

## ACTION TAKEN REPORT

**Date** : 19<sup>th</sup> July, 2018

The minutes of previous meeting held on 1<sup>st</sup> June, 2018 were read, confirmed and recorded. Action taken report for the same is mentioned below:

<b>Agenda</b>	<b>Action taken</b>
<b>Academic Calendar</b>	Academic calendar for the year 2018-19 was discussed and designed taking into consideration the Panjab University academic calendar. The tentative dates for the important events and functions to be held during the session were also decided.
<b>Admission Process</b>	<p>Admission duties for the upcoming session were allocated keeping in view the requirements for the centralized admissions to be conducted in the college premises.</p> <p>Faculty members to be sent for centralized admission in other colleges were also assigned duties.</p> <p>Prospectus for centralized admissions was uploaded on the DHE portal.</p> <p>Advertisement for admissions was given in the leading local newspapers.</p> <p>A help desk managed by student volunteers and staff was set up for handling the queries of students seeking admission.</p> <p>Admissions for de-centralized courses were conducted purely on the basis of merit.</p>
<b>Orientation Program for freshers</b>	Inaugural function to formally welcome the students was held in the college auditorium.

	Library staff also conducted an orientation program for new students to acquaint them with the library infrastructure and facilities.
<b>Forms for academic audit</b>	Academic audit forms were distributed to the Departmental Heads and various duties regarding the same were assigned and a duty list was prepared accordingly.
<b>Anti Ragging Board</b>	The anti-ragging board has been put up in the campus to discourage the practice of ragging. Strict action will be taken against those found indulging in ragging.
<b>Criteria In-charge for NAAC</b>	The names of different criterion in-charges were finalized. They were allotted members under their teams to start the compilation of data for SSR.
<b>Warning to Canteen Contractor</b>	The canteen contractor was given due warning to improve the quality of services. He was informed about the complaints received by the students and staff members regarding his unsatisfactory performance.
<b>Value Added Courses and Bridge Courses</b>	Value Added Courses and Bridge Courses designed by various departments to be offered to the students in the current session i.e. 2018-19 were reviewed and approved by the IQAC members.



**IQAC Coordinator**



**Principal**

## ACTION TAKEN REPORT

**Date** : 31<sup>st</sup> August, 2018

The minutes of previous meeting held on 19<sup>th</sup> July, 2018 were read, confirmed and recorded.

Action taken report for the same is mentioned below:

<b>Agenda</b>	<b>Action taken</b>
<b>Canteen Contract</b>	The contract of previous canteen contractor was terminated followed by regular complaints and unsatisfactory performance. On the recommendation of the canteen committee a new canteen contractor has been appointed.
<b>External &amp; Internal Academic Audit</b>	Principal Dr. Jatinder Kaur informed the committee members that external audit for the session 2016-17 has been conducted.  A committee was constituted for the analysis of academic audit for the year 2016-17. Sub-committee comprising of IQAC members will provide relevant documentation and data required and compile the recommendations of the external expert committee on academic audit.
<b>Gyan Kosh</b>	Papers were called for the College Journal, Gyan Kosh for the first issue which is to be published in the month of December'2018.
<b>CAS Committee</b>	A CAS committee has been formed comprising of Vice Principal, respective HoD's and 2 – 3 Senior Staff Members.
<b>Herbal Garden</b>	Herbal Garden of the college was inaugurated in the presence of the worthy members of management.
<b>Freshers Party</b>	Freshers party was held in the college to welcome the first year students. The event saw participation by the students

	with enthusiasm and zeal. Principal, Dr. Jatinder Kaur applauded the efforts of the members of DSW and faculty members to organise the event.
<b>Value Added Courses and Bridge Courses</b>	Value Added Courses and Bridge Courses were passed by the Management and the Principal and allowed to be offered to the students in the present session.

  
IQAC Coordinator

  
Principal


## ACTION TAKEN REPORT

**Date** : 18<sup>th</sup> September, 2018

The minutes of previous meeting held on 31<sup>st</sup> August, 2018 were read, confirmed and recorded.

Action taken report for the same is mentioned below:

<b>Agenda</b>	<b>Action taken</b>
<b>Student Body Election</b>	The Student Body Elections were conducted smoothly in the campus on 6 <sup>th</sup> September, 2018.
<b>Mentoring Session</b>	Mentoring Session was conducted, the mentors interacted with the students and encouraged them to discuss the problems they were facing. Students were told that they should feel free to discuss academic problems with their teachers.
<b>P.U. Zonal Youth Festival</b>	Students and staff have been working very hard day and night for the forthcoming P.U. Zonal Youth Festival.

  
IQAC Coordinator

  
Principal

## ACTION TAKEN REPORT

**Date :** 3<sup>rd</sup> October, 2018

The minutes of previous meeting held on 18<sup>th</sup> September, 2018 were read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
<b>Multipurpose Sports Ground</b>	The work order was received in the month of September and it was resolved that the construction work will start soon.
<b>Community Outreach Activities</b>	Activities such as Swachhta Pakhwara, Yoga Day Celebration, Fire Safety Campaign, Collection of relief material for Kerala flood victims. Display of WHO hand washing technique and Dengue awareness drive at the adopted village.
<b>Mid-semester Examinations</b>	Date sheet for the mid-semester has been finalized and question papers duly received.
<b>Youth Festival Results</b>	Madam Principal congratulated the Item In-charges for bringing laurels to the Institution. They also discussed about the entries to be sent for the Inter-zonal Youth Festival.

  
IQAC Coordinator

  
Principal

## ACTION TAKEN REPORT

**Date** : 17<sup>th</sup> November, 2018

The minutes of previous meeting held on 3<sup>rd</sup> October, 2018 were read, confirmed and recorded. Action taken report for the same is mentioned below:

<b>Agenda</b>	<b>Action taken</b>
<b>Queries regarding SSR</b>	A meeting of IQAC members along with criteria heads was held in the Principal's room with special guest, Prof. Alok Chakrawal's from Saurashtra University, Rajkot on 2 <sup>nd</sup> November, 2018. He answered various queries of criteria heads regarding SSR.
<b>Review of documents filed-criterion wise</b>	The Principal with the IQAC coordinator scrutinized all the criterion wise files. It was decided to have department curator who will be in-charge of updating all the related documents criterion wise.
<b>Seminar on Quality Enhancement</b>	NAAC sponsored nation seminar on 'Catering to Global Learner: Quality Enhancement in Higher Education' was organized by Department of English in collaboration with IQAC Cell.

  
IQAC Coordinator

  
Principal

## ACTION TAKEN REPORT

**Date** : 15<sup>th</sup> January, 2019

The minutes of previous meeting held on 17<sup>th</sup> November, 2018 were read, confirmed and recorded. Action taken report for the same is mentioned below:

<b>Agenda</b>	<b>Action taken</b>
<b>Online Attendance</b>	The faculty members started marking online attendance.
<b>Online Journal</b>	First edition of the Online Journal – Gyan Kosh was successfully launched in the presence of worthy members of the management.
<b>Criteria wise presentations</b>	Review of the departmental presentations, followed by NCC, NSS, IQAC and Principal presentation has been started. The plan of action during NAAC peer team visit was also discussed.

  
IQAC Coordinator

  
Principal



## ACTION TAKEN REPORT

**Date** : 12<sup>th</sup> February, 2019

The minutes of previous meeting held on 15<sup>th</sup> January, 2019 were read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
<b>AISHE &amp; NIRF Data</b>	AISHE nodal officer of the college informed that the information related to AISHE was ready to submit online. The database and prescribed online format was discussed to upload the data.
<b>DVV</b>	Queries received under DVV process. Various documents are uploaded accordingly on the portal.
<b>Student Satisfaction Survey Forms</b>	Students are motivated and guided to fill the satisfaction survey forms.
<b>Rose Festival</b>	The Campus won 2 <sup>nd</sup> prize in the 'Best Maintained Campus' category in the Rose Festival.
<b>ICSSR Sponsored Seminar</b>	Duties have been assigned for the upcoming ICSSR sponsored seminar to be organized by the Department of Economics and Sociology titled "From Roots to Routes: Socio-Economic Implications of Transnational Community"
<b>Wall of Kindness</b>	'Wall of Kindness' was inaugurated by the worthy members of the management on the outside of the boundary wall of the college where people can hang clothes in wearable condition for the underprivileged on the day of 'College Sthapana Divas' on 7 <sup>th</sup> February, 2019.

  
Reswinder Kaur  
IQAC Coordinator

  
Jatinder Kaur  
Principal


## ACTION TAKEN REPORT

Date : 25<sup>th</sup> March, 2019

The minutes of previous meeting held on 12<sup>th</sup> February, 2019 were read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
<b>Multipurpose Sports Ground</b>	The construction work of the Multipurpose Sports Ground has completed.
<b>Activities under RUSA grant</b>	RUSA grant has been effectively utilized to purchase Compost pit, furniture, water coolers, UPS and printers, etc. and fabrication and fixing of grills over boundary walls.
<b>Activities conducted at a glance</b>	Organization and celebration of important days and events: <ul style="list-style-type: none"><li>• Vegan outreach activity</li><li>• Yoga session</li><li>• Flash Mob</li><li>• Organisation of Langar sewa at GMCH, Chd.</li><li>• Swasth Bharat Yatra</li><li>• Visit to Orphanage</li><li>• Visit to Old Age Home</li><li>• Breast Cancer Awareness Lecture</li><li>• Blood Donation Camp</li></ul>
<b>Mid-semester Examinations</b>	Mid-semester examinations have been held peacefully.

  
IQAC Coordinator

  
Principal

## ACTION TAKEN REPORT

**Date** : 8<sup>th</sup> April, 2019

The minutes of previous meeting held on 25<sup>th</sup> March, 2019 were read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
<b>Important Dates</b>	Dates for Annual Prize Distribution Function will be held on 16 <sup>th</sup> April, 2019 and date for Convocation has been decided as 27 <sup>th</sup> April, 2019.
<b>Mentoring Session</b>	Mentoring session has been conducted and students have been informed about the forthcoming NAAC visit to the campus.
<b>Student Council</b>	Members of the College Student Council have been put on duty during the NAAC Peer Team Visit.

  
IQAC Coordinator

  
Principal

## ACTION TAKEN REPORT

Date : 3<sup>rd</sup> May, 2019

The minutes of previous meeting held on 8<sup>th</sup> April, 2019 were read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
NAAC Peer Team Visit	NAAC Team comprising of visited the campus on 25 <sup>th</sup> and 26 <sup>th</sup> April, 2019.
Other Functions	Annual Prize Distribution Function, Convocation and Farewell were organized in the college where visionaries like Prof. Pattnaik, Director, NITTTR and Prof. Kaushik, DCDC, PU were invited as Chief Guests.

  
IQAC Coordinator

Principal