



1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of CWS, CET, CER, Library Committee, Examination and Evaluation Committee, Extension Unit, Environment Unit, Co-Curricular Committee, Leave and Attendance Committee UG/PG, Hostel Committee, Student Support Committee, Incharge Computer Lab, HR Manager, Trainings and QA, Alumni and Placement Committee and Infrastructure and Maintenance Committee	31/3/2022- 12/4/2022	All reports were approved by the Principal.
2.	Analysis of entry level assessment test	3/3/2022	The analysis of the entry level assessment test was submitted to the Principal and after approval was shared with the HoDs of the UG and PG departments.
3.	Prepared policy on faculty mentoring programme	5/3/2022	A policy on mentoring of faculty members was created .The policy and the programme shall provide mentors and mentees with opportunities for professional growth and development through collegial support, reflective practices and shall also create a pool of teachers equipped with essential skills that are a prerequisite to mentor the students.
4.	Attended mock interview session conducted by Alumni and Placement Committee	5/3/2022	The sessions were conducted to prepare the students who were appearing in the interviews in CBSE schools. The interviews were organised by the placement committee as per the requirement of the schools for TGT and PGT teachers.
5.	Created feedback form for taking students' feedback on faculty for BA Hons Psychology and M.Ed. and B.Ed. programmes	5/3/2022	The feedback was taken from the students on the following dates: <ul style="list-style-type: none">• B.Ed. -15th March 2022• B.A Hons Psychology- 9th March 2022• M.Ed. – 8th March 2022

6.	Created feedback form for life skills programme	10/3/2022	A feedback form was created to get students' responses on the effectiveness of the programme as well as the trainer.
7.	Conducted open forum for students of BA Hons Psychology programme, M.Ed. programme and UG department	11,15 and 25 th /3/2022	The open forum interaction of students with the College Quality Team was held with the students of 1 st semester of the UG and PG departments. A freewheeling session was conducted to get the students' frank and free opinion on various parameters namely online classes, examinations, faculty and various other activities.
8.	Prepared feedback analysis report of students feedback on faculty, (BA Hons Psychology Semester-1, M.Ed. Semester -1, B.Ed. Semester -1, section A)	22, 23/3/2022	The analysis was submitted to the Principal and was duly approved. Analysis of feedback from students of B.Ed. semester-I, section B and B.Ed. Special semester-I will be submitted in April 2022.
9.	Created student satisfaction survey on institutional performance as per NAAC requirement	30/3/2022	The survey has been created as per NAAC guidelines and will be used to get feedback from the students of the IV semester of UG and PG programmes on the institution's performance on various parameters.

2. Review of Committees: Nil

3. Visits /Observations (Classroom, Offices, Library, Corridors, etc.) –

- 15/3/2022- Scholar's room required cleaning as there was dust on the table and chairs. Mrs. Shaheen was instructed to clean the room thoroughly.
- 12/3/2022-Visited classroom of BA Hons Psychology programme. Mr. Shambu Kumar was instructed to repair one of the tables in the classroom. Repaired on 22nd March 2022.

4. Quality Audits: Internal audit of the college will be conducted 5th and 6th April 2022.

5. Feedback:

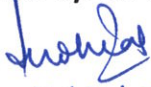


Stakeholders	Complaints / Suggestions	Action Taken	Status	Effectiveness Verified
Students feedback on Faculty –UG and PG departments	Detailed feedback analysis reports have been prepared which highlight the suggestions and complaints as stated by the students.	Feedback has been shared with the Principal for necessary action.	-	-

7. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	March 2022	<ul style="list-style-type: none">Downloaded manual and data templates for autonomous colleges.The Coordinator and the QAO read and discussed criteria 1,2,3,4 and 5 to assign person/department wise responsibility.	-	The AQAR for 2021-22 will be prepared as per the manual for autonomous colleges.

5. Any other:

- Digital Literacy workshops were organised for students of BA Hons Psychology, semester –I, session 2021-24 and B.Ed. Special (ID), semester-I, session 2021-23 from and 21st February to 5th March 2022 and 15th March to 22nd March, 2022 respectively.
- Communication skills workshops were organised for students of BA Hons Psychology, semester –I, session 2021-24 and B.Ed., semester-III, session 2020-22 from 7th to 16th March 2022 and 14th February to 3rd March 2022 respectively.
- Judged PowerPoint presentation competition organised by environment unit on 22/3/2022

Prepared by: Co-ordinator IQAC  Date: 12/4/2022	Verified by: Ruchi Sharma  Date: 12/4/2022	Approved by:  Date: 16/4/2022
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