



1. Details of the Activities

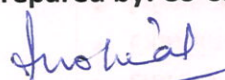
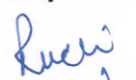
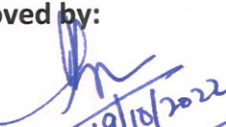
S.No.	Name of the Activity	Date	Remarks
1.	Checked monthly reports for the month of September of: <ul style="list-style-type: none">▪ CET▪ CWS▪ CER▪ Library Committee▪ Examination and Evaluation Committee▪ Leave and Attendance Committee▪ Student Support Committee▪ Infrastructure and Maintenance Committee▪ Media and Publication Committee▪ Alumni and Placement Committee▪ NSS, Sports, Environment and Extension units▪ In charge Computer Lab▪ HR Manager, Trainings and QA	1/10/2022- 17/10/2022	All reports were approved by the Principal.
2.	Edited first draft of the report of the external peer team of IQAC	August 2022	Section-wise data of the report was checked and edited. IQAC data required for the report was prepared and submitted.
3.	Prepared and edited proceedings of NAAC sponsored international conference which was held in May 2022	September 2022	The report has been submitted to the Principal for final approval.
4.	Attended faculty meeting chaired by the Principal regarding preparation of POs and COs of all UG and PG programmes, faculty designed MOOCs and data collection for AQAR 2021-22	27-9-2022	The Principal shared with the faculty the process of preparing Programme and Course outcomes of all UG and PG programmes. The schedule for training workshop of staff on preparation of MOOCs and preparation of NAAC AQAR (2021-22) data was also shared with the faculty.

5.	Prepared feedback analysis report of faculty feedback on curriculum.	September 2022	The feedback analysis report has been submitted to the Principal.
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2. NAAC Records:

S.No.	Date	Description	Committee / Centre	Remarks
1.	September 2022	Preparation of NAAC data by Examination & Evaluation Committee	• Examination and Evaluation Committee	<ul style="list-style-type: none"> • Data of the quantitative metrics (templates) assigned to the committee were checked. • Checked the progress of NAAC documents being prepared by other departments.

5. Any other: Nil

Prepared by: Co-ordinator IQAC  Date: 18/10/22	Verified by: Ruchi Sharma  Date: 18/10/22	Approved by:  Date: 19/10/2022
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