

Best Practice I: Regulation of Students Attendance

The Goal

Regulation of students in the classes is of utmost importance. As per the instruction by the affiliating university i.e. Panjab University, Chandigarh, every student is required to complete 75% of attendance to appear in University Exams. To regularise the students in the classes, Attendance Regulation Committee is formed. It is must to prepare Attendance Regulation Committee in the college so as to maintain discipline and right educational atmosphere in the college premises. If these youngsters are not checked and brought under any system, it may result in big chaos. It helps in maintaining full decorum in the college campus.

The Context

Attendance Regulation Committee awakens the students to attend their classes regularly. Sometimes it is perceived that students bunk their classes. Restrictions are put on the students and they get afraid of by the punishment that if they will not complete their scheduled lectures, they will have to appear as private candidate. The committee holds meetings from time to time and collects information regarding the absentee of the students. The students who remain absent continuously for 7 days are made alert through parents-teacher meets and written notices. Excuse is given only in the state of long illness and submission of medical certificate.

The Practice

Every month a meeting is conducted by the Incharge Attendance Regulation Committee with the members of the committee and one meeting in Principal Office chaired by Madam Principal to discuss the regulation of students in the classes. Attendance Regulation Committee worked a lot to achieve this objective:-

1st meeting- 1st Meeting of the committee was held on 18-10-17 where it was decided to submit the roll numbers of students continuously absent for 7 days and information be given to their parents through SMS and call their parents to meet the convener of the class. Information about irregular students will also be submitted in the office.

2nd Meeting- 2nd Meeting was held on 24-09-17 in which conveners and co-conveners of various classes were instructed to personally meet and motivate the irregular students to be regular in future. Madam Principal instructed to circulate among staff the names of students who have been struck off from the college rolls due to absentism and keep record.

3rd Meeting- Meeting was held on 13-10-2017 where it was decided to collect 7-days absentee of students from 10-10-2017 to 31-10-2017 and shortage of lectures also be calculated till 31-10-2017. Irregular students whose parents did not come to meet the conveners will again be contacted. Telephone calls will be made to the parents so that they can be made aware of the regularity of their wards. Madam Principal instructed to prepare the list of lecture shortage of students and complete statement of lectures of students by the faculty members under the signature of Dean Academics, Incharge Attendance Regulation Committee, concerned conveners, office supdt. and examination clerk.

4th Meeting- Meeting was held on 21-11-2017 to ensure that the 7-days absentee was collected from 01-11-2017 to 10-11-2017 and messages being sent. Parents of the students who were found irregular met the conveners and assured them that their ward will be regular in future.

5th Meeting- Meeting was held on 24-01-2018 where it was informed that 7-days absentee was taken from 08-01-2018 to 18-01-2018 and next will be taken 19-01-2018 to 31-01-2018. Madam Principal instructed Incharge Attendance Regulation Committee, conveners and co-conveners of all the classes to motivate the students and ensure 100% attendance on 30-01-2018 i.e. sports day of the college.

6th Meeting- Meeting was held on 21-02-2018 which included 7-days absentee from 01-02-2018 to 14-02-2018 and then 15-02-2018 to 28-02-2018. Dean Co-Academics was advised to give attendance of students for Sports day i.e. 30-01-2018. Madam Principal instructed to inform the parents if their ward is not attending class in particular subject. Punctuality of teachers was also stressed for effective teaching.

7th Meeting- Meeting was held on 14-03-2018 and it was decided to take 7-days absentee from 01-03-2018 to 10-03-2018 and then from 17-03-2018 to 31-03-2018 It was also stressed to take

signature of students in all classes who are running shortage of lectures. Parents were asked to meet the convener of the class on the prescribed date.

8th Meeting- The last meeting of the session took place on 10-04-2018 and it was ensured to collect 7-days absentee from 01-04-2018 to 10-04-2018 and Dean co-academics was advised to complete all the co-curricular activities attendance of the students for 2nd, 4th and 6th semesters.

As the result of continuous efforts of the Attendance Regulation Committee, shortage of the students has reduced considerably. Letters have been sent to 271 students who were found to be having lecture shortage and parents of 201 students came to the college to meet the conveners, co-conveners and incharge of attendance regulation committee and the parents ensured that their wards will be regular in the class in coming future.

Best Practice: II- Formation of Co-Academic Calender and its Implementation

The Goal

For overall personality development of the students, alongwith academic activities, participation in co-academic activities is equally important for the students. Co-academic calendar gives us glimpses of the yearly activities and celebrations of all the departments, clubs and societies. It makes all the Heads of departments, Incharges of clubs and societies aware of the schedule of the events to be taken place in the institution over the spread of year and make it convenient to give their presentation with full artistic skills and practice.

The Context

A well planned co-academic calendar is prepared by the dean co-academics in consultation with the heads of departments and incharges of clubs and societies before the beginning of the session and after being passed by the head of the institution is given in the prospectus to make the staff and the students aware of the upcoming college co-academic activities. It provides at one glance the schedule of activities so that the faculty members can prepare within the limited time period their concerned activity. It also avoids the clash of activities.



CO-ACADEMIC CALENDAR 2017-2018

Month & Year	Activity & Functions	Tentative Dates
July 2017	Havan	24th July 2017
August 2017	Enrollment of N.S.S, N.C.C, Youth Service Club, Red Cross, and Red Ribbon Society	5th August, 2017
	Sanskrit Divas by Sanskrit Deptt.	7th August 2017
	Formation of Central Association	12th August, 2017
	One day Educational Trip by Commerce Deptt.	1st week of August 2017
	One day Educational Trip by Computer Deptt.	2nd week of August 2017
	Independence Day by N.S.S, N.C.C and C.A. Deptt.	15th August 2017
	Sadbhavana Divas and Tree Plantation by N.S.S and N.C.C Deptt.	20th August 2017
	One day Educational Trip by Computer Deptt.	20th August 2017
	One day Educational Trip by Commerce Deptt.	4th week of August 2017
	One day Educational Trip by Economics Deptt.	4th week of August 2017
	Tej Festival and Talent Hunt by Dramatic and Youth Service Club Deptt.	25th August 2017
	Sports Activity by Physical Education Deptt.	29th August 2017
	Principal - Alumni - Teacher Meeting	Last week of August 2017
September 2017	One day Educational Trip by History Deptt.	1st week of September 2017
	One day Educational Trip by Physical Educational Deptt.	1st week of September 2017
	Teachers' Day by English Deptt.	5th September, 2017
	World Literacy Day by Economics Deptt.	8th September, 2017
	One Day Educational Trip by English Deptt.	2nd week of September 2017
	One day Educational Trip by Mathematics Deptt.	2nd week of September, 2017
	Hindi Divas by Hindi Deptt.	14th September, 2017
	Quiz by Commerce Deptt.	15th September, 2017
	One Day Educational Trip by Hindi Deptt.	3rd week of September 2017
	Zonal Youth Festival	Last week of September 2017

The world is a book and those who do not travel read only one page - St. Augustine



CO-ACADEMIC CALENDAR 2017-2018

Month & Year	Activity & Functions	Tentative Dates
October 2017	Autumn Break Gandhi Jayanti by History Department One Day Educational Trip by Political Science Deptt. Blood Donation Camp by Red Cross Society & Red Ribbon Club Mathematics Awareness Day Audio Visual Heritage Show by Computer Science Deptt. One Day Educational Trip by Hindi Deptt. One Day Educational Trip by Dance & Music Deptt.	30-09-2017 to 09-10-2017 2nd October, 2017 2nd week of October 2017 14th October, 2017 14th October, 2017 16th October, 2017 2nd week of October, 2017 4th week of October, 2017
November 2017	One Day Educational Trip by Fashion Designing Deptt. One Day Educational Trip by Punjabi Deptt. Birthday of Guru Nanak Dev Ji by Punjabi Deptt. National Integration Day by N.C.C. One Day Educational Trip by Home Science Deptt. One Day Educational Trip by Sanskrit Deptt. Human Rights Day by Political Science National Education Day by Readers Club One Day Educational Trip by History Deptt.	1st week of November 2017 1st week of November 2017 4th November, 2017 6th November, 2017 2nd week of November 2017 2nd week of November, 2017 9th November, 2017 11th November, 2017 2nd week of November, 2017
December 2017	No Co-academic activity due to University Semester Examination Seven Days N.S.S. Camp by N.S.S. Department	2-12-2017 to 21-12-2017 22-12-2017 to 28-12-2017

Travel and change of place impart new vigor to the mind - Seneca



CO-ACADEMIC CALENDAR 2017-2018

Month & Year	Activity & Functions	Tentative Dates
January 2018	Lohri function by C.A. Republic Day by N.S.S, N.C.C and C.A. Students One Day Educational Trip by Home Science Deptt. One Day Educational Trip by Dance & Music Deptt. Career Counseling Lecture by Career Guidance Deptt.	13th January,2018 26th January,2018 Last week of January 2018 Last week of January 2018 30th January,2018
February 2018	One Day Educational Trip by Sociology Deptt. Mental Ability Test by PG Deptt. & Commerce Deptt. One Day Educational Trip by Commerce Department Basant Utsav by Music/Dance/ FDesign. Deptt H.Sci. Deptt. One Day Educational Trip by Fashion Designing Department Social Justice Day by Sociology Deptt. Sports Day Mother Language Day by Punjabi Deptt.	1st Week of February 2018 9th February, 2018 2nd Week of February,2018 3rd week of February, 2018 3rd week of February, 2018 20th February, 2018 3rd week of February, 2018 22nd February, 2018
March 2018	International Women's Day by Post Graduate Deptts. Group photo by C.A. Incharge Principal - Alumni - Teacher Meeting	8th March 2018 30th March, 2018 Last week of March, 2018
April 2018	Annual Convocation & Prize Distribution Farewell Party Co-Academic Calendar to be planned	2nd Week of April, 2018 Last Week of April, 2018 3rd / 4th week of April, 2018
May 2018	No Co-Academic activity due to University Semester Examination	11-5-2018 to 1-6-2018
May / June 2018	Summer Vacation	2-6-2018 to 8-7-2018

Nurture your mind with great thoughts. To believe in the heroic makes heroes - Benjamin Disraeli