



Action Taken Report (ATR)

MAHISHADAL RAJ COLLEGE

The Internal Quality Assurance Cell (IQAC)

This ATR was placed before the Governing Body (GB) of the College on 22-12-2023 and it was accepted unanimously.

1. On Students' Feedback and General Development

Reports of feedback from students for the teachers were compiled and shared with TICs of each department. Additionally, the IQAC has also shared the reports of the annual internal academic audits with each Department. HODs have shared the same with the faculty in their department meetings. Consequently, departmental Action Taken Reports has been submitted to the College. The Principal / TIC have followed up with the HODs regarding the feedback reports shared and action. Depth of the course content needs to be increased for achieving the expected Course Outcomes.

- Formal instructions were circulated to all departments of college through competent authority and teachers were informed to keep check on the attainment of course outcomes.
- More practical training sessions are desired by the students.
- Formal instructions were circulated to all departments through competent authority for addressing the issue of increasing practical training sessions.
- Skill development and job oriented courses were requested.
- The curriculum of the vocational courses was restructured to meet the student's demands.
- Exposure to latest developments and advances should be known to the students.
- ICT methods and smart boards were used for effective teaching.
- Counselling and the need for career guidance were insisted.
- The career guidance and placement cell helped the students to have access to counselling both career and personal. Students took self-assessment assignments.



- Special mock tests covering the entire syllabus to enable the students to perform well in placement interview was suggested.
- Pre-placement trainings were given.
- Mock interviews and tests were conducted in the class rooms.
- Formal instructions were circulated to all the concerned departments through competent authority to ensure the conduct of inter-departmental arts, literary and sports competitions. HODs were informed to plan industrial visits for the commerce and management students.
- The need for more practical sessions was stressed by the teachers to enhance the employability of students.
- More assignments and presentations are to be encouraged to improve the cognitive and communication skills of the students.
- Students were motivated to do more assignments and presentations, as part of their curriculum.
- Teachers felt they needed exposure to broaden their research perspectives in newer and industrially vital focus areas by acquiring knowledge on new techniques and concepts. They suggested the management to provide hands on training to familiarize themselves with new ideas and concepts.
- Various departments of Mahishadal Raj College usually organised national seminars / workshops etc. to enable the faculty to update their knowledge. Staff members were also encouraged to participate in training sessions conducted by other institutions, research agencies etc.
- To improve skill set of staff to optimise ICT enabled teaching effective use of ICT (smart class rooms) were enhanced through in-house training sessions
- To provide opportunity to update knowledge in publication organized Guest Lectures and faculty development programs ethics, preparation and uploading of manuscripts for publication in peer reviewed journals to enhance quality of staff members.
- Felt the need of the digital library to cater to the needs of the students for the successful commencements of academic session. Formal instructions were circulated to the concerned authority regarding up-gradation of digital library.

2. During Pandemic Times

The pandemic has been an unprecedented and unforeseen intrusion into the normal life of collegiate teaching. Online classes are only a temporary measure to ensure the utmost safety of our students without allowing a gap in their education. When demands for reduced screen time were raised, a decision to reformulate class timings was taken to ensure that all classes end by 5.00 pm and that there are short breaks between classes so that students may rest their

eyes before starting the next lecture. Recordings of lectures are a discretionary practice based on each teacher's preference because privacy and surveillance concerns were raised by the faculty in response to the suggestion for mandatory video recording of lectures.



3. On Academic Development

The Institution encourages the holistic development of our students through diverse teaching pedagogies. Additionally, a well-stocked library with extensive reading space has been made available to the students for accessing primary and secondary study material. Moreover, MRC ensures the inculcation of extra-academic skills by offering a wide array of extra-curricular and activities to the students. A (4) 94.6% students were satisfied with the regularity of classes, while only 5.4% of students felt that classes did not regularly happen in college. Timetables for each Department and faculty member are made well in advance of teaching sessions. All faculty and students are expected to follow their designated timetables. They are uploaded to the college website for easy access and proper streamlining of academic processes in the college. Moreover, attendance in each paper has a 5-mark component attached to it as per Delhi University's requirements, so there is an academic incentive for students to attend their classes regularly.

4. On Maintenance of Hygiene

Concerned non-teaching staff of the College was instructed to carry out regular and timely cleaning of all washrooms. A cleaning schedule for the same was also put up for their accountability. Sanitary napkin vending machines have also been installed in washrooms.

5. On Students' Complaints

The Grievance Redressal Committee looks into any complaints directed to them pertaining to academics (including errors in evaluation), discipline, infrastructure etc. It is a committee which has been put in place to ensure a smooth interface between the students, faculty and the administration. Grievances related to discrimination are also taken up by the Grievance Redressal Cell.

Suggestion boxes have been placed at convenient places for the students to leave anonymous feedback on their institutional experience. The Student Council works closely with the designated Staff Advisors to address student concerns through face-to-face interactions. Efforts are being made to technologically support teachers in the classrooms. Many teachers have taken the individual initiative to carry their own mikes for an improved teaching experience.

Time-tables are formulated keeping in mind the availability of rooms, preferred timings for faculty and students. Due to the large amount of interdisciplinary engagement that takes place, a tenuous equilibrium is attempted. These concerns have been shared with the relevant authority for consideration and appropriate action. These concerns have been shared with the relevant authority for consideration and appropriate action.

A handwritten signature in blue ink, appearing to read "Sahin".

Teacher-in-Charge
MAHISHADAL RAJ COLLEGE



6. On Students' Safety

Students' safety is out utmost priority and the college has always strived to strengthen all its safety mechanisms. These concerns have been shared with the relevant authority for consideration and appropriate action. These concerns have been shared with the relevant authority for consideration and appropriate action. The Placement Cell and Departments are encouraged to conduct counselling sessions, talks, and seminars for students to have greater clarity on their career options. The Placement Cell was also advised to be more responsive to students' need and make students more aware about activities they organise for their placements through several mediums these concerns have been shared with the relevant authority for consideration and appropriate action.

7. On Feedback from the ALUMNI

Students need to be aware on the current trends. Access to books and self-learning software are made available in the library.

- Suggestions were placed to provide more training for competitive exams.
- MCQ- based Assessments were conducted regularly for the students.
- Suggestions were also given to start new innovative training and internship courses.
- Proposal for new courses by the DDU Kaushal Kendra were encouraged and sent to appropriate authority and the University for Approval.
- Suggestions were placed to strengthen communication skills. Instructions were given to the concerned authority and A Language Lab was set up by the college to improve the students' communication skills in English
- Employability skills of the students are tried to be improved and formal instructions were circulated to the Career Counselling Cell.

8. Other Measures: Thought, Taken and Implemented

Preparation of SSR for NAAC Evaluation (Cycle 3): Teams were formed. Data collection templates for NAAC were prepared to collect data from the Departments and various offices of the College. Departmental data as per requirements of NIRF were collected and the report was uploaded on the NIRF portal. Long term and short term perspective plan for the development of the college were prepared. Proposal for adding smart class rooms was placed in the Board. Proposal for Solar Energy was placed and approved.

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IQAC Coordinator
MRC

Sahin
Teacher-in-Charge
MAHISHADAL RAJ COLLEGE