1. Details of the Activities

S.No.	Name of the Activity	Date	Remarks
1.	Emailed data template master file to all UG and PG faculty members and administrative staff	8-9-2020	-
2.	Preparing the document on college mentoring programme	-	Ongoing task, to be submitted in October
3.	Checked monthly reports of M.Ed. Library, Psychology Lab and CER	8/9/2020- 9/9/2020	_Can be forwarded to UCS Office to have a look._
4.	Meeting of QA Team (Ms. Ruchi, Mr. Pranav and Ms Jasleen) with the Principal	16th 17th, and 2s1t -9-2020 (12:00 -1:45 pm)	Discussed and finalised different design features and content of the college website
5.	AQAR for 2017-2018 under compilation		Revised target 15th October _(Has been sent along_
6.	Met the Librarians (UG and PG Dept.) to discuss the library calendar	8/9/2020	Advised on incorporating activities as per NAAC requirements
7.	Met the Incharge of Psychology Lab to discuss the monthly report	8/9/2020	Advised certain changes to be made in the monthly report.
8.	Discussed the format of training need analysis with college QA team	9/9/2020	Format finalised _(would like to see)_
9.	Met the HoD, B.Ed. to discuss certain issues regarding reflective journal, and report writing formats	9/9/2020	Certain changes have been suggested. New formats to be made.
10.	Discussed the Calendar of Co-Curricular Committee with the Convener	16/9/2020	Certain changes were suggested vis-a-vis the activities planned.

Vice Chairperson has been informed thr 19/14

2. Review of Committees: NIL

S.No.	Name of the Committee	Date	NC / Corrective Action	Remarks

Note: The new committees have been oriented on the processes, roles and responsibilities and preparation of records as per QMS and NAAC requirements in August, record generation will be checked in MIER Docs from October onwards.

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

S.No.	Area / Location	Date	Observations	Remarks

4. Training/orientation/Workshops Details (Students, Teaching, Non-Teaching and Sub Staff):

S.No.	Topic	Date	Resource Person	Target Group	Remarks
1.	Orientation on creation of NAAC records	4th and 8th September 2020	Ms. Jasleen Mohial Mr. Pranav Gandotra	Accounts Department AR Admissions COE Dean Academics AR Establishment	The staff was oriented on person/dept. wise responsibility of data generation and creation of records.

5. Quality Audits: NIL

Type of Audit	Date	Corrective Action / Non Conformance	Action Taken	Remarks

6. Feedback: NIL

Stakeholders	Complaints / Suggestions	Action Taken	Status	Effectiveness Verified

7. **NAAC Records:** the checking of NAAC records as per ready reckoner has been made a monthly feature in the new calendar. IQAC shall check every month how much data has been generated or records created by every committee and centre. Since the new college website is under ~~construction~~, records as and when generated shall be uploaded on the website.
revised

S.No.	Date	Description	Committee / Centre	Remarks
	-	-	-	-

8. **Any Other:**

   1. Training Need Analysis form was sent to all the faculty members on 16th September. The same will be analysed to frame the training calendar for the faculty.
   2. Checked the updation of faculty record in PI 360.

Prepared by: Co-ordinator IQAC Date: 15/10/2020	Approved by: Date: 15/10/20

→ The AQAR for (2019-20) should be completed now on priority basis.
→ The meetings of new committees, centres and units should be organised before the new session so that they are in readyness. We can frame the calender for the same.
17/10/20.