-style-type: none"> • Advertisements for admission for the next session • General repairing of furniture and electricals • Study visit of BBA students 	<ul style="list-style-type: none"> • Decision was taken that hoardings should be placed in important locations and pamphlets shall be distributed in the locality so that students are aware of the courses and facilities available in the College • It was also decided that furniture and defective electricals shall be get repaired during summer vacations • Faculty members of BBA department to make required arrangement for study visit of students on Apr 30- May 1
<p><u>Date: July 1, 2016</u></p> <ul style="list-style-type: none"> • Admission procedures • Starting of classes 	<ul style="list-style-type: none"> • Admission procedure shall be flowed as in last year. Courses with higher demand shall make admissions on the basis of merit, and other courses shall take admissions on the open basis following University rules • Reservation policy shall be implemented in Toto. • Departments were to be asked to start classes as per University calendar. They were to prepare a time-table for proper running of classes.
<p><u>Date: Aug. 2, 2016</u></p> <ul style="list-style-type: none"> • Preparations for Independence Day celebration • Plantation of new plants 	<ul style="list-style-type: none"> • Music Department was to make preparations for Independence Day celebration programme. • It was decided that more than thousand plants shall be planted with the help of NCC, NSS and other students in the fourth week of August. • Plants for this scheme shall be obtained from the forest department nursery.
<p><u>Date: Nov. 15, 2016</u></p> <ul style="list-style-type: none"> • Preparation for semester examinations • Celebration to mark birth anniversary of Ch. Charan Singh 	<ul style="list-style-type: none"> • Examination committee was to take care of the organization of semester examination starting in the second week of December. • Music Department was to take care of the cultural program for this celebration • Decision was also taken to held small 'Kavi Sammelan' in the College auditorium
<p><u>Date: Jan 15, 2017</u></p>	

CH. CHARAN SINGH DEGREE COLLEGE, HEONRA (ETAWAH) UP
MINUTES OF IQAC

<ul style="list-style-type: none"> • Preparation to celebrate Republic Day 	<ul style="list-style-type: none"> • Music Department was to make preparations for cultural program to celebrate Republic Day
<p><u>Date: Feb. 20, 2017</u></p> <ul style="list-style-type: none"> • Arrangements for annual examinations starting from first week of March 	<ul style="list-style-type: none"> • Decision was taken that examination committee be allowed to make all necessary preparations for fair organization of examinations. • Any requirements for examinations shall be arranged from the examination fund.
<p><u>Date: May 5, 2017</u></p> <ul style="list-style-type: none"> • Preparations for admissions in the next session • To start preparations for next cycle of NAAC accreditation 	<ul style="list-style-type: none"> • It was decided that proper advertisements arrangement shall be made so that students and guardians are aware of the available courses and facilities in the College. • It was decided that IQAC shall have frequent meeting with faculty members. • Faculty members shall be asked to provide data on the required format for the preparation of SSR.
<p><u>Date: July 1, 2017</u></p> <ul style="list-style-type: none"> • Admission activities • Preparation for NAAC 	<ul style="list-style-type: none"> • It was decided that procedure of last years shall be followed for admissions. • Decision was taken that teachers shall be made sincere in this regard. All faculty members shall support the preparations for SSR.
<p><u>Date: Aug. 10, 2017</u></p> <ul style="list-style-type: none"> • Preparations for Independence Day • Plantation Drive 	<ul style="list-style-type: none"> • Music Department was to make preparations for Independence Day celebration program • Plantation program shall be organized in the fourth week of August.