



1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of CET, CER, Library Committee, Examination and Evaluation Committee, Extension Unit, Environment Unit, Co-Curricular Committee, Leave and Attendance Committee UG/PG, Student Support Committee, Incharge Computer Lab, HR Manager, Trainings and QA, Guidance and Counselling, Alumni and Placement Committee, Infrastructure and Maintenance Committee and Media and Publication Committee	30/4/2022-10/5/2022	All reports were approved by the Principal.
2.	Prepared committee/centre/unit/department wise NAAC AQAR 2021-22 list of metrics along with SOPs	11, 12-4-2022	Orientations were scheduled with teaching and non-teaching staff members of the college to discuss the metrics and other requirements for preparation of AQAR 2021-22.
3.	Attended meeting chaired by the Principal regarding international conference being held on 19 th and 20 th May 2022	12-4-2022	As instructed by the Principal, emails were sent to principals and coordinators of various colleges including DIQA Jammu University for promotion of the event.
4.	Prepared action taken report of students' feedback on faculty	27, 28-4-2022	The action taken report was prepared after the meeting chaired by the Principal on 25 th April 2022 to discuss the feedback with the concerned staff members. Report attached for reference.

2. Review of Committees: Nil

3. Quality Audits: Internal audit of the college was conducted on 5th and 6th April 2022. The report prepared by the auditors has been submitted to the Management for necessary action.

4. Feedback:

Stakeholders	Complaints / Suggestions	Action Taken	Status	Effectiveness Verified
Students feedback on Curriculum (Batch-2020-22) UG and PG depts.	Feedback analysis reports have been prepared which highlight the suggestions and complaints as stated by the students. Attached for reference.	Feedback has been shared with the Principal for necessary action.	-	-

7. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	15 th , 16 th and 18 th April 2022	Conducted orientation of staff members on NAAC manual for autonomous colleges.	Library (UG&PG), CER Alumni and Placement Committee ,HoDs UG and PG, Co-Curricular Committee, Admission Cell, CET, COE/Examination & Evaluation Committee, AR Admissions and AR Establishment	The staff was oriented about their respective metrics, data templates, SOPs and required documentary evidence.

5. Any other: Attended an online lecture organised by UGC under the lecture series titled "Chetana" on 27th April 2022 on the topic "Academic Best Practices in Higher Education". The resource person was Prof. Govindan Rangarajan, Director IISC Bangalore.

Prepared by: Co-ordinator IQAC <i>Jusial</i> Date: 10-5-2022	Verified by: Ruchi Sharma <i>Ruchi</i> Date: 10/5/2022	Approved by: <i>AR</i> Date: 24/5/2022
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