



**DPG DEGREE COLLEGE**  
(Affiliated to MDU, Rohtak)

Sector-34, Near Marble Market, Gurugram 122001

**Action Taken Report of Minutes of Meeting- 2, Session: 2019-20**

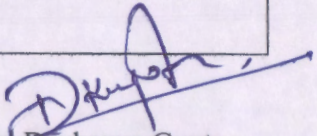
Venue- Google Meet

Date- 1<sup>st</sup> June 2020

S. No	Agenda	Minutes	Action Taken Report
1	Confirmation of minutes of meeting held on 9th December 2019.	Dr. S.S. Boken, Chairperson, IQAC welcomed all the members of IQAC present in the meeting and review the work done on the agenda discussed in the previous meeting.	All the present Members represent the work allotted to them in previous meeting
2	Follow up of Action Taken Report for agenda discusses on 9th December 2019.	Dr Devkanya Gupta coordinator IQAC took the follow up of the action taken report prepared on the agenda discussed and presented the same in meeting.	Report attached as enclosure
3	To discuss about the constitution of formal committee for preparation of NAAC (National Assessment & Accreditation Cell). All members requested to propose the members name for the constitution of NAAC committee.	The members of the IQAC committee suggested the name for NAAC committee and discuss the same with the IQAC, Coordinator and Chairperson, which approved with minor modifications	NAAC committee is formed
4	To set the quality goals of institute by including Teaching learning process during Covid time for the academic session 2020-21	It was suggested by the members to introduced and use more ICT tools for effective learning process For this following methods should be incorporated	Most departments have registered themselves on portal and some are planning the same

		<ul style="list-style-type: none"> <li>• More ICT based lectures should be planned.</li> <li>• More students should be registered on SWAYAM / NPTEL online refresher courses.</li> <li>• For collaborative learning MOU should be signed with other colleges.</li> </ul>	
5	To conduct more Research activities for upcoming session including the FDPs/Workshop/Seminar/Conference and Guest Lectures	It was decided that Sem Workshop/Conference should be organized on the Departmental level to enhance the quality of research. The departments interested in holding seminars/workshops should be submit their proposal at the earliest.	Proposal was submitted to the competing authority by the Department HoDs of
6	To discuss for the Reconstruction of Boundary Wall & Auditorium.	It was approved that auditorium be constructed at ground floor with proper Light & sound system and seating arrangements.	Proposal was submitted
7	To take a systematic review on the quality of feedback mechanism.	Student's feedback form was reframed and finalized for the session that will cover all aspect	Updated feedback is attached as enclosure
8	To plan and discuss Internal Audit system for the session 2020-21.	For this as recommended by chairman three committees were formed and all the committees chaired by the Principal Dr. Boken and co-chaired by administrative officer Mr. A Gogia. to check the working in various modes:	Proposal is submitted by IQAC coordinator

		1. Academic Audit Committee. 2. Infrastructure & maintenance mmittee. 3. Administration and finance mmittee.	
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Dr. Devkanya Gupta  
(IQAC ,Coordinator)