

## **Action Taken Report**

- ❑ Weekly teaching plans prepared.
- ❑ Workload proforma prepared by the HODs and submitted to Dr Rajesh Kumar, Dean of the college.
- ❑ E-content prepared.
- ❑ NSS enrolment form, Sports enrolment form, Societies and Cells Activity form circulated and initiatives were taken by the members of various Societies, Cells and Unit under the guidance of the conveners regarding this.
- ❑ G-suite purchased and online classes started using Google classroom. Senior faculty members appointed as Admins.
- ❑ Google form circulated with regard to the assessment of syllabus completed by each faculty member.
- ❑ For the smooth conduct of Mid-Semester Test and evaluation through online mode, E-mail ids were created, date sheet circulated, Question papers circulated and evaluation done successfully through online mode.
- ❑ COVID Awareness Pledge; Vigilance Awareness Pledge and Vigilance Awareness Week celebrated; Webinar on 'Swachhta: Clean Air, Clean Water, Clean Agriculture' organized; Activities initiated at Departmental level and also by various societies and cells.
- ❑ COVID Management Committee constituted.

## **Action Taken Report**

- ❖ Student Exit Survey conducted.
- ❖ NSS Camp successfully organized.
- ❖ Inspection of Environment Conservation Course and BBA was prepared for onward submission to Panjab University Inspection Committee. The Committee visited the institution on April 16, 2021. Confirmation awaited.
- ❖ The Landscaping-cum-beautification Project of the institution was inaugurated on March 17, 2021.
- ❖ Department wise annual stock verification conducted.
- ❖ A motivational lecture was organized for the alumni on 11th February 2021.
- ❖ Date sheet received from the Panjab University circulated, end-semester exams successfully conducted and evaluation work completed.

## **Action Taken Report**

- Rs 60,000/- received under SC/ST Grant was distributed among 240 students.
- Official record (department wise) maintained w.e.f. April 2016 to March 2021 was produced before the audit team. Audit successfully conducted.
- A 50% attendance roster was prepared for the teaching as well as the non-teaching staff.
- Virtual Inter-college Quiz Competition organized by the IPR Cell.

## ACTION TAKEN REPORT

- A committee under the guidance of the Principal was constituted to carry out the work of the college prospectus 2021-22 and distribution of areas which the committee was supposed to focus on were allotted to the members by Dr Mukesh Chauhan, Convener, Prospectus Committee.
- Submission of AQAR 2019-20 was reviewed by the members of IQAC. Corrections/changes/suggestions from the faculty were invited and incorporated to improvise on.
- Annual Report 2020-21 was prepared and uploaded on the college website.
- The e-Newsletter of the Department of English was uploaded on the college website. More so, the college magazine was prepared.
- E- mail ids of all the departments were created for the smooth conduct of End-Semester Exams through online mode and the respective subject teachers conveyed the same to the students before the commencement of exams.