



1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports of CET, CWS, CER, Library Committee, Examination and Evaluation Committee, 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	30/5/2022- 5/6/2022	All reports were approved by the Principal.
2.	Attended 15 th MRM meeting of the College, conducted by the Management and chaired by the Chairperson.	13/5/2022	The meeting was conducted to share the feedback regarding the internal audit of the college. The staff members also gave their suggestions regarding improvement of college processes, procedures and overall institutional improvement.
3.	Conducted online Principal Parents Meet	15/5/2022	The interaction was organised for the parents of the students of IV semester of batch 2020-22. The minutes are attached for reference.
4.	Attended orientation on leave and service rules conducted by the Management and chaired by the Chairperson.	25/5/2022	The orientation aimed at sensitizing, creating awareness and effective implementation of the rules by the concerned Principal and HoDs in their respective departments.
4.	Conducted life skills programme on- <ul style="list-style-type: none">● Innovative leadership● Design Thinking● Ethics and Integrity	30/5/2022 to 2/6/2022	The programme was conducted by IQAC Coordinator for the students of UG Department, semester-II, batch 2021-23. Feedback was also taken through google form.

2. Review of Committees: Nil

3. Quality Audits: Nil

4. Feedback:

Stakeholders	Complaints / Suggestions	Action Taken	Status	Effectiveness Verified
Faculty feedback on Curriculum	Feedback analysis report shall be presented in the next monthly report.	-	-	-

7. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	2/5/2022	Created NAAC data template folders for respective metric owners and shared on Google Drive	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 directed to fill data in their respective data templates.

5. Any other:

- **Meetings:**

1. Attended meeting of CASH, MIET on 4/6/2022 as one of the members of the committee.
2. Attended meetings and assisted the organising team as member of the organising committee for the international conference which was held on 19th and 20th May 2022

- **Life Skills Programme:** 1. digital literacy programme was organised from 9th- 17th May 2022 for students of M.Ed. programme, semester –II, session 2021-23. The resource persons were Ms Rohini and Mr Rajan Slathia.
2. Professional skills and Team Skills sessions were organised for students of M.Ed., M.A. (Edu.), Semester-IV, Session 2020-22 and B.A. (Hons) in Psychology, Semester-II, session 2021-24. The resource person for the sessions was Ms Neetu Dhar, Soft Skills and Personality Development Trainer.

Prepared by: Co-ordinator IQAC <i>Shobha</i> Date: 12/7/2022	Verified by: Ruchi Sharma <i>Ruchi</i> Date: 12/7/2022	Approved by: <i>[Signature]</i> Date: 12/7/2022
--	--	---