

कालिन्दी महाविद्यालय

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NAAC Accredited with Grade
'A'

ACTION TAKEN REPORT 2016-17

Plan of Action	Action Taken Report
Execution of Peer Team suggestions	<ul style="list-style-type: none">● Separate meetings with each department were held● NAAC Peer Team Report was discussed in detail● Teaching & non-Teaching Staff was encouraged for required follow up and action as suggested by the peer team.● Future plans were invited.
For Quality control & enhancement	<ul style="list-style-type: none">● Inter-Departmental Academic Audit was conducted regularly● Internal Administrative Audit was initiated
Regular Feedback from all stakeholders	<p>For continuous upgradation, Feedback was taken from following stakeholders</p> <ul style="list-style-type: none">● Student● Faculty● Non-teaching staff● Parents● Alumni <p>Their outcome was analysed for improvement & quality control</p>
Quality Assurance in Administration and Non-teaching staff by adopting Soft skill practices, Up gradation of skills, proper upkeep and Automation of Documentation	<p>Following is under process:</p> <ul style="list-style-type: none">● Procurement of student-management-software● Computerized documentation of all data of college● Proper mechanism for Institutional Repository● Complete automation of all Library services● Automation of admission, examination and leave record● Workshops for administrative staff (including the support staff who maintains the campus and surrounding)● Soft skill training programmes
Financial Surveillance	<ul style="list-style-type: none">● Documentation of all data of college is under process● Maintenance of all records and files has been improved

	<ul style="list-style-type: none"> ● Procurement of required salary management software was suggested
Collaboration and exchange	<ul style="list-style-type: none"> ● College has signed MoU with Institute of Bioresources and Sustainable Development, Imphal, Manipur, to set up an IBSD-Kalindi Centre for Women Entrepreneurship in North East at Kalindi College. ● NSS unit of the College signed a Memorandum of Understanding (MoU) with IIT Delhi for the INDIAN ROAD SAFETY CAMPAIGN - IRSC, a National Project with the maxim to inculcate significant Road Safety and prohibit catastrophes on roads. ● B.Voc (Printing Technology) and B.Voc (Web Designing) collaborated with Industry Partners: (i) Dainik Jagran, Noida for B.Voc (Printing Technology) (ii) Sisoft Technologies for B.Voc (Web Designing) ● MoU signed with R K Films &Media Academy for Add-on Courses on “Video Production” and “Photo Journalism” ● MoU signed with <i>Englitude Academics</i> for Add-on Course on Communication Skills & Personality Development ● MoU signed with Aeris Communications India Pvt Ltd., NOIDA, UP for making of Smart Identity Card. ● MoU signed with Hero Solar Energy Pvt Ltd. for Solar Photovoltaic Power Plant.
Physical Review of College Infrastructure <ul style="list-style-type: none"> ● Academic Blocks ● Administrative Blocks ● Library ● Laboratories 	<ul style="list-style-type: none"> ● Execution Committees were restructured ● Monitoring Committee was constituted to check standards and quality of renovation and new developments of the infrastructure in the College. ● Review visits to ensure quality assurance were conducted and different areas of improvement or appreciation were discussed. ● Proper lighting of entire campus was executed. ● New Water connection, additional storage capacity tanks and RO System was installed.
Regarding IT/ICT	<ul style="list-style-type: none"> ● College has developed a Student-Management-Software (SMS) with the help of M/S Manacle Technologies Pvt. Ltd. to maintain both administrative and academic digital record management, Admission, Fees, Attendance, Time table, E-mail & bulk SMS, Internal Assessment, Payroll & Leave etc. ● The College website was regularly updated. ● Connectivity to DU portals is more effective. ● New software programmes are procured by various departments.

Teacher Training/ Research Programme	<ul style="list-style-type: none"> ● Research Committee has been asked to encourage research and to ensure optimum utilisation of Teachers Cyber Centre and UGC Resource Centre. ● Capacity Building Training and Faculty Development Programme have been organized
Library upgradation	<ul style="list-style-type: none"> ● Bar-coding of Library Books and membership cards completed ● For expansion of seating space and stacking area, PWD has been requested to do the assessment and give suggestions ● Each department was motivated to create Departmental Mini Library
Mentoring of Students	<ul style="list-style-type: none"> ● Mentoring and Counselling are being managed separately by the faculty members. ● Grievance Cell has been made more effective.
Financial Support	<ul style="list-style-type: none"> ● Teachers are encouraged to apply funds to University/UGC/CSIR/ ICSSR/ICSR etc. ● Record of Research Projects/ Publications/ Innovation Projects is maintained ● Scholarships /Free-ships /Awards etc. are promoted. ● To create corpus for research, a component in students fee has been dedicated for research and innovation
Health Facilities	<ul style="list-style-type: none"> ● Medical /Counselling Room was refurbished with regular visit of Doctor ● Suggested for Counselling of students by faculty members, accordingly department wise schedule was prepared and executed. ● Mother Dairy kiosk was created to provide healthy alternative to aerated drinks and fast food. ● Gymnasium was made functional; separate slots for staff and students are available for all concerned.
Redressal of Grievances	<ul style="list-style-type: none"> ● Grievance Redressal Cell addressed the problems shared with the Principal or dropped in Complaint Boxes. ● General Assemblies of students were conducted, complaints were directed to concerned authorities.
	<ul style="list-style-type: none"> ● For the differently-abled students: The College constituted a committee consisting of faculty members and members of Students' Union to counsel the new students for opting their best suitable course. ● Entire Campus has been made disabled-friendly.

To Address Special Needs	<ul style="list-style-type: none"> ● For the North East students: <ul style="list-style-type: none"> ○ The College has handed over the final plan and location to PWD to build up a North Eastern Girls' Hostel in the campus. ○ Grievance Cell and Counselling Cell, consisted of various faculty members of the College, deals with the welfare of the North-eastern students.
Strengthen the Placement Cell	<ul style="list-style-type: none"> ● Placement Cell has been revamped ● Plans have been prepared to make the Placement Cell more active.
SWOC Analysis	A committee has been made to monitor the SWOC of each departments/society/club and suggest various ways to rectify their weakness, if any, and increase their strength.
<p>Beyond the College</p> <ul style="list-style-type: none"> ● 'Hand-Holding' of week educational institution or government school ● sensitization about elderly 	<p>Projects undertaken by the College</p> <ul style="list-style-type: none"> ● Students took remedial classes for XII standard students in Baba Ramdev Sarvodaya Kanya Vidyalaya ● A Film Festival on Disability was organised ● A workshop was organised on how to write a screenplay with special focus on the theme of Disability. ● Eco-club organized Anti-fire campaign programme. ● Documentaries produced by the students included: <ol style="list-style-type: none"> 1) Dare to cage 2) Raftar- e- Zindagi ● 20 students took part in OBR (One Billion Rising) Mela related to creation awareness on women issues ● Sensitization workshop on Caring for Elderly was organised. ● The Innovation Project on "A Socio-economic study of the conditions of the elderly in Old Age Homes of Delhi" received wide acknowledgement / recognition. A paper was presented on the same in IIT and there was a Research Display in the University. ● Street play for awareness on girl-child education ● Golden Jubilee Tournament of Chess and Carrom (for differently abled) ● Workshop on Healthy Life and Diet ● Swachhta Pakhwara: Visit to old age home, Rajendra Place metro station, and Rally ● Indian Road Safety Campaign: Technical Session for the Road Safety Manual and Practical Demonstrations ● Celebrating Organ Donation Day on the eve of Independence Day ● Sensitization of Voters: Voters Month for registration of Voter ID Cards

	<ul style="list-style-type: none"> ● Disaster Management Workshop: Techniques about Earthquake-Pre Measures and Rescue Training ● Financial Digital Literacy Campaign (Vittiya Saksharta Abhiyan): campaign within college and in Tank Road market to spread awareness about the digital payment modes ● Health Camp: Awareness Campaign for Cancer and Narcotics, and Polycystic Ovary Syndrome (PCOS) ● Street play depicting the Swachh Bharat Mission in ‘70 Vidhan Sabha, 70 Mukam’.
Student Progression	<ul style="list-style-type: none"> ● Available data has been compiled. ● Teachers were asked to collect more data at departmental level from students/former teachers. ● Students’ Union was asked to trace ex-students from social sites.
Public Dealing or Communication with all Stakeholders	<ul style="list-style-type: none"> ● Parents are being informed more frequently about the shortage of attendance of their wards.
Enhancing awareness about Student Support Services	<ul style="list-style-type: none"> ● During Orientation Programme new entrants were told about all the available facilities and Student Support Services in the college ● Separate Sub-committees for different categories were constituted. ● Students General Assembly channelized this awareness ● Students’ Union, Class Representatives and Students’ Volunteers were motivated to spread awareness about these services.