

REF. NO. \_\_\_\_\_

DATE : 21/5/22

### Action taken Report for the Academic Year 2021-22

Quality assurance is an ongoing effort to define the objectives of an institution, to have a work plan to achieve them and to evaluate the degree to which each of the tasks is fulfilled. The actions taken by the institute on the discussion/resolution made in the meeting of IQAC committee members are given herewith;

**Formation of IQAC committee:** The IQAC was reviewed & constituted on 02/06/2021 with due consideration given to composition.

**Academic planning:** Academic calendar was prepared by Mrs. Vaishali Kothiya and circulated to all departments.

**New Courses - B. Sc, B. SC (Data Science), B. Sc (Hospitality Studies)** introduced and implemented from the academic year 2021-2022. Also decided to introduce more postgraduate courses.

**Language & Research lab** – set up for the students of UG & PG.

**Skill Development/Add on/ Value added/Diploma Courses** – Following courses were conducted during the year in collaboration with Garware Institute of Career Education and Development (GICED), Laqshya Institute of Skill Training, M/S Panacea institute of Fashion Technology.

- 1 Digital Marketing
- 2 Office Management and Life Skills
- 3 Travel Reservation
- 4 Retail Store Operation Assistant
- 5 Tally ERP
- 6 Advanced MS-Excel
- 7 Diploma in Hotel Operation Management
- 8 Diploma in Bakery and Confectionery
- 9 Short Term Diploma in Fashion Designing
- 10 Diploma in Fashion Designing
- 11 Advance Diploma in Fashion Designing
- 12 Masters Diploma in Fashion Designing
- 13 Diploma in Interior Designing

#### Student Development Programs:

- Be a Job Creator and Not Job Seeker

- Investor Awareness
- Basics of Securities Market
- How to buy and sell stock
- Building Climate Ready Communities
- Data Science and Analytics & it's important in IT field
- Consumerism, How to Manage Money and be a Smart Investor
- Power Point Presentation Competition
- Canon Workshop
- Commodity and Derivative Market
- Decoding Union Budget

#### **Experiential Learning & Other Student Activities:**

- Maha Annapurna Utsav
- Talent Space Week
- Management Quiz
- SEBI Quiz
- Dual Talent Competition
- Advertera - The Era of Advertising

#### **Cultural Activities:**

- Freshers Party
- Mridang-2022
- Farewell
- Musical Jam

#### **Capacity Building Programs for Teaching & Non-Teaching staff:**

- Guidance on Revised NAAC Criteria's
- Quality Enhancement for NAAC Report And AQAR
- Guidance on Course outcome, Program outcome & Program specific outcome
- E-Governance with NAAC perspectives
- NAAC Criterion-wise preparation for Developing Self-Study Report (SSR)

#### **Extension Activities**

- Commemorating various days World Environment Day, Yoga Day (Mode: Online and Offline), Drugs Abuse Day, Kargil Vijay Diwas, International Youth Day, Gandhi Jayanti, Savitri Bai Phule Jayanti, Republic Day, National Voters Day, Pulwama Attack, Shiva Maharaj Birth Anniversary by NSS Unit.
- Election Awareness, HIV Awareness Programmes were conducted.
- Webinars were conducted on Covid-19, Municipal Waste Management
- Various camps like Donation Camp for Kerala Floods Victims, Blood Donation Camp, 2 Vaccination Drives were organised.

- Waste Management for a better tomorrow
- E-Waste and Seed Collection Drive
- Tree Plantation

#### **Women and Entrepreneurship Development Programs:**

- Webinar on Mental Health, Self-care, and Wellbeing Post COVID-19
- Smart Girl Program
- Certificate Course in Culinary and Bakery Arts by department of BSC HS from 15<sup>th</sup> March, to 1<sup>st</sup> April, 2022.
- UNEQUAL PAY: GENDER DISCRIMINATION AT WORK PLACE

#### **Research Activities:**

- Reena Mehta College of Arts, Science, Commerce and management studies and B. L. Amlani College of Commerce & Economics organised one day International Conference on **“Emerging Trends in Globalization”** on 23<sup>rd</sup> July, 2021 from 11:00 am onwards on online platform.
- IQAC with B. Com & M. Com Department of Reena Mehta College of Arts, Science, Commerce and Management Studies in collaboration with Chandrabhan Sharma College of Arts Science and Commerce organised one day multidisciplinary International Conference on **“Change & Transformation: A Spectrum of Opportunities in Hybrid Environment”** on 23<sup>rd</sup> July, 2021 from 11:00 am onwards on online platform.
- IQAC and Research Cell of Reena Mehta College of Arts, Science, Commerce and Management Studies organized one day National Webinar on **“Converting Research in to Patent”** 8<sup>th</sup> January, 202 from 11:00 am onwards.
- IQAC & Research Cell organised one-day online webinar on **“How to Write a Right Research Paper”** was organized by the Internal Quality Assurance Cell (IQAC) on 12<sup>th</sup> January, 2022 through online mode from 11:00 am to 1:00 pm due to revised guidelines on COVID 19.
- Students conducted research and published their papers in International Journal of Advance and Innovative Research, Volume 9 Issue 1 (XII) (Special Issue) with ISSN 2394 – 7780. It is a Peer Reviewed Journal with 7.363 Impact Factor.

#### **Placement/Career Guidance Activities**

- Career Guidance webinars were conducted in different fields and areas like Government Bank Jobs, World Investor Week, company Secretary as a Career Option, Awareness and Guidance on POSTS and Competitive Exam in National Defence Academy, Opportunities in the field of Information Technology and Data Science, How to Prepare for Competitive Exams – UPSC/MPSC, Unconventional Careers options in Accounting & Finance Domain.
- Guest sessions were conducted on Unlock the Potential Millionaire Within you, How to give interview.
- Training programs in Soft Skills, Life Skills were conducted.
- Mega Job Fair was conducted in the month of February, 2022.

## IQAC Activities:

- **Learning Management System:** Various training programs were conducted for Teaching and Non-Teaching staff to implement LMS successfully.
- **Collaborations for add-on courses (online mode):** Collaborations were made with GICDE & Laqshya Institute for add on certificate courses.
- **Online Soft Skill Development course:** IQAC with placement initiated online soft skill certificate course for UG & PG students to prepare them to face the corporate world. E-certificates were provided to the students who attended all the sessions.
- **Mentoring System:** The IQAC under the chairmanship of the principal has made changes in mentoring system and implemented for providing mental and spiritual help to students. The students were informed through WhatsApp about the existence of the help.
- **Submission of AQAR:** AQAR of 2020-21 submitted in March, 2022.
- **Submission of IJQA:** IJQA for the second cycle submitted in April, 2022
- **Self-Study Report:** Preparation of self-study report is in progress.

**Entrepreneurship Cell and Incubation Centre:** inaugurated Entrepreneurship Cell and Incubation Centre.

**Performance appraisal:** Faculties were asked to submit Self Appraisal form to IQAC.

**Departmental Annual Report:** Head of departments were informed about submission of departmental reports to IQAC after declaration of results.

**AlmaShines Alumni Platform** purchased and implemented.

**Library updation:** MICM software replaced by SOUL software. Subscribed for N-LIST. Additional computers made available in library for students of professional courses and faculties. One computer added for OPEC in library of professional courses.

**ERP System** introduced and implemented in the institution.

  
Mts. Vaishali Kothiya  
IQAC - Coordinator



  
Dr. Satinder Kaur Gujral  
I/C Principal