

Action Taken Report–July 2017-2018

Members of the committee

1. Dr. Mamta Sharma	Chairperson
2. Dr. Archana Sawshilya	Coordinator
3. Dr. Bhavna Rajput	Member
4. Mr. V.P.Tiwari	S.O.Administration
5. Ms Shilpa Dabas	Student Representative
6. Ms Rubina Khan	Student Representative
7. Dr Upasana Gaggat	Member

- 1.Check list for various inter department audits were initiated
- 2.Students adamantane register was modified as per requirement of NAAC with attendance committee of the college
- 3.Bilingual student feedback form was developed
4. Initiated last,5-year result analysis and documentation system at departmental level, the team successfully got this work done. The meeting ended with a vote of thanks to the chair, the IQAC team and the members present.
- 5.North East Festival was organized by cultural committee on 10th November 2017
6. Teacher non teaching and students were brought under one umbrella by organizing sports activities like tug of war khokho ,rappling stole the show
- 7.NGO meet was organized to create best platform for the students to participate in social activities

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Coordinator**
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8. Awareness creation about nutritional health. Nutrition week was organized in association with other colleges to develop entrepreneurship skills among students.
9. The FT students set up many food stalls of nutritious items like oats, Idli, momos and homemade chocolate on October 13 2017. Innovative products developed by the students and its marketing promoted skill among the students.
10. Students were taken for industrial visit to NSIC incubation Centre on 9th February 2018 department of Commerce
11. In art Galleria event students prepared ecofriendly products using waste materials,
12. Sustainable Tourism for Development was organized on 9 February 2018
13. For youth empowerment and skill work skill development workshop was also organised by different departments

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Action Taken Report 2018-19

Members :

Dr. Mamta Sharma	Chairperson
1. Dr Archana Sawshilya	Coordinator
2. Major P.K. Sehgal	External Expert
3. Dr Sunil Chaudhary	Governing Body Member
4. Ms Indu Dahiya	Member
5. Dr Parul Goel	Member
6. Dr Shadab Khan	Member
7. Sh. V.P. Tiwari	Administrative Officer
8. Ms Namrata Maurya	Student Representative
9. Ms Rakhi Bhardwaj	Student Representative
10. Dr Neelam Rathi	Media and Activity Coordinator
11. Dr Pooja Khanna	Member

Action Taken Report-

It was reported by the Chairperson that 6 new classrooms has been constructed by PWD in the college and were handed over to the college administration in May 2019.

1. letters ,leave record form ,syllabus planning and completion forms where modified as per the requirement of NAAC

2. IQ AC room was provided on the first floor of library and all the essential stationery were provided by the college administration

3. Committee was assisted by more members, the new members were Miss Lovely ,Mr Jagmohan ,Dr Rashmi Devi ,Miss Parul Chopra, Dr Sunita Dhaiya, Mr Abhishek, Dr. Sheetal Miss, Shashi Prabha , Dr.Priya Khurana

4. Infrastructural development report was submitted by the committee convener.

5. Garden committee, Eco club all submitted reports about their works .

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6. Swachhata pakhwada was conducted to keep the environment within an around the college clean by promoting the concept of Swachh Bharat mission

7. Students were oriented towards Gandhian philosophy and its relevance in the contemporary world

8. Medical camp was organized having special medical team from BL Kapoor to conduct Cardiac, Orthopedic test and awareness was created among the students and teaching community regarding cervical cancer

Mamta Sharma

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Action taken report -2019-20

Members of the committee-2019-20

1. Dr Mamta Sharma	Chairperson
2. Dr Archana Sawshilya	Coordinator
3. Dr Neelam Rathi	Media and Activity Coordinator
4. Dr Pooja Khanna	Member
5. Ms Indu Dahiya	Member
6. Dr Parul Goel	Member
7. Sh. V.P. Tiwari	Administrative Officer {later Sh. Asutosh Aggrawal}
8. Ms Namrata Maurya	Student Representative
9. Ms Rakhi Bhardwaj	Student Representative .

Action taken report-

1.The committee reported that Kargil Vijay Diwas was celebrated on 26th July 2019 with the NCC students in order to salute the spirit of martyrs

2.The chairperson informed that as proposed in the meeting on 12th June 2019, a proposal for construction of pavement, guard room, replacement of main gate and providing one extra gate for college was sent to PWD vide letter no. AM/2019/1650 on 29th July 2019.

3.The Chairperson informed the committee that the proposal for the sanction of requirement of 150 Double Desks, 6 Teacher Tables, 6 Teacher Chairs, 6 White boards and 6 Almirahs was sent to The Directorate of Higher Education vide letter no.AM/2019/2273 on 9th October 2019.

4.It was informed that on 12th October 2019, the DHE sanctioned the incurred expenditure on construction of pavement, guard room, replacement of main gate and providing one extra gate for college as was done by PWD vide letter no. AM/2019/1650 on 29th July 2019. Along with this, as proposed by the committee on 30th July 2019, the sanction for converting the existing lab to Media lab with aquatic wall panel and false ceiling work was also approved by DHE on 12th October 2019. 5.It was also reported by Principal that the following programmes were conducted successfully with high enthusiasm of teachers and huge participation of students

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6. It was reported that a Cancer Awareness and Health Camp in collaboration with BLK Superspeciality Hospital was conducted on 24th September 2019 for both teaching as well as non-teaching staff of the college.

7. It was reported that the college organised a UGC sponsored National conference on 'Revamping Higher Education for Girls in India by exploring possibilities through Traditional and Innovative Teaching Techniques: Beti Bacho, Beti Padhao Perspective' on 28th August 2019 in CPDHE, University of Delhi.

8. It was reported by the committee that there was requirement of creation of Sanitation Staff and the request for the same shall be sent to PWD at the earliest. Other Reporting matters were

9. Pustak Pradarshni by Department of Hindi Journalism and a workshop on 'Advertisement: Economic and Social Aspects' by Dept of Commerce and Department of Hindi Journalism on 18th and 19th September 2019

10. Extensive Lecture Series from 17th-24th September 2019 on following themes:

1. 'Out of Office: too Stressed to work'
2. Cyber Crime and Social Media: Assertive and unassertive aspects of Communication.
3. Opening Horizons to Third Gender


11. A Community based awareness campaign – 'Seva Saptah' by the NSS students on the issue of 'Single Use of Plastic' in the villages in Bawana from 14th-21st September 2019.

12. Peace March was conducted on the eve of Gandhi Jayanti on 1st October 2019

13. Notice boards were displayed using photo gallery of all the innovated projects completed by the faculty members.


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Principal,
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Action Taken Report- 2020-2021

Members of the committee

1. Prof. Mamta Sharma	Chairperson
2. Prof. Neelam Rathi	Coordinator
3. Dr. Sunil Kumar	GB Represntative (Treasurer)
4. Prof. Pooja Khanna	Member
5. Prof. Beena Antony Reji	Member
6. Prof. Manisha Wadhwa	Member
7. Prof. Sadhna Jain	Member
8. Prof. Indu Nashier	Member
9. Prof. Poonam Lakra	Member
10. Prof. Archana	Member
11. Prof. Suruchi	Member
12. Ms. Manisha Pal	Member
13. Ms. Sneh Gangwar	Member
14. Mr. Ashutosh	S.O.Administration
15. Mr. Jitendra Gulia	S.O. Accounts
16. Dr. Seema Rani	Alumni Representative
17. Mr.Santosh Geogre (Founder and Volunteer, Transformation Movement)	External Member
18. Ms. Shanti Devi (Rtd. Headmistress of Primary School, Bawana)	Community Representative
19. Gargi	Student Representative
20. Srishti	Student Representative

Action Taken Report:

- IQAC and Cultural committee decided that will organize a seminar on "Role of Vivekanand Centers in promoting Indian Culture"
- Organized series of workshops on different themes for the faculty members from 7th August to till 14th August. (Flexible Higher Education System, Shiksha Sanskriti Nyas on "Vartaman Sandarbh May Paryavaran ki Bhartiya Dristi, Hands on Faculty training program on development and delivery of course using Moodle and Google App for teaching)
- Prepared AQAR and screening promotion files

Verification of Files of promotion to Professorship under stage IV , SOPs from the university were completed.

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- Organized webinar on “National Education Policy: Role of Hindi languages: opportunities and challenges and “Bhasha ka Aadhunikikaran aur Hindi May rojgar ki Sambhavnayan.
- Observation screening was done for professorship.
- Faculty was instructed for PBAS and APAR for promotions
- IQAC and NAAC committee decided for inter-department audit. Also prepared Department check-list.
- Signed MOU and implemented UDAAN project. Offered two courses.
- Approval for purchase of new DVR and repair of CCTV cameras.
- PABX system console and phone sets.
- Approval for green audit vendor as it is mandatory for NAAC purpose.
- Due to Covid-19, request approved for the purchases of sanitizer dispenser, thermal temperatures.
- Request approved for two-studio assistant for media laboratories of the college.
- MOU signed with NIIT foundation for Digital Literacy course

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Action Taken Report- 2021-2022

Members of the committee

1. Prof. Mamta Sharma	Chairperson
2. Prof. Neelam Rathi	Coordinator
3. Mr. Prince Sharma	GB Represntative
4. Prof. Pooja Khanna	Member
5. Prof. Beena Antony Reji	Member
6. Prof. Manisha Wadhwa	Member
7. Prof. Sadhna Jain	Member
8. Prof. Indu Nashier	Member
9. Prof. Poonam Lakra	Member
10. Prof. Suruchi	Member
11. Ms. Manisha Pal	Member
12. Ms. Sneh Gangwar	Member
13. Mr. Ashutosh	S.O.Administration
14. Mr. Jitendra Gulia	S.O. Accounts
15. Dr. Seema Rani	Alumni Representative
16. Mr.Santosh Geogre (Founder and Volunteer, Transformation Movement)	External Member
17. Ms. Shanti Devi (Rtd. Headmistress of Primary School, Bawana)	Community Representative
18. Areeba Hussain	Student Representative
19. Rishu Singh	Student Representative

Action Taken Report:

- SOP guidelines were discussed with the faculties who have submitted their files for promotion of profesorship and Stage II, III.
- Screening of the forms for professors was done in association with the university representatives. The committee recommends the authority to process payment to the resource persons as per norms. Also please permit payment to resource persons assisting on organization of all IQAC activities in future.
- ATAL FDP with Institute ID 10356.
- MoU with KR Mangalam University
- Requested UGC for mandatory fund.

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- Discussed further working on DUDISCAD.
- Decided inclusion of other members in IQAC.
- Decided Online portal for submission of Student's attendance (optional).
- Decided Redressal of students queries within 24 hours by having student centric Advisory Board.
- Decided Kiosk/Help desk outside Principal Office and procurement of token machine.
- As an outreach initiative making the Open Gym available to Girls/Women from community from 4pm to 5pm every day.
- Decided initiation of Meditation Day every Thursday between 4pm to 5pm.
- Decided initiation of e-Auction.
- Conducted Inventory Management workshop by University Officials for all stakeholders.
- Deferred the personalized Calendar (400) project for year 2023.
- Constituted Raj Bhasha Cell of Aditi Mahavidyalaya.
- College layout plan
- Discussed enhancing functionality of Youtube channel and how students of BHJ can be given projects related to report writing about the college events.
- Discussed Establishment of Mindfulness Center.
- Discussed Establishment of Aging, Wellness and Research center.
- Approval for conduct of remedial classes.
- Proposed that a common amount be sanctioned based on students strength and Departmental fund for organization of all Seminars/Workshops/ Sports event / Annual Day etc. The sanctioned fund would be used to facilitate payment to Resource Persons and any other payment required to organize event.

- It was also suggested that all Teacher-In-Charges should prepare an academic calendar for their respective departments dealing the nature and tentative date

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of the event so as to maximize benefit for the students.

- Approved proposal for participation in Times - Ranking survey (letter attached) the committee unanimously allowed the same.
- Approved proposal for Partnership with Venture Village - A Finland based organisation.
- To encourage financial and banking literacy webinar was organised in collaboration with Dept. of commerce, V2 and IQAC.
- The committee also requested soft copies of all forms for professorship to be submitted by applicants within 3 days as single PDF file.
- Committee asked the Candidates applying for the promotion must submit undertaking regarding plagiarism report they are submitting.
- Approved for remedial education as per the UGC guidelines by the N.S.S volunteers for children in Bawana J.J.Colony.
- Prof. Reema Lamba was appointed coordinator for Academic Journal for the institution.
- Prof. Bhawna Rajput and Dr. Punita appointed to take up issues of students' complaints redressal in a setline frame.
- The committee time to time taken updates regarding promotions and status of screening of forms for promotions.
- IQAC also asked to submission of reports from different committees, cells, incubation centers of the college.
- Approved the recommendation for 25 coffee table books.
- Recommendation for 400 desktop calendars with planners attached approved by the team
- The following short courses were proposed and conducted in blended mode (Majorly online):

Monitoring and Evaluation
Disaster Management
Yoga and Physical Education
Wellness and Neurotherapy
Introduction to Philosophical Counselling

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Reema Lamba
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- The IQAC considered the request for online classes because of shortage of rooms for classes due to the ongoing sol/Ignou/regular exams.
- Professionals were assigned to prepared 15 minutes documentary on college.
- The team decided for periodic meeting with stakeholders
- MOU signed between DEEP-C and Aditi Mahavidyalaya , objective to enhance students' competence in analytical ability and critical thinking by involving them in research and innovation and enhancing their employability skills in the long run through organization of seminars, panel discussion and webinar. This collaboration also intends to work for teachers training programmes and academic activities in specific fields of interest. Prof Manisha Wadhwa was appointed Nodal Officer for the collaboration
- The Aditi Mahavidyalaya collaborated with University of Delhi G20. Professor Pooja Khanna is Nodal Officer for the same.
- Decision taken for the appointment of counsellor to handle psychological issues faced by the students.
- Purchased new DVR and CCTV cameras were repaired by the college. Covid related items were also purchased.
- Started Vaccination Center in the College vide Office order no. 2(16)/20-21/North/NHM/RCH/Imm./Covid-19 Vaccine rollout/987-991 dated 02.07.2021 from the office of District Immunization Officer, North District, Dr Manish Saini.
- Started the Quarantine Centre for CRPF Jawans vide letter no. SDM/NL/COVID-19/2021/6010 dated 19.04.2021 from the office of SDM Narela.
- The committee took an overview of the progress made in the process of library automation.
- Approval and Sanction of expenditure for Water Proofing treatment over roof of Aditi Mahavidyalaya.

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- Approval and Sanction of expenditure for converting existing lab to media lab with aquastic wall panel, false ceiling work in Aditi Mahavidyalaya.
- Approval and Sanction of expenditure for P/L CC pavement construction of Guard Room, Replacement of Main Gate, Providing one Extra Gate and Other mics.
- Sanctioned expenditure for White washing, Painting, construction of Open Air Amphitheatre and Proofing sheet Shed

- **List of short-term courses offered by the college:**

Geoinformatics Technology

Academic Research Writing And Creative Writing

Digital Literacy Program Certificate Course In Data Entry Skill

Certificate Course In Customer Relationship Management BPO-Coordinator

Certificate Course In Showroom Operations: Retail Trainee Associate-Coordinator

Entrepreneurship Development Program To Be Started-Coordinator

Skill Training Course

Media Literacy Certificate Course

E -Nccmp : Online Nse Academy Certified Capital Market Professional.

Mutual Fund Agent + Nism Workbook

Disaster management by Dr. Punyatoya Patra

Communication And Leadership Skills by Social Work Department

Certificate Course In Data Entry Skills

Certificate Course In Career Edge It Professional And Tally Essentials

Certificate Course In Showroom Operations: Retail Trainee Associate

Certificate Course In Logistics Management

Certificate Course In Customer Relationship Management Bpo-Voice

Certificate Course In Digital Marketing

- Under the umbrella of IQAC there were many sessions and webinars organized by the different committees and college. (List enclosed). The committee Deliberated upon the MOU with DEEP-C. For this Prof. Manisha Wadhwa appointed as Nodal Officer.

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- Number of Promotions also took place

List of Department-Wise Promotions

Name	Department	Stage
Dr.Neelam Rathi	Hindi	Professor
Dr Sandhya Vatsayan	Hindi	Professor
Dr Mala Mishra	Hindi	Professor
Dr.Beena Antony Reji	Social Work	Professor
Dr.Archana Sawshilya	Political Science	Professor
Dr.Manisha Wadhwa	B.El.Ed	Professor
Dr.Pooja Khanna	English	Professor
Dr Punyatoya Patra	Geography	Professor
Dr Priya Bir	Psychology	Professor
Dr.Poonam Lakra	NHE	Professor
Dr.Reema Lamba	NHE	Professor
Dr.Bhawna Rajput	Commerce	Professor
Dr.Sadhna Jain	HDFE	Professor
Dr.Indu Nashier	B.El.Ed.	Professor
Dr Santosh	Sanskrit	Associate Professor

Name	Department	Stage	Level
DR RITU SHARMA	PSYCOLOGY	1	10 TO 11
MANJU	ENGLISH	1	10 TO 11
DR NEERJA	ENGLISH	2	11 TO 12
DR SUNITA DHANKAR	ENGLISH	1	11 TO 12
DR SEEMA	SOCIAL WORK	1	10 TO 11

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DR MANISHA	ECONOMIC S	1	10 TO 11
DR SUNITA PAREEK	POLITICAL SCIENCE	1	10 TO 11
DR MANJU RANI	HINDI	1	10 TO 11
DR TRIPTA	HINDI	2	11 TO 12
DR ASHA	HINDI	2	11 TO 12
DR VIDHI SHARMA	HINDI	2	11 TO 12
ARCHNA TYAGI	SANSKRIT	1	11 TO 12
DR MADHU LOMESH	HINDI	2	11 TO 12
DR SANTOSH	SANSKRIT	1	11 TO 12
DR NALINI SINGH	HISTORY	1	11 TO 12
DR ANJU SINGH	GEOGRAPHY	2	11 TO 12
DR POONAM YADAV	EDUCATION	2	11 TO 12
MS SARITA	EDUCATION	1	10 TO 11
DR NALINI SINGH	HISTORY	2	11 TO 12
DR RITU SHARMA	PSYCHOLOGY	2	11 TO 12
DR SARITA DABAS	EDUCATION	2	11 TO 12
DR ARCHANA TYAGI	SANSKRIT	2	11 TO 12
DR SANTOSH KUMAR	SANSKRIT	2	11 TO 12
DR MANJU RANI	HINDI	2	11 TO 12
DR SUNITA PAREEK	POLITICAL SCIENCE	2	11 TO 12
DR SEEMARANI	SOCIAL WORK	2	11 TO 12
DR MANJU	ENGLISH	2	11 TO 12
DR NIDHI GOEL	EDUCATION	LECTURER	SENIOR LECTURER
Dr. Abhilasha Bajaj	Education	Lecturer	Senior Lecturer
DR SUNITA PAREEK	POLITICAL SCIENCE	CAS 13 A	18
DR MALA MISHRA	HINDI	CAS 14	18
DR NEELAM RATHI	HINDI	CAS 14	18
DR SANDHYA VATSYAN	HINDI	CAS 14	18
DR TRIPTA	HINDI	CAS 13 A	18
DR ASHA	HINDI	CAS 13 A	18
DR VIDHI SHARMA	HINDI	CAS 13 A	18
DR MADHU LOMESH	HINDI	CAS 13 A	18
DR KSHAMA DIWEDI	HINDI	MPS 98	READER
DR MANJU RANI	HINDI	CAS 13 A	18
DR SEEMA RANI	HINDI	CAS 13 A	18
DR ARCHNA TYAGI	HINDI	CAS 13 A	18

Principal,
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