

# **ANNUAL ACTION PLAN (2019-20)**



**IQAC  
GIRDARI LAL DOGRA MEMORIAL  
DEGREE COLLEGE HIRANAGAR**

# ANNUAL ACTION PLAN

## (2019-20)

In its pursuit to realize VISION by 2024, the college is focusing on creation and up-gradation of infrastructure, enriching the academic ambience, introduction of market oriented subjects like Commerce and BCA and encouraging the all-round personality development of students through participation in sports, NCC and social service. The college has resolved to have annual targets cut out in defined annual action plans with their periodic review.

An Annual Action Plan, drawn up by College IQAC, after consultation with Heads of the various teaching Departments, Conveners of college statutory committee (Development, NSS, NCC, Examinations, and Sports, besides PTI), for implementation during the session 2019 – 20, spread over the odd and even semesters, stands approved..

Besides, the college has also resolved to apply for Assessment and Accreditation by NAAC Bangalore in the month of September 2019.

The Action Plan covers the areas of academics, sports, infrastructure development, extension activities, social service, environmental awareness, outreach programmes, and NCC.

### ANNUAL ACTIVITY CALENDAR (Session 2019-20)

Month	Activity	Date
June, 2019	Online Application of B A / B. Sc – Sem - I	10 <sup>th</sup> June to 14 <sup>th</sup> June
	Admission to BA. /B.SC. Sem - I (Display of Merit list 1 & 2)	20 <sup>th</sup> June to 9 <sup>th</sup> June ( without late fee)
	Admission of students to BA/B.SC. -Sem III	20 <sup>th</sup> June to 9 <sup>th</sup> July (without late fee)
	Admission of students to BA/B.SC. Sem -V	25 <sup>th</sup> June to 15 <sup>th</sup> July (without late fee)
July, 2019	Commencement of Academic Session	16 <sup>th</sup> July
	Selection for sports activity (BA/B.SC. Part-I)	25 <sup>th</sup> of July to 5 <sup>th</sup> of August
	Registration of NCC cadets /Pre-TSC Selection (BA/ B.Sc. Part-Ist	30 <sup>th</sup> July to 5 <sup>th</sup> August
August, 2019	Registration of NSS Volunteers (BA/B.SC. Part-1)	1st to 5 <sup>th</sup> of August
	NCC Coaching Participation in CATE Camp.	1st to 5 <sup>th</sup> of August
	NSS Programme on National Patriotism	2 <sup>nd</sup> of August
	Run For Country	3 <sup>rd</sup> of August
	NSS Programme on Quit India Movement	9 <sup>th</sup> of August
	Yoga Week	III Week of August
	Career counseling and placement Cell Lecture	19 <sup>th</sup> of August
	Identifications of student's Talent (BA/B.Sc. part-1)	20 <sup>th</sup> to 30 <sup>th</sup> of August
	Sadhbhavana celebration (Rally) by NSS	20 <sup>th</sup> of August

	Students' counsel election	IV week of August
	National Sports Day Celebration	29 <sup>th</sup> of August
September, 2019	Sports selection for trial.	2 <sup>nd</sup> September onwards
	Students' Mentoring	I Week of September
	Inter-College Badminton Tournament	2 <sup>nd</sup> week of September.
	Teacher Day celebration	5th of September
	International literacy day	8th of September (To be organized on 7 <sup>th</sup> Sept.)
	Plastic Free campus drive by NSS	13 <sup>th</sup> September
	Hindi Phakwara	14th to 28th of September
	First - aid day	14 <sup>th</sup> of September
	NSS cleanliness and plantations drive.	16th of September
	Ozone Layer Preservation Awareness Programme EVS	16 <sup>th</sup> of September
	NCC Pre-TSC Camp	16th to 21st of September
	World Peace Day	21st of September
	NSS day celebration	24th of September
	Coaching and Participation in CCATC Camp	24th of September
	October, 2019	Blood donation day by NSS
Inter-College Sports Tournament / Intramural		III and IV Week of September
Gandhi Jayanti Celebration / Peace Rally		2 <sup>nd</sup> October
Mental Health Day Programme by NSS		10 <sup>th</sup> October
NSS programme on Youth for Peace		16 <sup>th</sup> October
Participation in National Integration Camp		20th of October
NSS Programme on Gandhian Thought		23 <sup>rd</sup> October
Zoological Field Visit of Semester – VI students		IV – Week of October
November, 2019	Inter-College Sports Tournament / Intramural	III and IV Week of September
	Student Picnic	I – Week of November.
	Internal Assessment : conduct, and evaluation	I – II Week of Nov
	Programme on Balanced Nutrition	7 <sup>th</sup> November
	NSS Programme on Child Labour	8 <sup>th</sup> November
	Children's Day	14 <sup>th</sup> November
	NCC Day	23 <sup>rd</sup> of Nov
	Remedial Classes	III Week of November
Symposium on National Integration by NSS	25 <sup>th</sup> November	
December, 2019	World AIDS DAY	1 <sup>st</sup> December (To be organized on 2 <sup>nd</sup> Dec.)
	End Semester Exam	IV – Week of Dec. onwards
	World Human Rights Day Celebration by NSS	10 <sup>th</sup> December
	Compilation of Internal Assessment Award	2 <sup>nd</sup> to 14 <sup>th</sup> December.
	Internal Assessment Record Inspection	16th to 20 <sup>th</sup> of December
	Award compilation of the college and Verification	21st to 24 <sup>th</sup> December
	Education Tour	26 <sup>th</sup> December to 6 <sup>th</sup> of January, 2020
Winter Camp by NSS	IV week of December	

	Submission of Internal Assessment Award to University	Upto 31 <sup>st</sup> of December , 2019
January, 2020	RD Camp for RD Celebration	4 <sup>th</sup> January to 30 <sup>th</sup> January
	Activity Life Long Learning	II – Week of January
	Practical Exam	6 <sup>th</sup> January to 15 January
	Commencement of class work of Even Semesters	6 <sup>th</sup> January
	NSS - National Youth Week	13 <sup>th</sup> to 18 <sup>th</sup> January
	National Voters' Day Celebration	25 <sup>th</sup> January
	Inter-college Sports Tournament	28 <sup>th</sup> to 10 <sup>th</sup> February
February, 2020	Importance of Wetlands by Eco Club	2 <sup>nd</sup> February (To be organized on 1st Feb.)
	Annual Athletic meet	II Week of February
	EVS Field Trip	II Week of February
	NCC Certificate Exam	18th to 19th of February
	NCC-NIC Camp	27 <sup>th</sup> February to 10 <sup>th</sup> of March
	Road Safety Week Celebration by NSS	III Week of February
	Science Day	26 <sup>th</sup> February
	Inter-college Volley-ball tournament	20 <sup>th</sup> of February to 5 <sup>th</sup> of March
March, 2020	Botanical Field Visit	I - Week of March
	World Wildlife Week celebration	2 <sup>nd</sup> – 7 <sup>th</sup> March
	International Women's Day	8 <sup>th</sup> of March (To be organized on 7 <sup>th</sup> March)
	World Health Day	9 <sup>th</sup> March
	Annual Day / Foundation Day Celebration	II - Week of March (9-3-2005, Foundation Day)
	Water Conservation : The elixir of life	22 <sup>nd</sup> March (To be organized on 21 <sup>st</sup> March)
	Internal Assessment : conduct and evaluation	24 <sup>th</sup> March - 1 <sup>st</sup> April
April, 2020	Remedial Classes	I-Week of April
	External Practical Exam of Semester II and IV	III Week of April
	Earth Day celebration	22 <sup>nd</sup> April
	End Semester Exam of Even Semesters	IV - Week of April onwards
May, 2020	End semester Exam	Upto end of May
	Compilation of Internal Assessment Award of individual subjects	1 <sup>st</sup> to 15 <sup>th</sup> May
	Inspection of Internal Assessment Record	16 <sup>th</sup> to 20 <sup>th</sup>
	Conserving Biological Diversity	22 <sup>nd</sup> May
	External Practical Exam of Semester VI	III and IV week of May
	Award compilation of the college and Verification	20 <sup>th</sup> to 27 <sup>th</sup> May
	Awareness programme on female hygiene	28 <sup>th</sup> May
	Submission of Award to University of Jammu	28 <sup>th</sup> to 30 <sup>th</sup> May

## Academic Calendar for the session 2019-20

### ODD SEMESTERS

The academic session of Odd Semesters shall start from July 16, 2019. It shall continue upto 24<sup>th</sup> December, 2019. In between, the academic session shall be interspersed with 3 holidays from 25 -10 – 2019 (2 holidays preceding the festival of Diwali)

Month-wise availability of teaching days for Odd Semesters is as:

S No	Month (2019)	Teaching Days	Sundays and Holidays	Remarks
1	July	14	2	(College re-opens on 16 – 07 – 2019)
2	August	23	8	
3	September	24	6	
4	October	24	7	
5	November	11	3	End Semester Examination commences from III -week of November
6	December	-----	-----	End Semester Examination continues

The winter break as per past practice shall be from 25<sup>th</sup> December 2019 to 5<sup>th</sup> of January 2020

### EVEN SEMESTERS

The academic session of Even Semesters shall start from January 06, 2020. It shall continue upto 30<sup>th</sup> May, 2020. Month-wise availability of teaching days for Even Semesters is as:

S No	Month (2020)	Teaching Days	Sundays and Holidays	Remarks
1	January	24	7	
2	February	22	6	
3	March	24	7	
4	April	20 (upto 25 <sup>st</sup> of April)	5	End semester commences in IV Week
5	May	-----	-----	End Semester Examination

The summer break, as per the past practice, shall commence from 1<sup>st</sup> June, 2020.

## A ACADEMICS

### 1 - Planning for effective teaching

The Heads of the teaching Departments shall ensure the drawing up of teaching plan by each teacher for implementation during the ODD and EVEN Semesters.

The completion of syllabi shall be reviewed on last Saturday of each month.

### 2 - Remedial Classes

The Heads of the various Teaching Departments shall notify the schedule for conducting remedial classes for one-week in respective subjects in the month of October 2019 and March 2020.

### 3 - Innovative Teaching

The innovative teaching by using ICT, introduced during 2018-19, shall be continued and extended to all the teaching subjects in both, odd and even Semesters. The schedule shall be formulated separately for each Semester and communicated to each teaching Department.

### 4 - Guest Lectures

The college accords great importance to facilitate the knowledge sharing by the acclaimed academics through guest lectures. The area of lecture and the domain of the lecture for students shall be decided by the respective heads of the teaching departments, well in advance. In this regard, the following schedule is formulated:

#### GUEST LECTURES

The following schedule is formulated:

S No	ODD SEMESTER		EVEN SEMESTER	
	Teaching Department	Proposed Schedule	Teaching Department	Proposed Schedule
1	Chemistry	Second week of August	Physics	Second week of January
2	Botany	Fourth week of August	Zoology	Fourth week of January
3	Mathematics	Second week of September	English	Second week of February
4	Computer Science	Fourth week of September	Political Science	Fourth week of February
5	Geography	First week of October	Sociology	First Week of March
6	Education	Last week of August	Economics	Third week of March

## **5 - Field Visits**

The departments of Botany, Geography, EVS and Zoology shall organize field visits of the students, as per the curricular requirements, in the months of October 2019 and February – March 2020.

## **6 - Eco-conservation awareness**

The departments of Chemistry, Botany, EVS and Zoology shall jointly organize 2 programmes during each ODD and EVEN Semester sessions. The themes of the awareness programmes shall focus on water conservation measures, polythene free campus, habitat degradation as cause of species extinction, climate change etc through inter-college seminar, tree talk, poster making competition, debates, quizzes, rallies etc. The schedule for such activities shall be formulated by these teaching departments jointly in the fourth week of July 2019

## **7 - One-week workshop on Translation**

The Department of English shall organize one week workshop on English Translation for faculty of the colleges in the month of October 2019

## **8 - One week orientation / induction training programme for fresh Assistant Professor Appointees**

The college has submitted a proposal to Department of Higher Education reflecting schedule for one – week orientation / induction training programme for newly appointed Assistant Professors along with rough estimated expenditure. The programme shall be conducted if approval is accorded to this proposal by the Higher Education Department.

## **9 - SEMINAR on CBCS scheme:**

The college shall hold a one – day seminar on introduction of CBCS Scheme at UG Level: Burdening or Beneficial. The college shall explore the feasibility of organizing this seminar in the second week of September. The representatives from colleges of the state / Principals, Dean Academic Studies of the Universities (University of Jammu), including few student speakers shall be invited to present their view point.

## **10 - Invited lectures to be organized by Department of Zoology**

Prevention of AIDS / Swine flu

## **11 - Quiz Programmes / Debates to be organized**

Dangers of Drug Consumption

Relevance of Gandhian Philosophy for PEACE in present times

## **12 - Career Counselling**

The committee for Career Counselling shall get in touch with the expert career counsellors for and organize such programme for Semester VI students during the month of October and January – February

### **13- Entrance Examination Coaching**

The college IQAC shall arrange for conduct of 3 week coaching for outgoing students of semester VI during the month of May, 2020 enabling them to qualify the entrance examination to earn eligibility for admission to PG programmes of Jammu University, Central University, SMVDU, etc

### **14 - Workshop on Use of Computers for multimedia teaching**

The IQAC shall organize 3 week workshop for faculty on **Computer for multimedia teaching: Advanced approach**, in collaboration with Department of Computer Applications, during the month of December, 2019. Similarly, 2 week computer workshop shall be organized for non-teaching staff during the month of December, 2019, in continuation to the earlier 10 day workshop conducted during May 2019.

### **15- Alumni Meet**

The IQAC shall organize Alumni meet in the 2<sup>nd</sup> week of March. The alumni shall be invited to attend the annual meet through press and besides reaching them out through Alumni Association.

### **16- Feedback Collection**

Feedback shall be collected from the students, alumni, teachers, and parents related to curriculum, infrastructure, student support services, admission process, educational resources, and teaching by faculty. The inputs shall be collected in the 2<sup>nd</sup> and 3<sup>rd</sup> week of March.

## **B DEVELOPMENTAL PLANS**

**1 - Rainwater Harvesting:** The College shall undertake, in a phased manner, the rainwater harvesting to maximize its use for purposes of maintenance of the campus, and construction.

**2 - Development of Parking place:** To have a sufficient provision for parking of vehicles for faculty and students, the college shall extend the existing parking place for faculty vehicles, besides developing additional parking area for students between the boundary wall and the multipurpose hall.

**3 - ICT enabled class rooms:** To promote and encourage use of ICT for the effective teaching – learning, the college shall convert 2 classrooms into ICT equipped facilities, during 2019-20. The same shall be continued in the coming years with a progressive approach to have all the classrooms enabled for teaching through ICT.

**4 - Equipping Library with multimedia facility:** The Library shall be equipped with multimedia facilities that shall include internet enabled 3 Desktop Computers to facilitate the staff for access to e-resources. The facility shall be enhanced with a progressive approach. The **Automation of the Library** shall be taken in the month of September and completed by November 2019.



### **5 - Development of 2 Darkrooms for Physics Department**

The college shall, on priority, develop 2 dark rooms in Physics Department to equip and enable the students to perform their practicals purposefully.

**6 - MIPS for Department of Zoology:** With the objective of facilitating the students, pursuing Zoology as one of the subjects, to better their understanding of the histological studies of animals while performing their practical, the college shall purchase one Micro Imaging Projection Microscope for Department of Zoology during 2019-20.

### **7 - Creation of facility for SWAYAM PRABHA**

To facilitate faculty and students to have easy access to different educational programmes transmitted through SWAYAM PRABHA, the college shall install the LED TV and the related DISH, to create the facility for this purpose.

**8- Flex Boards:** Flex Boards, related to Anti-Ragging, Students' Charter, College Vision, Mission and Core Values, Redressal Grievance Mechanism, Ban of Polythene on Campus, etc shall be installed on the college campus for an effective and purposeful display of messages.

### **9 - Installation of fire-extinguishers**

Fire extinguishers shall be installed at different points of the college building as proactive measure to deal with any emergency of fire fighting before any damage is caused.

### **10 - Installation of CCTV on campus and in the library**

To keep an eye on activities of students and prevent the indiscipline of any nature on campus, the college shall install CCTV at different designated points. This assumes all the more significance, given the co-educational nature of this college.

**11 - Repair / Maintenance:** Repair of college furniture, including sofa, benches, desks, etc shall be taken up on priority basis during the August 2019. Similarly, maintenance of machinery, including computers, refrigerators, photocopiers, printers, fans, and lab equipments shall also be attended to as, and when, required. Similarly, the repair works of labs and classrooms shall be taken up wherever necessary.

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PRINCIPAL

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Co-ordinator, IQAC

Dated: August 1, 2019