

**Session: 2019-20**

**Minutes of the Meeting held on 01.07.19**

The following members of IQAC attended a meeting on 01.07.19 at 1:30 p.m. under the chairmanship of Madam Principal Dr. (Mrs.) Vijeshwari Sharma.

Mrs. Anju Chawla  
Dr. Upasana  
Mrs. Meenakshi Thakral  
Dr. Urmila Panghal  
Dr. Suman Rajan  
Dr. Anu Chauhan  
Dr. Deepa  
Dr. Seema Singh  
Dr. Himani  
Ms. Prabhjot  
Mrs. Asha Malik  
Mrs. Bhavana  
Mrs. Alka

The following discussions were made regarding the planning of the new academic year 2019-20.

1. Principal Madam enquired about the progress of work related to AQAR and SSR.
2. It was reported that the work related to AQAR (2018-19) and SSR is in progress.
3. Principal Madam invited the suggestions from all the members to improve the quality of the institution on various aspects like curriculum delivery to be more effective, addition of short term courses, ICT equipment and research promotion etc.

After thorough discussion IQAC suggested some future plans to be implemented for the academic session 2019-20.

1. To start some new short term/value added courses of 30 contact hours to add moral values, life skills and soft skills to students. For this it was suggested to have MOU's with institutions of repute.
2. To facilitate the research atmosphere to the students and faculty members, it was suggested to establish a Digital Resource Centre in the library so that online resources, journals and books may be accessed.
3. To start M.Sc. (Mathematics) as it is a prolonged demand of students and parents.
4. To install distillation plant in the Chemistry lab as per the requirement of the Science department.
5. To install more CCTV's for safety, security and better governance.
6. To aware society through more extension activities related to burning issues e.g. girls education, safety & security, legal aspects, environment protection, digital transactions, cleanliness and road safety, etc.
7. To organize various curricular & extra-curricular activities and extension lectures for the holistic development of students.
8. To speed up the process of registration of alumni association so that more Alumni may be registered.
9. To get the work related to redesigning of the website faster so as to make it more informative for all stakeholders.
10. To purchase more ICT equipment to strengthen the infrastructure, effective curriculum delivery and better e-governance.
11. To inculcate the research innovation & ideas, it was suggested to conduct more seminars/conferences & workshops.
12. To organize more professional development programmes for the faculty to get them acquainted with new digital techniques.
13. To encourage plastic free practices in the college.
14. To create awareness among teachers & students regarding air purifying indoor & outdoor plants.

**Sept. 3, 2019**

The following members of IQAC attended a meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma.

Mrs. Anju Chawla  
Dr. Upasana  
Mrs. Meenakshi Thakral  
Dr. Urmila Panghal  
Dr. Suman Rajan  
Dr. Anu Chauhan  
Dr. Deepa  
Dr. Seema Singh  
Dr. Himani  
Ms. Prabhjot  
Mrs. Asha Malik  
Mrs. Bhavana  
Mrs. Alka

**Following points were discussed :**

- (i) Conveners were advised to complete the work related to AISHE, IQAC within stipulated period.
- (ii) As counseling in various aspects of students is done already but for a holistic development, more emphasis on counseling regarding moral values is required, so teachers requested to attain this goal through tutorials.
- (iii) Suggestions for better functioning, quality initiatives were invited.
- (iv) Principal Madam enquired about the progress report of AQAR 2018-19 and suggested to speed up the work as we have to submit it timely.
- (v) Principal Madam advised that as the institution has an opportunity to choose a mentor under the UGC scheme Prammarsh, so it has been decided to have an M.O.U. with S.D. College, Ambala Cantt to avail the opportunity and to function in a better way for preparation of SSR.

**Nov 11, 2019**

A meeting of all IQAC members & H.O.D.'s along with all staff members under the chairmanship of Principal Dr. Vijeshwari Sharma.

Mrs. Anju Chawla

Dr. Upasana

Mrs. Meenakshi Thakral

Mrs. Urmil Singh

Dr. Urmila Panghal

Mrs. Sapna Malik

Dr. Suman Rajan

Dr. Anu Chauhan

Dr. Deepa

Dr. Seema Singh

Dr. Himani

Ms. Prabhjot

Mrs. Asha Malik

Mrs. Bhavana

Mrs. Alka

Dr. Shweta Saini

Mrs. Suman

**Following points were discussed:**

- (i) Madam emphasized on more devotion of staff members for the speedy completion of NAAC/IQAC work, as AQAR of 2018-19 is to be submitted by Dec. 2019.
- (ii) Discussion over 2 sanctioned National Seminars to be conducted one by Department of Commerce and other by Department of Mathematics was done to make the events fruitful and a grand success.
- (iii) Planning to organize Alumni Meet was also discussed as Alumni association is registered.

## **Nov 15, 2019**

All the staff members along with IQAC team attended a meeting under the chairmanship of Principal Dr. Vijeshwari Sharma with all staff members:

Principal Madam welcomed all the staff members and explained the following points regarding the submission of AQAR 2018-19 and preparation of SSR of NAAC.

- (i) It was decided to consider session 2019-20 to be the current year, we have to prepare the record of 5 years for the SSR purpose and these sessions will be 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 as complete academic year i.e. current year.
- (ii) It was also decided to merge two committees already existing i.e. IQAC & NAAC separately. As according to NAAC requirements accreditation team recognizes only one cell i.e. IQAC, so now IQAC and NAAC will be working under one head IQAC committee having Mrs. Anju Chawla as Convener and Dr. Upasana Ahuja as co-convener to this cell.
- (iii) Principal Madam advised all the staff members to work as team and that every person should contribute significantly with the maintenance of proper documentation required for preparation of AQAR & SSR.
- (iv) She advised all the staff members to prepare the work keeping in mind a view that the whole data prepared for SSR should be such that it can be presented properly according to needs of verification.
- (v) To prepare the evaluative reports of departments and societies, all the HOD's & conveners were advised to compile the record of 5 years i.e. 2015-16 to 2019-20 in all respects.
- (vi) Following dates were decided for submission of work related to AQAR 2018-19.
  - (a) Work related to AQAR 2018-19 – Nov. 23, 2019
  - (b) Evaluative reports of Departments – Dec. 2, 2019  
All HOD's
  - (c) For those HOD's who are convener of other societies – Dec. 10, 2019
  - (d) AQAR 2018-19 – Dec. 10, 2019
- (vii) It was also decided to organize computer training for all staff members under Faculty Development Programme to make them more ICT enabled.
- (viii) It was also decided to organize meeting with all the criteria conveners & members according to a schedule so as to discuss the various problems related to different criterion.

**Nov 16, 2019**

**Minutes of Meeting held on 16.11.19**

Following members attended the meeting under the chairmanship of Principal Madam  
Dr. Vijeshwari Sharma:

Mrs. Anju Chawla  
Dr. Upasana Ahuja  
Dr. Suman Rajan  
Ms. Reeja  
Dr. Neha  
Ms. Lorika  
Ms. Jyoti Bajaj

- Principal Madam invited queries related to Criterion-VI i.e. Governance, Leadership & Management.
- Various issues related to this criterion e.g. Institutional Vision & Leadership, Strategy Development & Deployment, Faculty Empowerment Strategies, Financial Management & Resource Mobilization, Data Template, Internal Quality Assurance System were discussed in length and resolved.

**Nov 18, 2019**

**Minutes of Meeting held on 18.11.19**

Following members of Criterion-I attended the meeting under the chairmanship of Principal Madam

Dr. Vijeshwari Sharma at **11:00 a.m.:**

Mrs. Anju Chawla  
Dr. Upasna Ahuja  
Mrs. Meenakshi Thakral  
Dr. Deepa  
Mrs. Punam Goel  
Ms. Himani  
Mrs. Bhavana  
Ms. Jyoti Sharma

- Principal Madam invited all the queries regarding the Criterion-I i.e. curricular aspects.
- All the members discussed all the questions related to curricular planning & implementation, curriculum enrichment, feedback system and data templates in length.
- Discussion about value added courses & life skills was made and introduction of some new courses was decided.
- All the member participated in the meeting very actively.
- Principal Madam advised the team members to collect the data as per the requirement/guidelines of NAAC.

**Minutes of Meeting held on 18.11.19**

Following members of Criteria-III attended the meeting under the chairmanship of Principal Madam

Dr. Vijeshwari Sharma at **1:00 p.m.:**

Mrs. Anju Chawla-  
Dr. Upasna Ahuja  
Dr. Seema Singh  
Dr. Arti Aggarwal  
Ms. Sheena  
Ms. Tanu Bura

- Principal Madam resolved many queries related to Criterion-III i.e. Research, Innovation & Extension.
- All the team members actively discussed over various issues i.e. Resource Mobilization for Research, Innovation Ecosystem, Research Publication and Awards, Extension Activities, Collaborations & Data Template.
- Principal Madam advised the team members to collect the data as per guidelines of NAAC.

**Nov 19, 2019**

**Minutes of Meeting held on 19.11.19**

Following members of Criteria-II attended the meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at **11:00 a.m.**:

Mrs. Anju Chawla  
Dr. Upasna Ahuja  
Dr. Anu Chauhan  
Dr. Shweta Saini  
Mrs. Sudha  
Mrs. Komalpreet  
Ms. Kamita  
Mrs. Alka

- Principal Madam invited queries related to Criterion-II i.e. Teaching, Learning & Evaluation.
- Staff members discussed all the key points related to various aspects i.e. Student Enrollment and Profile, Catering to student diversity, Teaching-Learning process, Teacher Profile & Quality, Evaluation process & reforms, Student Performance & Learning Outcome, Student Satisfaction Survey, Data Template in detail.
- Every member participated very actively.

**Nov 20, 2019**

**Minutes of Meeting held on 20.11.19 at 11:00 a.m**

Following members of Criteria-V attended the meeting under the chairmanship of Principal Madam

Dr. Vijeshwari Sharma

Mrs. Anju Chawla

Dr. Upasna Ahuja

Mrs. Sapna Malik

Dr. Ritu

Dr. Gitanjali

Ms. Richa

Ms. Arjita Bhandari

- Discussion on Criterion-V (Student Support & Progression) was done.
- Valuable discussions on various points i.e. student support, student progression, student participation & activities, Alumni engagement, data template was done.

**Minutes of Meeting held on 20.11.19 at 01:00 p.m**

Following members of Criteria-VII attended the meeting under the chairmanship of Principal Madam

Dr. Vijeshwari Sharma at **1:00 p.m.:**

Mrs. Anju Chawla

Dr. Upasna Ahuja

Mrs. Urmila Singh

Dr. Manjeet

Ms. Amandeep

Mrs. Priya Arora

- In this meeting Principal Madam resolved the queries related to Criterion-VII i.e. Institution Values & Best Practices.
- Fruitful Discussions over various points e.g. Institutional values & social responsibilities, data template, best practices & institutional distinctiveness were done actively.
- Principal Madam advised the team members to consider the data as per the requirement of NAAC.



**Nov 21, 2019**

**Minutes of Meeting held on 21.11.19**

Following members of Criteria-IV attended the meeting under the chairmanship of Principal Madam

Dr. Vijeshwari Sharma at **11:00 a.m.:**

Mrs. Anju Chawla

Dr. Upasna Ahuja

Dr. Urmila Panghal

Mrs. Veenu

Mrs. Shilpa Garg

Mrs. Asha

Dr.(Mrs.) Pooja

- In this meeting all the queries related to Criterion-IV i.e. Infrastructure and Learning Resources were invited by Madam Principal.
- Various key points under this criterion e.g. physical facilities, library as a learning resource, IT infrastructure, maintenance of campus infrastructure, data template were discussed in detail.

**Dec 9, 2019**

**Minutes of the meeting with all IQAC members under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at 11:00 a.m.:**

Members presented in the meeting are as follows:

Mrs. Anju Chawla

Dr. Upasana

Mrs. Meenakshi Thakral

Dr. Urmila Panghal

Dr. Suman Rajan

Dr. Anu Chauhan

Dr. Deepa

Dr. Seema Singh

Dr. Himani

Ms. Prabhjot

Mrs. Asha Malik

Mrs. Bhavana

Mrs. Alka

The following points were discussed over:

(i) **Formation of student Council:**

It was suggested by IQAC that student council for 2019-20 can be formed out of elected TR's as per the instructions regarding student's election is withdrawn by government.

(ii) **Updation of e-resources:**

As digital resource centre has been established in library for teachers and students so it was suggested that librarian should update all the staff members & students with the available e-resources from time to time.

(iii) **Preferences to use ICT:**

To make Teaching Learning more effective, it was suggested to use more ICT Techniques.

**Dec 13, 2019**

**Minutes of the meeting with all IQAC members under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at 11:00 a.m.:**

Members presented in the meeting are as follows:

Mrs. Anju Chawla

Dr. Upasana

Mrs. Meenakshi Thakral

Dr. Urmila Panghal

Dr. Suman Rajan

Dr. Anu Chauhan

Dr. Deepa

Dr. Seema Singh

Dr. Himani

Ms. Prabhjot

Mrs. Asha Malik

Mrs. Bhavana

Mrs. Alka

1. Principal Madam inquired about the progress of AQAR 2018-19 as it is to be uploaded on NAAC Portal by Dec. 31, 2019.
2. It was reported by IQAC convener that the typing work is in progress and the portal of NAAC for submission is not yet open to us, so when it will be open, we will start uploading it.
3. Principal Madam advised all the team members to complete the work related to SSR timely as we have to complete it at the earliest.

**Jan 8, 2020**

The following members of IQAC attended a meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at **1:00 p.m.**:

Mrs. Anju Chawla  
Dr. Upasana  
Mrs. Meenakshi Thakral  
Dr. Urmila Panghal  
Dr. Suman Rajan  
Dr. Anu Chauhan  
Dr. Deepa  
Dr. Seema Singh  
Dr. Himani  
Ms. Prabhjot  
Mrs. Asha Malik  
Mrs. Bhavana  
Mrs. Alka

Following points were discussed:

1. It was reported by Mrs. Anju Chawla that the AQAR of 2018-19 which was to be submitted by Dec. 31, 2019 could not be submitted due to change in the timeline process for online submission. It was further reported that in reference to mail received from NAAC help desk on Dec. 13, 2019 as per new guidelines, the portal for online submission will be open to us in March (as per previous NAAC accreditation certificate date i.e. March 21, 2003) and after that we will be able to submit it.
2. It was reported to Principal Madam that there are some changes in NAAC manual and new guidelines have been issued then Madam suggested to improve AQAR 2018-19 as per new requirements and to prepare SSR according to new manual released by NAAC.
3. Principal Madam deputed Mrs. Anju Chawla, Dr. Upasana and Dr. Suman Rajan to attend One day workshop to be organized on 10/1/20 by S.D. college Ambala Cantt ( Our mentor institution under Prammarsh Science) on NAAC accreditation framework.

**Feb 25, 2020**

A meeting of IQAC members and Criteria conveners was held under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at **1:00 p.m.**:

Members presented in the meeting are as follows:

Mrs. Anju Chawla

Dr. Upasana

Mrs. Meenakshi Thakral

Mrs. Urmil Singh

Dr. Urmila Panghal

Mrs. Sapna Malik

Dr. Suman Rajan

Dr. Suman Rajan

Dr. Anu Chauhan

Dr. Deepa

Dr. Seema Singh

Dr. Himani

Ms. Prabhjot

Mrs. Asha Malik

Mrs. Bhavana

Mrs. Alka

- Principal Madam inquired about the progress and submission of AQAR of 2018-19 as per new guidelines and it was reported by conveners that it is almost completed.
- Principal Madam invited all the SSR criterion conveners to discuss the problems if any related to their criteria as per new instructions issued by NAAC keeping in view the SOP issued by NAAC.
- All the criterion were discussed and problems were resolved by Madam Principal.

## May 16, 2020

An online meeting through Google Meet of IQAC conveners Mrs. Anju Chawla and Dr. Upasana Ahuja was held with the Principal Madam Dr. Vijeshwari Sharma. The following points were discussed:

- Principal Madam inquired about the latest position regarding submission of AQAR 2018-19 and it was intimated that as per notification received from NAAC on May 5, 2020. The date for Online submission has been extended up to Oct. 31, 2020 due to pandemic situation of covid-19.
- Due to pandemic situation, an unknown situation is before us and face to face interaction with the students in the classes is not possible, so it is very essential to train the faculty for online teaching techniques, so Principal Madam suggested IQAC to organize some faculty development program on online teaching techniques and it was decided to organize 7 days online workshop on Google meet app for all the faculty members.

**June 3, 2020**

The following IQAC members attended an online meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma.

Mrs. Anju Chawla  
Dr. Upasana  
Mrs. Minakshi Thakral  
Dr. Urmila Panghal  
Dr. Suman Rajan  
Dr. Anu Chauhan  
Dr. Deepa  
Dr. Seema Singh  
Dr. Himani  
Ms. Prabhjot  
Mrs. Asha Malik  
Mrs. Bhavana  
Mrs. Alka

**Key Points:**

1. Principal Madam congratulated the conveners Mrs. Anju Chawla, Dr. Upasana Ahuja and the members of organizing team Dr. Himani, Mrs. Prabhjot Kaur, Mrs. Bhavana, Mrs. Shilpa, and Ms. Pooja for successfully organizing the faculty development program from May 22 to May 28, 2020 on online teaching learning methods for all the teaching faculty.
2. It was reported to Madam Principal that due to lockdown situation of covid-19 pandemic, the feedback on curriculum could not be collected, so it was suggested that online department wise feedback performas for all stakeholders should be prepared and analyzed.
3. Principal Madam suggested IQAC to plan for some online National Webinars for all the faculty members

**June 11, 2020**

An online meeting through Google Meet was organized under the chairmanship of Principal Madam Dr. Vijeshwari Sharma with the members of IQAC and criteria conveners.

Members presented in the meeting are as follows:

Mrs. Anju Chawla

Dr. Upasana

Mrs. Meenakshi Thakral

Mrs. Urmil Singh

Dr. Urmila Panghal

Mrs. Sapna Malik

Dr. Suman Rajan

Dr. Suman Rajan

Dr. Anu Chauhan

Dr. Deepa

Dr. Seema Singh

Dr. Himani

Ms. Prabhjot

Mrs. Asha Malik

Mrs. Bhavana

Mrs. Alka

The following points were discussed:

- Principal Madam welcomed the new appointed 3 faculty members Dr. Shalu Rani, Mrs. Reena Nagpal and Ms. Vinita Bakshi and introduced them to all the faculty members as above 3 have joined in March 2020 and after that lockdown due to covid-19 started.
- Principal Madam added Mrs. Reena Nagpal to IQAC and Website Committee and Ms. Vinita was advised to work with the team of criteria 5.
- Principal Madam conveyed all the members that a new icon “Notices” has been introduced on website to display all the information online for students and all the stakeholders.
- All the criteria conveners were instructed to speed up the work related to SSR so that we may be able to upload AQAR 2018-19 & SSR in time.
- Principal Madam suggested to organize a further assignment based FDP for all the staff members through Google Classroom so that every teacher may be trained to use the teaching learning methods practically & effectively.
- An online webinar on IPR was proposed and approved by the Principal Madam to conduct on June 17, 2020 and deputed Mrs. Sapna Malik (Convener Legal Literacy Cell) as convener of the webinar.



### **3 July, 2020**

A meeting of IQAC/NAAC was organized at 11:00 a.m. under the chairmanship of Principal Madam Dr. Vijeshwari Sharma.

The agenda of the meeting was to assess the action taken over the quality initiatives suggested by IQAC for the session 2019-20 and it was reported as follows:

<b>Initiatives</b>	<b>Action Taken</b>
1) To start new short term/value added courses for students.	<ul style="list-style-type: none"><li>● To enhance computing skills a value added course of Vedic Maths was started in September.</li><li>● To inculcate moral values among students a value added course “panchtatra mein nihit Moral values” was organized.</li></ul>
2) To promote research aptitude in faculty & students.	<ul style="list-style-type: none"><li>● A digital resource centre for online accession to e-journals, e-books was established for students &amp; faculty members.</li></ul>
3) To increase the infrastructure of Science Laboratory.	<ul style="list-style-type: none"><li>● A distillation plant for practicals in Chemistry Laboratory was installed.</li></ul>
4) More CCTVs installation.	<ul style="list-style-type: none"><li>● No. of CCTVs increased, replaced &amp; purchased</li></ul>
5) Regarding Alumni Association Registration	<ul style="list-style-type: none"><li>● Alumni Association Tejaswani was registered under Society Act 2012.</li></ul>
6) Redesigning of college website	<ul style="list-style-type: none"><li>● Website of the college was redesigned to make it more informative for all stakeholders.</li></ul>
7) To have MOU's with other institution/organization for quality enhancement.	<ul style="list-style-type: none"><li>● 2 MOUs with S.D. college Ambala Cantt under UGC scheme Prammarsh. Other with Vedic Maths forum, Kurukshetra for enhancing computing skills were done.</li></ul>
8) Purchase of ICT equipments to strengthen the infrastructure & e-governance	<ul style="list-style-type: none"><li>● Many ICT equipments like motorized screens, LED Monitors, Online UPS, new software for language lab and Tally were purchased.</li></ul>
9) To conduct national/state/institutional level FDP's Seminars/Conferences etc. for professional development	<ul style="list-style-type: none"><li>● 2 U.G.C. sponsored National Seminars (one in Maths, other in Commerce) could not be conducted due to Covid-19 lockdown as these were planned on March 20 and March 21, 2020.</li></ul>

	<ul style="list-style-type: none"> <li>● One F.D.P. on Microsoft PowerPoint was organized from Nov. 18 to Dec. 14, 2019.</li> <li>● Due to pandemic covid-19 situation 2 online F.D.P.'s on online teaching learning methods from 22.5.20 to 28.05.20 and 14.6.20 to 28.7.20 were organized for all the faculty members.</li> <li>● 2 online webinars on IPR were conducted (one on 17.6.20 and other on 22.06.20 in collaboration with S.D. College Ambala Cantt.</li> </ul>
10) To motivate the staff members to attend/participate the professional development programmes organized by other institutions	<ul style="list-style-type: none"> <li>● 16 teachers participated in online FDP's organized by other institutions.</li> </ul>
11) To make the building more safe for students	<ul style="list-style-type: none"> <li>● Grills in Varanda of Ist and IInd floor were mounted to make it more secure.</li> </ul>
12) Awareness regarding environment protection	<ul style="list-style-type: none"> <li>● Various extension activities, rallies on environment protection, tree plantation in campus &amp; nearby areas was done.</li> <li>● Air purifying plants were planted to make the students aware about their characteristics &amp; utility.</li> </ul>
13) To encourage plastic free practices	<ul style="list-style-type: none"> <li>● Ban on plastic usage is practiced through many practices- e.g. we use only digital and cloth banners during functions.</li> <li>● Canteen contractor was advised not to use plastic bags, plastic crockery etc.</li> <li>● Awareness among students not to use plastic bags in weekly assemblies is done.</li> </ul>
14) Due to lockdown situation, to take initiatives regarding online activities.	<ul style="list-style-type: none"> <li>● To increase the confidence of the students in online platforms, many extension activities were conducted by various departments &amp; societies.</li> <li>● Students were motivated to participate in various online National Level/State Level activities conducted by other institutions.</li> </ul>

15) To take online feedback from various stakeholders	● Feedback was collected and analyzed for further improvements.

The following members attended the meeting:

- Mrs. Minakshi Thakral
- Dr. Urmila Panghal
- Mrs. Sapna Malik
- Dr. Suman Rajan
- Dr. Anu Chauhan
- Dr. Seema Singh
- Dr. Himani
- Mrs. Prabhjot Kaur
- Mrs. Bhavana
- Mr. Mukesh Kumar
- Mr. Nitin Kumar

## **Report of IQAC Plans and Actions Taken for the Session 2019-2020**

During the session 2019-20, a plan of action has been chalked out by the IQAC at the beginning of the session towards quality enhancement. A lot of efforts have been made to achieve the outcome of these plans. A brief report of all the plans and actions taken during the year is written below:

Plan 1: It was proposed to start new short-term/value-added courses for students.

Action Taken: To enhance computing skills, a value-added course of Vedic Maths was started in September.

Plan 2: It was advised to promote research aptitude in faculty & students.

Action Taken: A digital resource center for online accession to e-journals, e-Books was established for students & faculty members.

Plan 3: It was suggested to increase the infrastructure of the Science Laboratory.

Action Taken: A distribution plant for practicals in Chemistry Laboratory was installed. New furniture for Science was purchased.

Plan 4: It was proposed to install more CCTV on the college campus.

Action Taken: For safety & better governance, more CCTV cameras were purchased & installed.

Plan 5: IQAC proposed regarding Alumni Association Registration

Action Taken: Alumni Association Tejaswani was registered under Society Act.

Plan 6: It was planned for the redesigning of the college website.

Action Taken: The website of the college was redesigned to make it more informative for all stakeholders.

Plan 7: It was proposed to do M.O.U. for the enhancement of quality.

Action Taken: 2 M.O.U.'s with S.D. college, Ambala Cantt under U.G.C. scheme PARAMARSH. Other with Vedic Maths forum Kurukshetra for enhancing computing skills.

Plan 8: It was planned to purchase I.C.T. equipment to strengthen the infrastructure & e-governance.

Action Taken: Various types of I.C.T. equipment like motorized screens, L.E.D. Monitors, Online U.P.S., new software for the language lab, and Tally were purchased.

Plan 9: It was suggested to conduct national/state/institutional level F.D.P.'s Seminars/Conferences etc., for professional development.

Action Taken:

- 2 U.G.C. sponsored National Seminars (one in Maths, other in Commerce) could not be conducted due to Covid-19 lockdown as these were planned on March 20 and March 21, 2020
- One F.D.P. on Microsoft PowerPoint was organized from November 18 to December 14, 2019.
- Due to the pandemic covid-19 situation, two online F.D.P.'s on 'Online teaching' were arranged for the faculty members from 22.5.20 to 28.05.20, and 14.6.20 to 28.7.20 were organized.
- Two online webinars on I.P.R. were conducted (one on 17.6.20 and the other in collaboration with S.D. College Ambala Cantt on 22.6.20).

Plan 10: It was planned to motivate the staff members to attend/participate in other institutions' professional development programs.

Action Taken: 16 teachers participated in online F.D.P.'s organized by other institutions.

Plan 11: It was advised to make the building safer for students.

Action Taken: Grills in Varanda of Ist and IInd floor were mounted to make it more secure.

Plan 12: It was planned to create awareness regarding environmental protection.

Action Taken: Various extension activities, rallies on environment protection, tree plantation in campus & is done. The college consists of air-purifying plants with nameplates to make the students aware of air-purifying plants.

Plan 13: It was proposed to encourage plastic-free practices.

Action Taken: Ban on plastic usage is practiced through many practices- e.g., we use only digital and cloth banners during functions. The canteen contractor was advised not to use plastic bags, plastic crockery, etc. Awareness among students not to use plastic bags in weekly assemblies is done.

Plan 14: It was advised to take initiatives regarding online activities due to the lockdown situation.

Action Taken: To increase students' confidence in online platforms, many extension activities were conducted by various departments & societies. Also, students were motivated to participate in multiple online National Level/State Level activities undertaken by other institutions.

Plan 15: It was proposed to take online feedback from various stakeholders.

Action Taken: Feedback proformas were prepared and mailed to all the stakeholders. Feedback was collected and analyzed for further improvements.