Action Taken Report
of 21st Meeting of IQAC held on April 8, 2022

Item No.	Description of Item	Action Taken
Agenda 21/2022/1 **Preparation for NAAC Visit**	The members present at the time of meeting were informed about the forthcoming visit of NAAC for which there was a to do list for preparation before the visit of NAAC. During the presentation of lists, it was noted that many things have been completed, but still attention is need for many tasks. **RESOLVE** It was resolved that the concerned sections assigned with the task will complete the given task in time.	**NOTED**
Agenda 21/2022/2 **Template for the departmental presentation**	During NAAC visit, departmental presentations are viewed by the NAAC members. In view of this, a template for the departmental presentation is prepared. **RESOLVE** The members suggested few changes in the template. It was resolved that the template will be shared with all HoDs and they will prepare the presentation accordingly.	**Meetings were conducted to review the departmental presentations for NAAC.**
Agenda 21/2022/3 **Allocation of Ph.D. Course Code University vide**	An online meeting was held on January 20, 2022 for new university level Ph.D. courses to be taught to all the Ph.D. students. This agenda item is presented in IQAC meeting for the ratification. **RESOLVE** The IQAC members unanimously agreed with the new codes for Ph.D. courses and resolved to ratify the same.	**Implemented**

Agenda 21/2022/4 **Maintenance of Smart Classrooms and training to faculty for its usage**	It was discussed in details that the smart classrooms must be properly maintained and training is to be given to the faculty using it so that optimum use of the available resources could be obtained. Er. Saurabh Gupta, Executive Engineer took the responsibility for training the faculty where the vendor will train them for the new system. For the old smart classrooms, Dr. Shamshir Singh Dhillon, Assistant Professor, Department of Education is requested to spare some time to train the faculty for using the smart classrooms. **RESOLVE** It was resolved that Er. Saurabh Gupta, Executive Engineer and Dr. Shamshir Singh Dhillon will arrange training for the faculty members with the use of smart classrooms.	**Done**
Agenda 21/2022/5 **Uploading of AQAR 2020-21 on NAAC portal**	The members were informed that information to be compiled and to be uploaded in AQAR for the year 2020-21 is still pending. It was shared that various sub-committees for AQAR data compilation have been constituted who will analyze the data in time. **RESOLVE** It was resolved that the members of the committees constituted criterion wise will cooperate with IQAC office for timely submission of AQAR 2020-21.	**Under Process**