

## **CRITERION VI: GOVERNANCE AND LEADERSHIP**

### **6.1 INSTITUTIONAL VISION AND LEADERSHIP**

**6.1.1** What are the institutions's stated purpose, vision, mission and values? How are they made known to the various stakeholders?

**Purpose:**

- To prepare effective teachers for the growth of the nation according to the needs of the society.
- To provide competency to teachers for meeting social, economic and academic needs of the society.
- To develop leadership quality among pupil-teachers.
- To Achieve National Goal through education

**Vision:**

Our college aspires to offer quality teacher education to enlighten emancipate and empower the student teacher fraternity and to foster life long learning. Our institution mainly visioned at:-

- To impart a sound formation in all levels such as academic, social, physical and emotional.
- To cultivate more self-confidence.
- To mould and motivate the would-be teachers towards vision of excellence.
- To strengthen their ability in communicating their views effectively.

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- To develop soft skills among the trainees.
- To train teachers in ICT based methodology.

#### **Mission:**

Our mission is to educate and inspire our student through a distinctive curriculum and a dynamic development experience.

- To develop skills and competencies in student, which is necessary to play the multi faceted role of the teacher in the new millennium.
- Our faculty will provide intellectual leader and important scholarly contributions to their disciplines.
- Design of courses, instructional methodologies and experimental learning to equip students with creativity and problem solving skills, to prepare them for rewarding careers and to face challenges in a rapid by changing world.

#### **Values:**

- Throughout all our activities and programmes the college will continue to promote equality and celebrate diversity and contribute to the development of the society and institution.

Understanding, respect, professionalism, unity, enthusiasm and pride will be central to everything we do for students.

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### **6.1.2 Does the mission include the institution's goals and objectives in terms of addressing the needs of the society, the students it seeks to serve, the school sector, education institution's traditions and value orientations?**

Yes, the mission statement has come out of institution's goals and objectives and reflects all the values included in the vision statement of the college. As young minds want to get the best of education, skills, technical knowledge and practical exposure to succeed in various forms of life and also betterment of the society. We are following the path of the mission and it addresses the need of the society, its students, school sector, education, institution's traditions and values. This college competes with the advancements taking place in order to achieve its mission.

### **6.1.3 Enumerate the top management's commitment, leadership role and involvement for effective and efficient transaction of teaching and learning process (functioning and composition of various committees and board of management, BOG, etc.)**

- The President, Mr. Ranjeet Singh, a great Visionary and missionary, is very liberal and magnanimous in his approach. He is a great Redeemer and Savior of culture and education and has created a history in materializing his dreams. He plays a very positive our effective role in leadership and involvement for effective and efficient transaction of teaching and learning process. He is always promote the faculty member and students to achieve their goals and wishes. He has a broader spectrum and plays an incredibly amazing role in progress of the intuition. He has a remarkable judicious nature in motivating the

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faculty and administrative staff to take the college to Zenith of glory with their efforts and endeavors.

- In addition to this Chairman, Vice chairman, Secretary of the trust are the guiding pillars of the college and are torch bearer of development.

### **6.1.4 How does the management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?**

To ensure proper communication of responsibilities at the beginning of the session, principal with the help of management make various committees to run the institution smoothly. The following committees are made:-

- Sports committee
- Cultural committee
- Teaching practice
- Grievance cell
- Administrative committee
- Extention activities committee
- House committee
- And incharge of the particular committee do their related details.
- IQAC Cell.
- Library Committee
- Feedback Committee
- Staff Council Committee

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### **6.1.5 How does the management/head of the institution ensure that valid information (from feedback to personal contacts etc.) is available for the management to review the activities of the institution?**

The feedback obtained from various sources like students, faculty from Alumni's parents, visitors, teachers, visiting resource persons etc. is reviewed by specially formed committee comprising of the head of the institution and two senior faculty members. Feedback is analyzed by the Administrative committee and appropriate decisions are taken. These decisions are then communicated to the management for review and to bring about desirable changes, which is required.

### **6.1.6 How does the institution identify and address the barriers (if any) in achieving the vision/mission and goals?**

- At the beginning of the institution every management sets their vision and mission to achieve their goals.
- In the beginning of the session, orientation day is celebrated; faculty members introduce the syllabus to the new comers. After that they started to run the classes where they find many barriers in achieving the goals.
- Lack of efficiency in language skills as most of the students are from the other state. They are unable to understand English as a medium of institution even in the class room.
- As it is find that, the B.Ed course is more than sufficient for one year course aid. It is observed that for that time limit is short.

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- Students from rural background and they are not aware of even basics of the computer and using the internet to achieve their goals.
- For addressing the above barriers, following provisions are made available in the college:
  - Remedial classes in English are organized.
  - Orientations in Computer Application.
  - Orientation in operation of hardware like OHP LCD Projector, and internet is imparted.
  - Extra classes are organized for low achievers.

### **6.1.7 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?**

Management encourages and supports involvement of staff for improvement of the effectiveness and efficiency of the institution process in a number of ways:-

- Day to day interaction with the management and provide the guidance to the staff.
- Time to time financial assistance is given to them.
- Management motivates the staff members to attend the seminars to achieve the mission of the institution.
- They have freedom to talk any time.
- Management provide them facilities like transportations, free access of internet, library facility, use of equipment, encourage or help them for higher

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studies and special arrangements are done in the time table also. Management provides all infrastructural facilities as required by the staff or the institution without constraint.

- Technical support (Projected Aids, Psycho lab, ICT Lab, Language Learning Lab material etc.) is made readily available.

### **6.1.8 Describe the leadership role of the head of the institution in governance and management of the curriculum, administration, allocation and utilization of resources for the preparation of students.**

The Principal of the institution plays a dynamic role in governance and management of the curriculum, administration, allocation, making of committees and utilization of the resources because of his twin qualities of head and heart.

- Principal has good relation with the management, staff and students. He has efficient internal coordinating and monitoring mechanism. He frequently holds meetings of staff council and other committees for improvement of the institutional process.
- Principal maintains various committee and assign related duties to all the committee incharge
- Principal monitors overall activities included in the curriculum of the institution like coverage of syllabus, well in time or according to the time schedule, attendance of the students, participation and organization of inter and intra college competitions,

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discipline, time table, up-keepment of campus extension activities etc.

- Principal is sensitized to modern managerial concepts such as strategic planning, team work, decision making and is well versed with the concept of ICT and total quality management.
- Principal allocates various resources to ensure its optimum use. Utilization of resources is monitored by obtaining feedback from the respective in-charges.

### **6.2 ORGANIZATIONAL ARRANGEMENT**

**6.2.1 List the different committees constituted by the institution for management of different institutional activities? Give detail of the meetings held and the decisions made regarding academic management, finance, infrastructure, faculty, research, extension and linkages and Examination during the last year.**

Faculty members are represented in Board of Governors (BOG). Major decisions regarding management of the institution are taken by the Governing Body of the college whereas the academic decisions are taken by different committees constituted by the Principal which have been mentioned in point 6.2.2.



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**DETAILS OF MEETING OF**

**SESSION 2013-14**

S. No.	Date of Meeting	Major Decisions Taken
1.	10-02-2013	<ul style="list-style-type: none"> <li>Approval of the proceeding of selection committee meeting held on 10-02-2013</li> </ul>
2.	27-02-2013	<ul style="list-style-type: none"> <li>Approval of the budget for the financial year 2013-2014</li> </ul>
3.	20-04-2013	<ul style="list-style-type: none"> <li>Approval of the proceeding of selection committee meeting held on 20-04-2013</li> </ul>
4.	18-05-2013	<ul style="list-style-type: none"> <li>Purchase of more Books</li> </ul>

**6.2.2 Give the organizational structure and the details of the academic and administrative bodies of the institution.**

The Staff Council, Research Committee, IQAC, and Extension and Linkages are the major decision making bodies of the college where academic and administrative decisions are taken.

**SESSION 2013-14**

S. No.	Statutory Body	Date of Meeting	Major Decisions Taken
1.	Staff Council	26-08-2013	<ul style="list-style-type: none"> <li>Approval of orientation programme for B.Ed. students.</li> </ul>
		19-09-2013	<ul style="list-style-type: none"> <li>Decision taken to organize a talent search programme for the students</li> </ul>
		25-11-2013	<ul style="list-style-type: none"> <li>Approval of teaching practice</li> </ul>

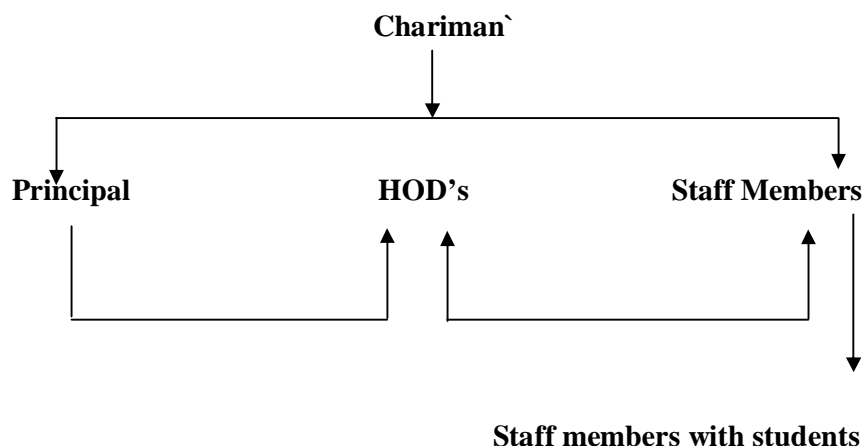
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		<p>15-01-2014</p> <p>05-02-2014</p> <p>02-05-2014</p> <p>21-05-2014</p>	<p>schedule</p> <ul style="list-style-type: none"> <li>• Approval for adopting various schools</li> <li>• Approval of house test examination - I</li> <li>• Result discussion of 1<sup>st</sup> House Examination</li> <li>• Approval for Educational Tour for Students</li> <li>• Approval for 2<sup>nd</sup> House Examination</li> <li>• Result discussion of 2<sup>nd</sup> House Examination</li> </ul>
2.	Research Committee	07-11-2013	<ul style="list-style-type: none"> <li>• Approved the proposal of organizing national seminars/conferences/workshops in the college.</li> <li>• Responsibilities allocated to different faculty regarding Seminar.</li> </ul>
3.	Co-curricular and Extension Activity Committee	<p>29-10-2013</p> <p>10-01-2014</p> <p>11-03-2014</p> <p>18-03-2014</p>	<ul style="list-style-type: none"> <li>• Approval for Diwali celebration</li> <li>• Approval for Lohri celebration</li> <li>• Approval for Athletic Meet &amp; Holi celebration</li> <li>• Approval for competition on waste material &amp; organizing a Rally on Save Environment</li> </ul>

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### **6.2.3 To what extent is the administration decentralized? Give the structure and details of its functioning.**

The administration of the institution is decentralized to a large extent. The Hon'ble Chairman of the Trust delegates certain powers to HOD's of the different department who further distribute powers and responsibilities. Students are involved in every department. Department In-charge further to the student.



### **6.2.4 How does the institution collaborate with other sections/departments and school personnel to improve and plan the quality of educational provisions?**

Institute collaborates with different departments, schools and sections to improve the quality of educational provision in the following manner:-

- Extension activities like Pulse polio Abhiyan, tree plantation, Rallies on save the girl child/ educate the girl child, are organized to improve the all around development of the pupil teachers placement cell.

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- Feedback from students about course and experience are utilized for improving the quality about institution.
- Adopting suggestion given by schools through feedback.
- Student's teachers help the pupils of the school in to teach with effective teaching aids and how they minimize mistakes.
- Adopting the School for academic improvement of the students coming from deprived sections of the society.

### **6.2.5 Does the institution use the various data and information obtained from the feedback in decision making and performance improvement? If yes, give details.**

Yes, the institution uses the various data and information obtains from the students, visitors, parents, faculty members and from the Alumni association. A grievance cell is also maintained and their suggestion and grievance are taken into consideration and used for decision making and performance improvement. The feedback obtained from various sources is analyzed by specially constituted committee. Feedback is used for improvement in decision making and performance.

### **6.2.6 What are the institution's initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across department creating/ providing conducive environment).**

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The institution takes initiative in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty through the following activities:

- Staffs meeting are organized with the principal and management.
- Team Teaching.
- Faculty development programme by the HOD is organised by the institutions time to time.
- Participation of faculty in national and international seminars/conferences/workshops.
- Orientation programme on micro teaching, mega teaching and practice teaching.
- Institution provides free internet facility and use of computers and equipments whenever required by the faculty members.
- Provide financial support to attend the seminars and arrangements in the time table.
- Faculty can use journals and magazines freely.

### **6.3 STRATEGY DEVELOPMENT**

#### **6.3.1 Has the institution an MIS in place, to select, collect align and integrate data and information on academic and administrative aspects of the institution?**

Yes, the institution has Management Information System (MIS) to select, collect, align and integrate data and information on academic and administrative aspects of the

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institution. The information is obtained through following sources:

- Feedback from students and other stakeholders.
- Analysis of previous performance of students and remedial work for the low achievers and extra co-curricular work for the high achievers.
- Grievances cell/suggestions cell in maintained and reviewed by specially formed committee and appreciate decisions are taken.
- Taking verbal feedback from the students regarding academic and administrative aspects of the institution.
- Purchase of books.

### **6.3.2 How does the institution allocate resources (human and financial) for accomplishment and sustaining the changes resulting from the action plans?**

The requirement of resources is made known to the management through the Principal. The Trust allocates human and financial resources from within and outside the organization to meet the monetary requirement arising out of changes resulting from action plan.

### **6.3.3 How are the resources needed (human and financial) to support the implementation of the mission and goals, planned and obtained?**

The in-charges of respective committee enlist the requirements through interaction with students and other faculty members. These requirements are communicated to the management

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which provides the required human as well as financial resources.

### **6.3.4 Describe the procedure of developing academic plan. How are the practice teaching school teachers, faculty and administrator involved in the planning process?**

At the beginning of the session, institution make a academic calendar which involves celebration of important days with the distribution of syllabus. This academic calendar is displayed on the notice board. In which month of practice teaching schedule is discussed before with the principal of the schools. The school faculties are also involved in planning about allocation of classes to pupil teachers and its smooth conduct thereof. Time table In-charge of respective schools are actively involved in the process. Teaching practice schools are also invited to take the teaching aids for use in the schools according to their needs.

### **6.3.5 How are the objectives communicated and deployed at all levels to assure individual employee's contribution for institutional development?**

To assure individual employee's contribution for institutional development, the objectives of the institution are communicated to them through following ways:

- Academic calendar of the institution is planned and prepared by the staff and approved by the Principal.
- The college meets the requirements given by respective teachers for development of the institution.

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- Staff meetings are held at regular intervals to discuss the institutional development.
- Circulars by the management and principal.

### **6.3.6 How and with what frequency are the vision, mission and implementation plans monitored, evaluated and revised?**

The vision, mission and implementation plans are regularly monitored, evaluated and revised quarterly by the head of the institution and management. Grievance cell are there, feedback are taken from, student, parents and from the visitor. Their suggestions are studied and vision and mission of the college are revised if required, if there is some change in norms/ standard /status of NCTE or the affiliating university and changes are done accordingly.

### **6.3.7 How does the institution plan and deploy the new technology?**

Institution plans and deploys the new technology for effective and efficient transaction of teaching learning process. Lesson delivered on Power Point Presentation, they make the slide or topic on the power point and presents through transparencies on OHP LCD Projector. Use of internet by the students and faculty members are free access. Use of equipments like OHP LCD Projector, slide projectors, DVD players, Colour television for study. The institution is planning to introduce in library software and accusation is done through the library software.



## **6.4 HUMAN RESOURCE MANAGEMENT**

### **6.4.1 How do you identify the faculty development needs and career progression of the staff?**

Faculty development needs and career progression of the staff is identified in the following ways:

- Through self appraisal reports.
- Through feedback from students.
- Results of examinations.
- Through group discussions.
- By involving in research activities.
- By allotting new subject to teach.
- By involving all teachers in different co-curricular activities.

### **6.4.2 What are the mechanism in place for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluations by students and peers). Does the institution use the evaluations to improve teaching, research and service of the faculty and other staff?**

Each of the faculty members is required to fill in a self-appraisal report in each academic year which highlights the teaching performance, research progress and the participation in other institutional activities like sports and cultural events, innovative practices adopted to contribute to academic development etc. Based on the above said report the performance of faculty is evaluated by the Principal. The self-

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assessment report is an important chain for promotion of the faculty. It also highlights the needs of the faculty in terms of their research and other activities. The college makes efforts to identify and meet such needs to encourage the faculty. Faculty is given various opportunities to take part in developmental activities like conferences, seminars etc. at national level. Faculty members are also encouraged to organize seminar, conference, workshop in the college.

Suggestions to improve the academic system provided by the faculty through Self-Appraisal Report are also taken into account by the college to improve the teaching, research and service of the faculty and other staff members.

### **6.4.3 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)**

- The increment of the staff member is done on yearly bases according to their performance.
- Timely payment of the salary i.e. by 10<sup>th</sup> of every month.
- Medical leave and schedule adjustment of the higher studies.
- Institution provides money assistance for higher studies and give seed money for them.
- Motivate the staff by training and attending seminars at various levels.

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- Secretarial support and faculty resources i.e use of computer with internet, stationary support, typing facility, separate almirah's are provided to the faculty member.
- Separate rooms are provided to the in-charges
- Transport facility is also provided to the faculty.

### **6.4.4 Has the institution conducted any staff development programme for skill up-gradation and training of the teaching and non-teaching staff? If yes, give details.**

Yes, the college organizes developmental programmes for teaching and non-teaching staff at the college level. It focuses on the teaching methodology and also for skill up gradation and training of non-teaching staff. Seminar are organized which will help the staff as a development programme. Time to time experts is invited to impart knowledge of new technology and advancement of computer. Personality development programmes are organized by the institution.

### **6.4.5 What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have the desired qualifications, knowledge and skills (Recruitment policy, salary structure, service conditions) and how does the institution align these with the recruitments of the statutory and regulatory bodies (NCTE, UGC, University etc.)?**

Institution published proper advertisements in various newspapers for the recruitment of faculty. The selection is done through M.D university norms. In which it is done by constituting a committee comprising of university nominee and subject experts. While selecting teachers, no compromise is

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made regarding the qualification prescribed by statutory and regulatory bodies for retaining the facilities like medical leave, free transport facilities, access of equipments, typing assistance & motivation for higher studies, seed money, adjustment in time table, motivate them to attend the seminar etc.

### **6.4.6 What are the criteria for employing part time/ Adhoc faculty? How are the part-time/adhoc faculties are different from the regular faculty? (e.g. salary structure, workload, specializations**

Institution appoints all the faculty members on regular basis and if they needed appoint adhoc faculty on it will be on lecture basis, on the specialized subject area and their workload is not as the load of the regular faculty.

### **6.4.7 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (e.g. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops etc. and supporting membership and active involvement in local, state, national and international professional associations).**

The institution provides many policies, resources and practices of the institution that support and ensures the professional development like-

- The library facilities enable the faculty to make effective use of these resources for research and advance study. Institution provide them journals, magazines, newspapers, Research encyclopedias, text books etc.

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- The staff members are granted academic leave for participation in seminars, conferences, workshops etc.
- Arrangement are done in their schedule whenever they required leave for participation in seminar etc.
- Seed money is given for their higher studies.
- Institution motivate them to go higher studies, give all administrative and academic facilities like arrangements in time table, use of library, use of internet and typing facilities etc.

### **6.4.8 What are the physical facilities provided to faculty? (Well maintained and functional office, instructional and other space to carry out their work effectively).**

Institution provides computer facilities with free access of internet to all staff members. Separate staff room are provided to incharges. All staff members have separate tables and Almirah which provides the space to carry out their work effectively. Free transport facility is provided to them to access the college premises.

### **6.4.9 What are the major mechanism in place for faculty and other stakeholders to seek information and/or make complaints?**

The institution has a website of its own where all the details are provided for ready reference and to seek relevant information. E-mail ID of the institution helps to communicate with the other B.Ed institutions and with the Alumni.

Staff, students and Alumni's are given equal importance. The grievances received from them are taken into consideration. The institute treats these grievances and

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complaints as suggestions for improvement. A suggestion box has also been fixed in the college for this purpose.

**6.4.10** Detail on the workload policies and practices that encourage faculty to be engaged in wide range of professional and administrative activities including teaching, research assessment, mentoring, working with schools and community engagement.

Workload of the faculty is according to the norms laid down by the statutory body like NCTE and M.D. University. Subjects are allotted to teachers according to their specialization and interest. The Teachers are also engaged in different school and community services like adopting different schools for teaching the students.

**6.4.11** Does the institution have any mechanism to reward and motivate staff members? If yes, give details.

Yes, the institution have mechanism to reward and motivate staff members. Staff Members who excel in making constructive contribution to teaching-learning process, bring out innovative ideas and contribute effectively in the development of the college are awarded appreciation letters by the Principal and Management.

## **6.5 FINANCIAL MANAGEMENT AND RESOURCES MOBILIZATION**

**6.5.1** Does the institution get financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, give details of the source of revenue and income generated.

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The institution does not get any financial support from the Government. The college is running under self-financing scheme. The fees of B.Ed. students are the main income source of the college. However, the management of the college is financially sound and it fully concerned with the college and full fills all the requirement of the college time to time.

**6.5.2 What is the quantum of resources mobilized through donations? Give information for the last three years.**

No, there is no quantum of resources mobilized through donations.

**6.5.3 Is the operational budget of the institution adequate to cover the day-to-day expenses? If no, how is the deficit met?**

Yes, Budget of the institution is adequate to cover the day-to-day expenses.

**6.5.4 What are the budgetary resources to fulfill the missions and offer quality programmes? (Budget allocations over the past five years, depicted through income expenditure statements, future planning, resources allocated during the current year and excess/deficit).**

<b>YEAR</b>	<b>BUDGET ALLOCATION</b>	<b>EXPENDITURE</b>
<b>2010-11</b>	<b>88 lacs</b>	<b>88 lacs</b>
<b>2011-12</b>	<b>88 lacs</b>	<b>88 lacs</b>
<b>2012-13</b>	<b>85.88 lacs</b>	<b>85.44 lacs</b>
<b>2013-14</b>	<b>86.42 lacs</b>	<b>85.19 lacs</b>

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**6.5.5 Are the accounts audited regularly? If yes, give the detail of internal and external audit procedures and information on the outcome of last two audits. (Major pending audit paras, objectives raised and dropped).**

**Yes, the accounts are audited regularly by duly qualified C.A. appointed for college finance. There are no major objections till date.**

**6.5.6 Has the institution computerized its finance management system? If yes, give details.**

**Yes, the institution has computerized its finance management system. Preparation of income expenditure statement, balance sheet, fee collection, salary statement etc. is computerized for which different software's are used.**

## **6.6 BEST PRACTICES IN GOVERNANCE AND LEADERSHIP**

**6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?**

**Linkage of All Activities with Vision and Mission** All the activities of the institution are linked with the vision and mission. It has led to the growth of the college in the recent years in the field of infrastructural facilities, enhancement of teaching-learning process and image enhancement in the masses. The commitment of the Principal, faculty and staff has elicited cooperation from the alumni, parents, community and local bodies. Staff meetings are held at regular intervals to review whether the activities are being carried out in tune with vision and mission of the institution. Periodic review is done to ensure the same.



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- **Providing Excellent Growth Oriented Academic Environment for the Faculty**

The members of faculty are provided conducive environment for the growth of institution and their personal growth as well. All faculty members and non-teaching staff direct their efforts towards the improvement of the institution. This has led to sharing of knowledge, innovative practices and high degree of satisfaction level among members of the staff. Self motivation and initiation are the outcomes of this constructive environment. Institution always motivates the faculty member to attend seminars, workshops and for higher studies and necessary needs are fulfilled by the institution.

- **Active Support of Management in College Activities**

Management of the college actively supports and strengthens the processes going on in the institution. They provide infrastructural facilities without any constraint and help in making the academic calendar appropriate for learning and development. Support is provided readily with regard to faculty development, management activity participate in college active like cultural programme, extension activities and celebration of important days etc.