


**Action Plan of IQAC for 2020-21**

The Chairperson IQAC, Principal Dr. Kamlesh called a meeting of the committee on 7.09.2020 to lay out the goals to be achieved by the college during the session 2020-21. The major aims were as follow:


- i. Adherence to Academic Calendar as provided by KUK
- ii. All the departmental heads to prepare the calendar for co-curricular activities for their respective departments
- iii. Annual Committees of the staff to be constituted for performing different college works.
- iv. Teaching staff members to prepare the Lesson Plan for their respective classes before the commencement of both the semesters.
- v. Introduction of Value Added/Certificate Courses in different departments
- vi. Obtaining Feedback from the students, teachers and alumni of the institution.
- vii. Constitution of Mentor Groups for better understanding of abilities and problems of the students.
- viii. Promotion of use of ICT by all the Departments of the institute.
- ix. Organizing Workshops and Seminars online/offline for the faculty and the students
- x. Enhancing E-Learning though use of modern techniques like You tube Videos etc.
- xi. Procurement of Books and Journals in the college Library
- xii. Automation of Library
- xiii. Increasing the Band Width of broadband
- xiv. Organize inter college competitions or events online/offline by the departments and cells
- xv. Students and Teachers to be encouraged for participating in the events at District and State Level.
- xvi. NSS Unit of the college to organize activities for the welfare of society so as to enable students to learn how to fulfill social responsibility
- xvii. Conducting Programs for overall well-being of Students
- xviii. Promotion of teachers by verification of their API scores as per the UGC and State Government Guidelines.

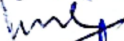
- xix. **Sensitizing Students for Constitutional Obligations**
- xx. **Institution celebrates / organizes national and international commemorative days, events and festivals**
- xxi. **Best Practices to be Undertaken by Teachers and Students**


The meeting concluded on a positive note and the Chairperson thanked everyone and asked the committee to submit the Action Plan Report in writing within a week.


Chairperson: Principal Dr. Kamlesh 

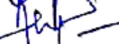
Members : Sh. Ajay Chauhan (Convenor) 

Dr. Anju Jagpal 

Sh. Parmil Kumar 


Dr. Atul Yadav 

Dr. Shagun Ahuja 

Dr. Anju Tanwar 

Sh. Ashok 

Sh. Neeraj Rohilla

Ms. Baljinder Kaur 

2020-21

**Minutes of the IQAC Meeting  
(Action taken Report)**

To assess the overall performance and to take a stock of the targets set to be achieved in the beginning of the session, a meeting of IQAC was called on 5.7.2021 by the Chairperson Principal Mr. Arun Joshi. The following outcomes were discussed by the committee:

**Adherence to Academic Calendar as provided by KUK**

Followed the academic calendar as provided by the KUK

**All the departmental heads to prepare the calendar for co-curricular activities for their respective departments**

According to the Academic Calendar, the calendar for important events, curricular, co-curricular, extra-curricular and extension activities was prepared by all the departments

**Constitution of Annual Committees of staff**

The annual college committees of staff were constituted for effectively managing the different college activities and the same were communicated to the staff both teaching and non-teaching

**Preparation of Lesson Plan**

All the teaching faculty members prepared and adhered to the lesson plan for the session.

**Introduction of Value-Added Courses in different Departments**

Four Value added courses introduced during the session which included the Certificate course in Banking and Financial Services, Practical Taxation, Green Chemistry and Ethical Hacking.

**Obtaining Feedback from the students, teachers and alumni of the institution.**

Feedback from the students, and teachers was obtained during the year by sharing well structured questionnaire through google form with the students and in physical form from the teachers of the institution.

**Constitution of Mentor Groups for better understanding of abilities and problems of the students.**

Mentors identify the Mentees' learning abilities on the basis of their academic performance, behavior, social and psychological aspects during the individual interaction session in the mentorship classes.

### **Promotion of ICT in different Departments**

1. Use of Smart class rooms and projectors was promoted by the faculty members during the teaching learning process.
2. The college has the facility of Wi-Fi campus with 50mbps Lease Line, 200 computers, 16 printers, 9 projectors, 7 scanners, 8 Internet Dongles, 6 Laptops, eight Smart classrooms, Computer Labs, Language Lab, Interactive smart boards. These interactive aids have been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between the teacher and the taught. Teachers took their online classes from the college campus during the pandemic period.
3. Regular classes were taken through this on-line mode according to a fixed time table set by the institution.
4. Classes were met through video Conferencing using various platforms like, Google Meet, Cisco Webex, Zoom etc. The study material was provided through PPT's, PDF's via Google Classroom What's app etc.

### **Organizing Workshops and Seminars/Webinars**

1. One day online workshop was organized by Entrepreneurship Development Cell for the students of Government P.G. College, Ambala Cantt on the topic Entrepreneurial Development 10.7.2021.
2. One day National level webinar was organized by the Department of Commerce in collaboration with Entrepreneurship Development Cell on 11.02.2021 on the topic "Entrepreneurship Development: A step towards Self Reliant India."

### **Setting up of Well-Equipped Examination Branch:**

Examination Branch was renovated and new furniture and air conditioner was also purchased for better performance of examination related works in the college.

### **Enhancing E-Learning:**

Online classes were effectively met through platform of Google Meet and Cisco Webex.

E content was developed by the faculty members through different modes like You Tube Videos, Power points etc.

The teachers were provided trainings to use various online platforms by the Department of Higher Education and the institution also made efforts to acquaint the faculties with the recent available online tools for preparing e content by organizing various workshops from time to time.

The presence of Information and Communication Technology (ICT) has undoubtedly allowed new ways of learning for students and teachers and helped the teachers to interact with students in more efficient ways.

#### **Procurement of Books and Journals in Library**

Books including text, reference, and general were purchased costing Rupees Four lakh forty thousand only for the college library.

#### **Automation of Library**

1. The reading area can accommodate 60 users at any point of time. The library is automated, and has a spacious reading hall and reference section with four air conditioners. The library is automated with integrated library management software SOUL 2.0 (Software for University Libraries) of INFLIBNET.
2. The Books are classified according to Dewey decimal classification.
3. The books are being bar coded and the users are given unique barcode ID.
4. Apart from the printed books the library is having access to e resources consortium of N-List, British Council Library where the users are given awareness and made to access browse and download e books, e journals, etc.
5. OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc.
6. For Enhancing security closed circuit cameras have been installed.

#### **Increasing the Internet Connectivity**

Old WiFi Jio Connection was closed and new 08 Airtel Wifi Dongles were purchased on 26/04/2021 with 2 GB data per day.

#### **Organize inter college competitions or events online/offline by the departments and cells**

1. Online national level commerce fest was organized by the Department of Commerce which included the following national level events on the various topics of commerce:
  - Poster Making
  - Collage Making

- Redesigning the Tag line
  - PPT Competition
  - Article Writing
  - Jingle Making
  - Essay writing
2. Online National Level IT Fest was organized on 18/6/2021 by the Computer Science Department in which following competitions were organized:
    - Poster Making
    - PPT Making
    - Essay Writing
    - Slogan Writing
    - Collage Making
  3. State Level Online Poster Making Competition was organized by the Physics Department on the theme “Physics behind Innovations in Technology” from November 19, 2020 to November 24, 2020. 62 students from all over Haryana participated in this event and the winners were given cash prizes.
  4. Online Cartoon Making Competition “Phystoon” was organized by Department of Physics on June 11, 2021. 63 entries were received for this event and first three winners were awarded cash prizes.
  5. State Level Online Essay Writing Competition was organized by the Department of Zoology on 24.6.2021 in which 49 students participated.

#### **Achievements of Students and Teachers at District and State Level Competitions:**

1. The model prepared jointly by the Departments of Physics and Botany department won first prize among seven participating teams from Ambala-Panchkula zone at Inter District Science Exhibition held on January 29, 2021.
2. The model of Physics and Botany department bagged first position at State Level Science Exhibition organized by Department of Higher Education Haryana at KM College Narwana on 9.10.02.2021. The theme of the exhibition was “COVID 19 and Internet of Things” and top 20 models from 10 zones from all over Haryana were exhibited and elaborated.

3. Sahil a student of BA Final Year won First Prize in Online National Level Logo making Competition on Aatma Nirbhar Bharat organised by Department of Commerce on 01 December 2020 to 08 December 2020 at Government PG College for Women, Sector 14, Panchkula.
4. Sahil a student of BA Final Year won 3rd Prize in Online Tribal Art Embellishments National Level Warli Painting Competition on 24th September 2020 at Sri Guru Gobind Singh College Sector 26 Chandigarh.
5. Sahil a student of BA Final Year won 3rd Prize in National Level Online Poster Making Competition on the theme "Unity In Diversity" (Haryana & Telangana) organised by IQ AC & EBSB Club on 12-07-2021 at Hindu Girls College, Jagadhri affiliated to Kurukshetra University, Kurukshetra, Haryana

**NSS Unit of the college to organize activities for the welfare of society so as to enable students to learn how to fulfill social responsibility**

1. Tree plantation Drive by students college students was organized under Unnat Haryana Harit Haryana Campaign (Vriksha Bandhan) by NSS from 2.8.2020 to 15.8.2020, in which 256 students covered the college campus and area around students residence.
2. For the celebration of Independence Day tree plantation was organized by the NSS on 15.8.2020 in college campus in which 52 students participated.
3. Poster making and slogan writing competition were organized by NSS for the celebration of NSS day on 24.09.2020 in college campus in which 35 students participated.
4. Walk, Run and Yoga was organized by NSS under Run for India and New India Fit India from 15.8.2020 to 2.10.2020 in college campus in which 152 students participated.
5. Gandhi Jayanti was celebrated by NSS in which cleanliness drive in the college was organized and students watched Movie Gandhi. 40 students participated in this activity.
6. Constitution Day was celebrated by NSS on 23.10.2020 in the college campus and 35 students participated.
7. Vigilance Awareness Week 2020 was celebrated by NSS in which "Integrity Pledge" was administered, poster making competition on the topics "No corruption and Eradicate Corruption", Quiz on vigilance awareness was organized. In these activities 22 students participated.

8. National Unity Day was celebrated by NSS in the college campus on 31.10.2020 in which 87 students participated.
9. Quiz and lecture on National Education Day was organized by NSS for the celebration of National Education Day on 11.11.2020. In this event 48 students participated.
10. Swachhta/Cleanliness drive was organized under One Day NSS Camp on 20.1.2021. 122 students participated in this event.
11. Training and field work was done by NSS volunteers under Pulse Polio Abhiyan with Haryana Administration from 31.1.2021 to 20.2.2021.
12. Online Pledge regarding protecting youth from industry manipulation and preventing them from tobacco and nicotine use was administered by 90 students on No tobacco day.
13. Online lecture on the topic "Rain water harvesting system and Botanical gardens" was organized on World Environment Day on 5.6.2021 in the college campus.

#### **Conducting Programs for Overall Well being of Students**

1. Online Seven Day workshop was organized by Women Development Cell on the topic "Ab Beti Hogi Nirog" was organized from 4.1.2021 to 19.1.2021 in which Dr. Vidhi Arora, Assistant Professor, Kalpana Chawla Medical College, Karnal, and Dr. Kamlesh Datta, MBBS, DCGO were the resource persons.
2. Online Six Day workshop on Yoga and Meditation was organized by Women Development Cell from 22.01.2021 to 29.01,2021. Ms. Chetna was the Yoga Instructor.
3. Online Two-Day workshop of Legal Advisor was organized by Women Development Cell from 8.02.2021 and 9.02.2021. The topics of the workshop were:
  - a. POSCO and Penal Laws for the Protection
  - b. Domestic Violence Laws for the Women.

Advocate Palak Gupta was the resource person for the workshop.

4. 106 students participated in Talent search competition in the college held on 2.11.2021 in the college campus.

#### **Promotion of teachers**

API verification of the teachers for their promotion was done effectively.

### **Organizing Extension Lectures**

1. Online Lecture by Industry Expert on COVID and Post COVID opportunities in Tourism was organized by the Department of Tourism. Approximately 60 students participated in the event. Mr. Shiv Charan, Founder and Director Abovo Travel Pvt. Ltd was the resource person.
2. Online Lecture Series on "Mainstream Media and It's Different Facets" was organized from June 21 to June 26, 2021. The resource persons were Dr. Abid Ali: Assistant Professor, KUK, Mr. Manoj Thakur, Editor News Insider and Mr. Ramveer, Special Correspondent Lok Sabha TV. In this event 95 students participated.

### **Sensitizing Students for Constitutional Obligations**

1. The college commemorated various National and International days to sensitize the students and employees of the institution to the constitutional obligations. To instill the feeling of patriotism, unity and integrity among all, the college celebrated Independence Day and Republic Day on 15th August, 2020 and 26th January, 2021, respectively. Besides this, the college took initiative to make the students aware about their rights and duties by celebrating Constitution Day Month from 23rd October, 2020 and National Unity Day on 31st October, 2020.
2. All the students and employees of the college were encouraged to collectively participate in preventive vigilance measures and fight against corruption during Vigilance Awareness Week (27th October, 2020 to 2nd November, 2020).
3. In order to make the students and teachers aware about the contribution of Maulana Abul Kalam Azad (the first education minister of independent India) to the cause of education, the National Education Day was celebrated on 11th November, 2020.

### **Institution celebrates / organizes national and international commemorative days, events and festivals**

1. The Red Ribbon club of the college organized International Youth Day from 1st August, 2020 to 31st August, 2020 through virtual platform. In order to instill the quality of selflessness, the NSS Day was observed in the college campus on 24th September, 2020.
2. The birth anniversary of Mahatma Gandhi was also celebrated on 2nd October, 2020 to sensitize the students about his philosophies and ideals.

3. A pledge was taken on an online platform to mark "No Tobacco Day" on 31st May, 2021.
4. The World Environment Day was also celebrated on 5th June, 2021 to raise awareness on pressing environmental issues.
5. The International Yoga Day was observed in the college premises from 18th June, 2021 to 21st June, 2021 to uplift physical, mental and spiritual prowess.
6. The Red Ribbon Club in collaboration with Youth Red Cross of the college celebrated National Youth Day to mark the birth anniversary of Swami Vivekananda in the college premises from 7th January, 2021 to 12th January, 2021.

#### **Best Practices Undertaken by Teachers and Students**

1. Rain water harvesting system was introduced in the college.
2. COVID Testing Camp was organized on 3<sup>rd</sup> December, 2020 by Youth Red Cross of the college in collaboration with District Health department, Ambala Cantt in which approximately 400 students participated.
3. National Youth Day Awareness Campaign through social media (Pamphlet on What's App Status) was organized on 10.1.2021 by YRC in collaboration with District AIDS Control Society in which 3500 viewers were covered.
4. Five Day special COVID Vaccination Camp for staff, students and general public was organized from 2.7.2021 to 7.7.2021 by YRC and Civil Hospital Ambala and 650 persons were given the vaccination.
5. 23 NCC Cadets were deputed for old age home, orphanage and library work on 29.12.2020.
6. Fortnight Campaign on International Day against Drug Abuse (26.06.2020-10.07.2020) was organized by Red Ribbon Club in collaboration with Haryana State AIDS Control Society in which 3053 viewers joined the campaign.
7. Plantation Drive was organized by Botany Department on World Environment Day on 3.3.2021.
8. Two Day online workshop was organized by Women Development Cell on legal issues related to women in which, Advocate Palak Gupta was the resource person on 8.2.2021 and 9.2.2021.

9. Tree Plantation drive was organized by Geography Department on 20.8.2020.
10. Socio Economic survey on village Panjokhra was organized by Geography Department on 20.8.2021.

The meeting concluded on a positive note and the Chairperson thanked everyone and asked the committee to submit the Action Taken Report in writing within a week.

Chairperson: Principal Mr. Arun Joshi

Members : Mr. Ajay Chauhan (Convenor)  
Dr. Anju Jagpal  
Dr. Shagun Ahuja  
Mr. Ashish Jolly  
Dr. Rohini Singh  
Ms. Baljinder Kaur  
Ms. Sarabjit Kaur  
Mr. Indresh