



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

**Sector-34, Near Marble Market, Gurugram 122001**

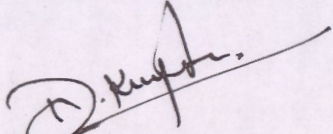
**Action Taken Report of Minutes of Meeting- 4, Session: 2020-21**

**Venue- IQAC Room No 202**

**Date- 1<sup>st</sup> December 2020**

| <b>S. No</b> | <b>Agenda</b>   | <b>Minutes</b>   | <b>Action Taken Report</b>   |
|--------------|---|--|--|
| <b>1</b>     | Confirmation of minutes of meeting held on 3 <sup>rd</sup> August 2020                | 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 discussed was completed except student satisfaction survey due to Covid situation. |
| <b>2</b>     | Follow up of Action Taken Report for agenda discusses on 3 <sup>rd</sup> August 2020. | Dr Devkanya Gupta coordinator IQAC took the follow up of the action taken report prepared on the agenda discussed in previous meeting and presented the same in meeting.               | Report is prepared and attached as enclosure   |
| <b>3</b>     | To discuss and Review of the academic year 2019-20                                    | The IQAC coordinator presented an annual report for the academic session 2019-20 and discuss it with all the IQAC members and Chairperson, which is accepted with minor modifications. | Annual report 2019-20 is attached as enclosure   |

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| 4 | To discuss Safety protocol for return to-campus by teachers and students   | Safety Measures was ensure for the safety of entire staff members after unlock were emphasized. Mask and Hand sanitizer were available on each floor of the college building as well as on main gate. Covid SOPs issued by the government was followed.  | All the safety measures are taken by the institute                                      |
| 5 | To emphasis on the IT infrastructure in college and internet connectivity and online Teaching-learning process for effective teaching during Covid | It was suggested by the members that more computer labs should be there for effective online learning and the quantity of computers also need to be increased.   | Proposal is sent to competent authority   |
| 6 | Conduction of 1 <sup>st</sup> Internal Academic Audit for the session 2020-21  | As per the discussion in the previous meeting that college need to implement internal audit system for the quality enhancement.<br><br>For this under the supervision of Chairman an internal audit was conducted on 8 <sup>th</sup> October 2020 in an offline mode by IQAC. An action taken report was prepared and circulated to all the HoDs of the Departments within 3 days of the audit and instructed them to do the needful | Parameters taken for internal audit was discussed and approved with minor modifications |

  
 Dr. Devkanya Gupta  
 (IQAC ,Coordinator)