

ATRs MEETING ON 10TH JANUARY 2023

- Improve hygiene, variety of food including healthy food items, and timings of college canteen.
- Monitoring washroom cleanliness and provision of vending of sanitary napkins, dustbins and hand-wash
- Regular cleaning of classrooms (walls, furniture, blackboard, chalk and duster, operational LCD projector, switches, fans etc.

ATRs MEETING ON 31ST JANUARY 2023

- Proofs for all publications needed
- Timeline / Documentation of events as per proofs
- Menter-ship to be conducted for students grievances
- Attainment of students to be seen with reference to PO's and CO's
- More value addition courses should be conducted

ATRs MEETING ON 01ST FEBRUARY 2023

- Proofs for all publications is mandatory
- Publish only in UGC approved journals, Scopus, pub-med and peer-reviewed journals
- Initiatives for PwD students towards infrastructure, academics, etc.

ATRs MEETING ON 2ND FEBRUARY 2023

- Inform students about Government scholarships available
- Academic and administrative audit should be completed
- Gender audit should be completed
- Tracking of students' going for higher education and their placements after college
- Tracking data of students preparing for competitive exams

ATRs MEETING ON 01ST MAY 2023

- Teachers' Diaries to continue to showcase teaching transaction plan and coordination
- Prepare activities and trainings to empower slow learners and track their progress
- ICT-enabled tools developed and adopted such as Poshan Mah, Flip Your Soch, Facebook pages of each department, YouTube Channels of college to be taken forward
- Ethics course for Ph.D. students includes training in ethics and ethical practices adopted

- Academic calendar of college to be integrated with university calendar.
- Innovation and extension concept to be integrated in all activities

ATRs MEETING ON 3RD MAY 2023

- Only geo-tagged pictures to be uploaded
- EPR information to be updated from accounts office
- Get academic & administrative as well as gender audit conducted
- Obtain certificate for website audit completed
- Organize Rajbhasha Implementation audit

ATRs MEETING ON 8th MAY 2023

- Certificates of any VAC or online MOOC courses done by the students to be taken for evidence.
- Scholarship contribution to be shown under different relevant heads and get audited statement for the same.

ATRs MEETING ON 12th MAY 2023

CRITERIA 5:

- A TAB under NAAC to be created for uploading all skill development activities done in college.
- The complete list of scholarships and awards to be updated on website.
- Notices and forms for scholarship to be uploaded on website
- Separate Tab for list of students getting institutional and govt scholarships and awards for a particular year.
- SOPs to be made by website committee for uploading data on website.
- All department research work and publications to be uploaded regularly on college website.
- Student progression to higher study to be taken from Migration register.

CRITERIA 6:

- Vision and Mission statements were reviewed.

CRITERIA 7:

- Green audit, water audit, energy audit etc., new initiatives to be shown in Orientation Program.
- Teaching and nonteaching staff to be acquainted with green initiatives in the college.
- Every month dedicated to a state and displaying culture and craft of that state.
- Best practices in college were discussed, some being, task force in RMDA department and annual lectures of each department.

ATRs MEETING ON 12th MAY 2023

- Website audit to be added in list of audits conducted.
- All committees to prepare SOPs. SOPs to be prepared by at least 4-5 members of the committee.
- With respect to academic calendars, opening and closing dates should be given as per the norms of DU academic calendar.
- The academic calendars of the departments must be preceded by the University calendar.
- For the datesheet also, the College Date Sheet must be preceded by the University of Delhi Date Sheet.
- Each Department must have an Action Taken Report (ATR) in the starting, in continuation with the previous meeting's minutes. TIC to authenticate all the MoMs. All members must mark the attendance with signatures for each department meeting.
- Director can authenticate one of the MoMs for each department at least once a year (preferably opening and closing session meetings).
- Notices of Department meetings must be there along with minutes.
- In the students list, the full name of the students must be there along with their university enrollment number.
- Lesson Plans to have the name of teachers on the top and signature of teachers coordinating the paper at the bottom along with the authentication by the TIC.

ATRs MEETING ON 4th AUGUST 2023

- To streamline the collection of AQAR data for SSR, all criterion teams must look at last 4 year reports and prepare a brief summary along with pictorial progression graphs, flow charts/smart art.
- A few members of AQAR writers to dedicatedly work on creating E-Posters/Bulletin boards for each criterion.

ATRs MEETING ON 14th AUGUST 2023

- FDP on traditional knowledge systems must be planned with 20 sessions. It would be a 5 day FDP with minimum of 2 hours daily sessions each day.
- With respect to academic Bank of Credits (ABC), Prof. Archana Kumar would do a counselling on NEP and ABC at the time of orientation for the new students.
- All students must be able to open digilocker and log in via it within 15 days.
- Further all new students must be taught the process of institutional login.

ATRs MEETING ON 2nd OCTOBER 2023

- Rajbhasha audit should be done from an external person.
- Each criteria report writers to submit a report to IQAC convener on lacunas and weaknesses that need to be addressed. This would help to plan better for the next academic year.