

Action Taken Report for the Meeting of 30th June 2022

- Under Coordinator Dr. Vibha Sharma, the NAAC Steering Committee (NSC) submitted the Self Study Report for 2016-21 on 31st August 2022. The IQAC assisted in the same. The NSC comprised, apart from the Coordinator and the IQAC Coordinator, Dr. Aditya Pratap Deo, the following members of faculty and Staff. Mr. Naveen Panicker, Dr. Sudipto Basu, Dr. Yogita Bisht, Dr. Akshay Rana, Dr. Jyotirmoy Maity, Ms. Alia Zaman, Mr. Dias Antony, Ms. Hunny Gaur, Ms. Rajni Gupta, Mr. Piyush Bansal, Ms. Divya Singh, Dr. Jaspreet Kaur (Chem), Ms. Manisha Aggarwal, Ms. Saumaly Ghosh, Mr. Rohit Mathew, Mr. Arun Kumar and Ms. Reena Yadav.
- The response from NAAC comprising DVV Clarification was received on 6th September 2022, to which the College's response was sent on the 21st of September 2022.
- When the NAAC sent in its acceptance/rejection of the College's clarifications, on finding some of their assessment anomalous in relation to our understanding, we made a representation to the NAAC regarding the same.
- At the moment, we are awaiting word on the last part of the NAAC process, following the completion of the DVV process, which is the Peer Team Visit, mostly to be in January 2022.
- The preparations for this have begun and will be stepped up shortly.
- The AQAR 2020-21 was submitted on 5th September 2022 and accepted by the NAAC on 20th October 2022.
- In order to cover the systematic coverage (in terms of organization and recording) of NAAC required practices, the IQAC suggested the following division of work between the Dean of Academics and the Senior Tutor:

Dean Academics (DA)

1. To ensure that the College calendar is prepared, updated and made available to keep in sync with the University and related bodies, and NAAC requirements (especially the conduct of Continuous Internal Evaluation) at the beginning of the year.
2. To ensure that departmental reports (annual), including minutes of Student-Faculty meetings (semester), are prepared on time and sent to the Principal's offices, in hard and soft copies.
- 3a. To ensure that a professional development programme is offered (with the help of the IQAC) to colleagues every semester; and reports prepared and submitted in hard and soft copies to the Principal's Office.
- 3b. To ensure that a professional ethics programme is offered (with the help of IQAC), one each to faculty and students, in a year; and reports prepared and submitted in hard and soft copies to the Principal's Office.
- 3c. To ensure that at least one national and one international conference/seminar are organized at the College level every year; and reports prepared and submitted in hard and soft copies to the Principal's Office.
- 3d. To encourage and assist all departments organize at least one national conference/seminar every year.

Senior Tutor (ST)

1. To ensure that all statutory bodies (ICC, ARC, GRC and EOC) are in place at or before the beginning of the year (and information updated on the College website), and that they conduct their meetings/ activities as per a schedule, and reports (in both hard and soft copies) are periodically prepared and sent to the Principal's office. To make sure that mechanism for making complaints, including online method, are in place.
 2. To ensure that the nurse, doctor and College counsellor are on duty and working efficiently. The Dean, Residence will coordinate and assist in this.
 3. To ensure the preparation of an Annual Gender Sensitization Action Plan (by coordinating with GSC and ICC) and its implementation (with report, in hard and soft copies, to the Principal's Office).
 4. To help the Principal prepare the Annual Report.
- The IQAC has conducted the following events under its now well-established verticals since 30th June 2022:
 1. Meet with the College Counsellor, Dr. Malar Suresh (SSL, Mental Health Initiative), 28th September 2022
 2. The Essence of Empathy in Our Times: An Enduring Lesson (Physics Society, Challenges of Teaching-Learning in Our Times), 12th October 2022
 3. Good Writing, Dr. Aditya Pratap Deo (Leadership Cell, Soft Skills Enhancement Session), 3rd November 2022
 4. SOP and LOR Writing, Dr. Bikram Phookun (Leadership Cell, Soft Skills Enhancement Session), 4th November 2022
 5. Dastaan Taqseem-i-Hind/Partition of India, Pratap Sen and Rohan Chopra (History Society), 10th November
 6. A Session on waste Management, Eco Prabandhan-MCD (Environment Society), 8th December 2022
 7. Meet the College Counsellor, 1st Year Students (SSL, Mental Health Initiative), 9th November 2022