

Action Taken Report

The following is the *Action Taken Report* of the IQAC meeting held on 13-11-2018:

Sr.No.	Proposal	Action Taken	Remarks	In charge
1	Proposal for digitalization and creation of online salary slips	Email ids of permanent and ad-hoc staff created. Student data collected online on Google doc.	Online program needs to be devised with a log-in & password to enable any staff to access the monthly salary slip	Digitalization Sub-committee Mr. Satveer Singh Ms. Ashema Ms. Priyanka Ms. Sangeeta Ms. Ritika
2	Compilation of the Academic Calendar	In Progress	Details of Society Activities yet to be received	IQAC Coordinator
3	Literacy and Awareness Program for Support Staff	Scheduled from 17 th - 21 st of December, 2018. Proposal of the program submitted to IQAC. List of students participating in the program also submitted.		IQAC member- Ms. Taruna Jain and sub-committee members, Ms. Anshika Srivastava and Ms. Ruchi Garg
4	National Workshop on "Sensitizing Disability"	Organized on 15 th November, 2018		IQAC in collaboration with NSS and Enabling Unit
5	Talk on "Archives and Research"	Scheduled for 7 January 2019	Resource Person- Dr. Meena Gautam.	IQAC member- Dr. Daljit Kaur
6	Play "Halala" on Triple Talaq followed by a talk on the subject	Scheduled for 11 January 2019.	Resource Persons- Mr. Ravi Taneja, Director of the Play & Bhagwan Das Morwal- Author	WDC
7	Parent Teacher Association Meeting	Scheduled for first/second week of March 2019	Modalities to be worked out	PTA Sub-committee Dr. Renu Arora Dr. Gurpreet Kaur, Dr.

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8	Counseling for Students	Scheduled for the forthcoming semester Group awareness interactive sessions to be held with students on day-to-day difficulties that they may face in college, home, interpersonal and relational spaces. Subjects such as self esteem, examination anxiety could be discussed.	All students in college could be engaged with in smaller groups.	Counseling Sub-committee Dr. Garima Kumar Ms. Anshika Shrivastava Mr. Mann
9	Library Archives	1. Soft copies of papers and articles to be submitted by faculty and a hard copy of the same to be submitted to Ms. Iqbal Kaur, Librarian. 2 Copies of important magazines to be procured and archived. 3 Separate documentaries section to be created by procuring DVDs and CDs.		Library Archives Sub-committee Dr. Rouble Ms. Iqbal Kaur
10	Compilation of Handbook for stakeholders	Compilation of a handbook for Code of Conduct for Library being planned as a beginning.	Modalities for the compilation of a handbook for other stakeholders to be worked out in greater detail.	Dr. Hemlata Krishnani and Dr. Daljit Kaur
11	Eco. Club	1. Meeting held with Garden	Modalities to be worked out.	Eco. Club Dr. Daljit

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		Registration form for Alumni available on the website 3. Database of the Alumni being created 5. Process for getting the Alumni registered on the anvil		Ms. Ruchi Garg
14	Digitalization Sub-committee	Following proposals were put forth by the sub-committee in its meeting: 1. Photocopy machine can be procured for the library, printer for the staff room, fully upgraded laptop for each department, automatic result analysis and an all inclusive dashboard for faculty members and administration to be created by a third party. 3 Google classrooms can be created department wise.	Modalities to be worked out	Digitalization Sub-committee Same as above
15	Research Sub-committee	A proposed talk on Intellectual Property Rights during the forthcoming semester.		Research Sub-committee Dr. Garima Kumar Dr. Hemlata
16	Documentation of data from Departments and Societies	In Progress	15 December is the last date for submitting proforma to IQAC	IQAC
17	Workshop on Research Methodology		Details to be worked out	

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18	Mata Sundrjii Memorial Lecture		Details to be worked out	
19	Gender Sensitization Workshop for Non-Teaching Staff		Details to be worked out	ICC

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