

**The Annual Quality Assurance Report (AQAR) of the IQAC in respect of
Government Degree College Banjar (Track ID- HPCOGN17360)**

Part – A

1. Details of the Institution

1.1 Name of the Institution	Government Degree College Banjar
1.2 Address Line 1	Tehsil Banjar
Address Line 2	District Kullu
City/Town	Banjar
State	Himachal Pradesh
Pin Code	175123
Institution e-mail address	gcbanjar-hp@nic.in
Contact Nos.	01903221602
Name of the Head of the Institution:	Dr. Mandeep Sharma
Tel. No. with STD Code:	01903221602
Mobile:	9418680222

Name of the IQAC Coordinator:

Dr. Binta Thakur

Mobile:

9418466451

IQAC e-mail address:

gcbanjar-hp@nic.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

HPC0GN17360

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC (SC/18/A&A/127.15th Nov., 2016

1.5 Website address:

www.gdcbanjar.com

Web-link of the AQAR:

www.gdcbanjar.com/IQAC

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.26	2016	2016-2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

30/09/2012

2017 - 2018

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- AQAR_30/12/2017_____ (DD/MM/YYYY)
- AQAR_____ (DD/MM/YYYY)
- AQAR_____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify)

N.A.

1.12 Name of the Affiliating University (*for the Colleges*)

HIMACHAL PRADESH
UNIVERSITY SHIMLA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University NO

University with Potential for Excellence	<input type="text"/>	UGC-CPE	
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="NIL"/>
2.5 No. of Alumni	<input type="text" value="NIL"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	
2.11 No. of meetings with various stakeholders:	
No.	<input type="text" value="6"/>
Faculty	<input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="2"/>
Students	<input type="text" value="2"/>
Alumni	<input type="text" value="NIL"/>
Others	<input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	
Yes	<input type="text"/>
No	<input checked="" type="text" value="v"/>

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total No. International National State Institution Level

(ii) Themes

Health and Hygiene, Women Empowerment, AIDS Awareness, Environmental Awareness, Drug Addiction, Voting Rights

2.14 Significant Activities and contributions made by IQAC

For Career Guidance one to one communication by the Principal and respective teachers with all the students, evaluation of the various quality improving decisions taken previously. New quality initiatives proposed and executed. Feedback taken from students and redressal of grievances

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Smooth conduct of regular classes, time bound evaluation, conduct of midterm test and uploading of CCA awards	1. Regular classes, mid-term tests, evaluation, and uploading of CCA done as per plan
2. Preparation of college calendar for sports, cultural and extra-curricular activities	2. Activities organised as per plan and various students participated and won several prizes in various inter-college events, also organised HPU inter college Cross-Country Championship in August 2017.
3. Renovation and establishment of various science laboratories	3. Upgradation of Chemistry lab, Equipments in Geography, Botany, Zoology labs, instruments for Music Department, Sports articles,
4. Plan for college and campus developmental work	4. Extension of playground, plantation, addition of furniture, leveling of college ground, repair of electrical fittings, sanitary vending machines and incinerators, water purifiers,

	Construction of boundary wall, Cabins for administrative staff, CSCA members, Benches for students in the college ground.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Annual report of the college for session 2017-18 having detail regarding students status, their distinctions achieved in academics, co curricular activities and sports, special contribution of the faculty members, steps taken by the college to improve the quality of education in different aspects, infrastructural and learning resources, student support mechanism, governance and leadership and innovative practice has been sent to HP University, Shimla on the format given by the HPU.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	3			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	3			
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	1

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabi are revised by various Boards of Studies, constituted by different departments of the HPU. Teachers of the colleges act as member of Boards of Studies/syllabus framing committees and hence participate in revision and up- gradation of the syllabi.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	12	8	NIL	

2.2 No. of permanent faculty with Ph.D.

7

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4								4	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		3	4
Presented papers		4	4
Resource Persons			1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

One to one communication with faculty and Principal, tutorials, organizing inter-class, inter- faculty competitions, continuous comprehensive assessment award documentation, organisation of seminars quiz, group discussion and presentations. Feedback from the students from time to time, suggested readings related to curriculum, demonstration through field visits and study tours.

2.7 Total No. of actual teaching days during this academic year

160

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The College is affiliated to the Himachal Pradesh University, Shimla and follows the reforms related to the examinations and evaluation system initiated by the university as per UGC guidelines. Under the RUSA CBCS system, 30 percent marks are allotted to the internal assessment and 70 % for the end semester examination (ESE). The Internal examination committee maintains the students' exam records.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development Study/Faculty/Curriculum Development workshop

1

as member of Board of

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A III	225	8.4	79	21		47.5
B.Sc.III	74	26.5	53	47		50
B.Com III	63	2	57	43		56

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC gives suggestion to the college administration regarding requirement of new books, e-resources etc. The Cell regularly holds meetings with HODs to ensure that the existing teaching aids are being utilized by the teachers for effective teaching learning process. IQAC also monitors whether the proper record of the CCA is maintained by the concerned committee and it also evaluates the process by taking feedback from the students and giving suggestions to the teachers on its basis.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	2
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	3		1
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Purchase of lab equipments and books. The college faculty is encouraged to organize seminars and conferences etc. For the academic advancement, faculty members are intimated through circulars, meetings regarding minor and major research projects sponsored by the UGC and other agencies and procedure for applying for the same.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1		
Non-Peer Review Journals		3	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL			
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	NIL			

NIL

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
 organized by the Institution

Level	International	National	State	University	College
Number					2
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
NIL				2		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

NIL

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Adoption of nearby village by NSS
- Organisation of various awareness and sports camps.
- Swachhta abhiyan, plantation drive, awareness lecture and rallies regarding effects of drug abuse, lectures and mock drills on disaster management.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	20 LAKHS	MHRD RUSA GRANTS	20 LAKHS
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4 Lakhs	Do	4 Lakhs
Others				

4.2 Computerization of administration and library

NIL

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6030		530		6030	
Reference Books						
e-Books						
Journals	15					
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	21	12			6	6	4
Added								
Total	37							

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

NIL

4.6 Amount spent on maintenance in lakhs :

i) ICT	50000
ii) Campus Infrastructure and facilities	7.5 LAKHS
iii) Equipments	NIL
iv) Others	NIL
Total :	8 LAKHS

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Career Guidance and Counseling Cell, Anti Ragging, Legal Cell, Sexual Harassment, Women and Child Protection, Eco club are active in the college. IQAC uses digital notice board, other fixed notice boards and college website to display information about various facilities and programmes.

5.2 Efforts made by the institution for tracking the progression

Conducting various competitions, seminars etc.
Feedback through class tests, discussion and other means of interaction in the classrooms.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1124			

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	506	46		618	54

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
738	380	7	91	0	1216	734	314	4	72	0	1124

Demand ratio 1:1

Dropout % of women 18%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching for competitive examinations is done through Career Guidance Counseling Cell by inviting experts in various fields, at personal level by teachers, group discussions in class rooms, Tutorial Groups for various competitive exams, magazines and journals in the library, encouragement of students to use library etc.

No. of students beneficiaries 900

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Subject wise students were taken for Guidance by the Principal and subject teacher

No. of students benefitted

1000

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			Nil

5.8 Details of gender sensitization programmes

Women Empowerment Programme organised by Women and Child Protection Cell under the guidance of Himachal Pradesh State Commission for Women

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	nil	
Financial support from government	545	Rs.1160172
Financial support from other sources		
Number of students who received International/ National recognitions	1	20000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: ____ Grievances related to the University results were redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The vision of our college is to impart quality education and inculcate traditional cultural values to make them self reliant, good human beings and responsible citizens.

Mission:

- To produce an intellectual and skilled human resource which can contribute towards the progress of Nation
- To groom the personalities of students so that they are able to face contemporary challenges
- To develop leadership qualities among students
- To sensitize learners towards inclusion and equity, human rights, environmental awareness and gender equality

6.2 Does the Institution has a management Information System YES

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum I

The curriculum prepared by the Himachal Pradesh University, to which the college is affiliated, is implemented.

6.3.2 Teaching and Learning

The University organizes various refresher courses, orientation programmes and workshops for teachers. These programmes help teachers in updating their subjects and some of the general workshops are for their awareness. Special attention is paid to provide infrastructural facilities with special emphasis on ICT-enabled tools to improve the teaching learning practices in the institution. Recently the Directorate of Higher Education has also made teachers' training at various stages of their service mandatory.

6.3.3 Examination and Evaluation

At the end of each semester students are assessed internally as well as by the University on the basis of attendance, assignments, seminars, quiz, two internal minor examinations, practical exams and end semester examination. On the basis of their performance they are awarded grades by the University.

6.3.4 Research and Development

The institution intends to strengthen the infrastructure including laboratories and library so as to benefit the faculty/student researchers. The faculty is motivated to do Ph.D, write and present research paper in conferences and organise such activities in the college with the help of funding

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library has around 6000 books, ICT facility is available in IT Lab, lab. equipments are added

6.3.6 Human Resource Management

The Principal, departmental heads, convenors of various committees, office superintendent and college librarian as well as the executive body of PTA take care of Human Resource Management.
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6.3.7 Faculty and Staff recruitment

The Government of HP through HP public service commission recruits the faculty as per UGC/government regulations. The recruitment is done on the basis of the strength of the students. Proposal showing strength is regularly sent from the office and demand for additional staff is routinely requested from higher authority.

6.3.8 Industry Interaction / Collaboration

nil

6.3.9 Admission of Students

Admission criteria as per the HP university shimla regulation are followed.

6.4 Welfare schemes for

Teaching	Schemes as per HP Government norms such as loan, medical reimbursement, LTC etc. are implemented.
Non teaching	Schemes as per HP Government norms such as loan, medical reimbursement, LTC etc. are implemented.
Students	Government scholarships of various category and fee waiver for economically backward classes/girls student/physically handicapped are given to various categories of the eligible students.

6.5 Total corpus fund generate

NIL

6.6 Whether annual financial audit has

Yes YES No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			YES	
Administrative			YES	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes YES No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

.

The University introduces examination reforms from time to time. Presently under the RUSA CBCS system, 30 percent marks are allotted to the internal assessment and 70 % for the end semester examination (ESE). College administration/University ensures that the examinations are conducted smoothly, and use of unfair means checked through strict invigilation, CCTV surveillance, fly squad and prohibition of mobile phones.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

NA

6.12 Activities and support from the Parent – Teacher Association

Employment to part time staff
Purchase of Equipments for college

6.13 Development programmes for support staff

Supporting staff is regularly made aware of the avenues provided by Government for their promotion and welfare.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation and Cleanliness drives also helps in maintaining eco-friendly environment of the college.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Celebration of Annual two day cultural function
2. Adoption of a village every year for awareness and extension activities

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

beginning of the year

Almost 100 percent goals have been achieved at the end of the year such as facilitating lab and sports items, construction of college ground, purchase of books etc. The cell is functional for boosting organisation of functions, seminars, awareness campaigns and activities necessary for student support.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. Departmental seminar to impart knowledge and training in communication skills
2. The cultural festival "Serajotsava" to bring out talent inherent in the students and train them in organization skills

7.4 Contribution to environmental awareness / protection

Plantation in college campus and surrounding areas
Awareness rallies organised time to time.

7.5 Whether environmental audit was conducted? Yes No

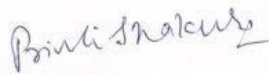
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

No

8. Plans of institution for next year

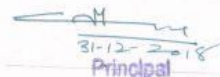
Construction of Multipurpose hall, Acquiring funds for the construction of Girls' Hostel, efforts for separate Science block construction, e- library, smart class rooms, extension of 'Kala Manch'.

Name Dr. Binta Thakur



Signature of the Coordinator, IQAC

Name Dr. Mandeep Sharma


31-12-2018

Principal
Signature of the Chairperson, IQAC
Govt. Degree College
Banjar (Kullu) H.P.

ANNEXURE College Calendar

- Re-opening after summer vacation in the month of June (16 June 2018)
- Principal's meeting with staff for preparing annual calendar
- Admission process from 16th -23rd June
- Display of Merit list 24-27 June
- Fee Deposit 28-30 June
- Counselling with students in July first week
- Principal's address in July first week
- Regular classes from first week of July
- PTA Meeting 14th July
- CSCA Election as per University schedule
- Principal's meeting with staff regarding feedback in the month of August
- Minor tests in the month of September
- Schedule of activities such as guest lectures, seminars, workshops, sports and cultural activities
- End semester examinations from 15 October -14 November 2018
- Principal's meeting on last working day of each semester for assigning different activities for the next semester 29 December 2018
- NSS Annual Camp in January first week
- Winter vacations 1st January 2019- 4th February 2019
- Reopening of college on 5th February 2019
- NSS camp during winter vacation
- CSCA and Annual Prize Distribution Function in March
- Minor test 2nd week of March
- End Semester Examination 15 April- 10 May 2019
- Summer Vacations as per university schedule.