



DEEPSHIKHA COLLEGE OF TECHNICAL EDUCATION

(UNDER THE MANAGEMENT OF DEEPSHIKHA KALA SANSTHAN)

AFFILIATED TO RAJASTHAN UNIVERSITY & APPROVED BY NCTE, STATE GOV. OF RAJASTHAN

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. IQAC/ATR-3/2024/11

Date: 30 August,2024

Actions Discussed and Decisions Made:

- To review the minutes of the last meeting.

A- Discussion on slow learners.

1. Identification of slow learners:

- Decision: Evaluate to identify students who may need additional support.
- **Action Taken:** All students were given a series of diagnostic tests to identify students who were struggling academically.

2. Specific Teaching Strategies:

- Decision: Implement special teaching strategies tailored to the needs of slow learners.
- **Action taken:** Teachers were trained in different instructional techniques and provided resources to support different learning speeds.

3. Remedial Classes:

- Decision: Organize remedial classes for slow learners.
- **Action taken:** Remedial classes have been scheduled twice a week focusing on core subjects such as mathematics, science and language arts.

4. Peer Learning Programme:

- Decision: Establish a peer tutoring program to provide additional support.
- **Action taken:** High achieving students have been paired with slow learners to provide peer tutoring sessions, thereby enhancing collaborative learning.

5. Parental Involvement:

- Decision: Increase parental involvement to support students' studies at home.
- **Action taken:** Meetings have been held with parents of slow learners to discuss strategies and provide resources for home support.

6. Regular Monitoring and Feedback:

- Decision: Establish a system for regular monitoring and feedback on the progress of slow learners.
- **Action taken:** A monitoring system has been implemented where teachers provide weekly updates on the progress of slow learners and adjust strategies as needed.

7. Use of Technology:

- Decision: Integrate educational technology to assist slow learners.
- **Action taken:** Educational software and apps designed for slow learners have been introduced in the classroom to provide interactive and engaging learning experiences.

8. Consultancy Services:

- **Decision:** Provide counseling services to overcome any emotional or psychological barriers to learning.
- **Action taken:** A school counselor is assigned the task of working specifically with slow learners to provide individual and group counseling sessions.

further actions:

1. **Continuous Professional Development:** -Ongoing training sessions for teachers on the latest strategies and tools to support slow learners.
2. **Parent Workshops:** -Organize workshops to equip parents with effective techniques to support their children at home.
3. **Feedback Loop:** -Establish a feedback loop where students, parents, and teachers can provide insights and suggestions to further improve the support system.
4. **Evaluation of Programmes:** -Regular evaluation of the effectiveness of remedial classes, peer learning programs, and technology use, with adjustments based on feedback and results.

conclusion:-The actions discussed after addressing slow learners have been systematically implemented with positive initial feedback. Continuous monitoring and adaptation will ensure that the support provided is effective and meets the growing needs of student

B- Upgradation of ICT.

1. Assessment of Current ICT Infrastructure:

- **Decision:** Conduct a thorough assessment of the existing ICT infrastructure.
- **Action Taken:** An ICT audit was performed to evaluate the current hardware, software, network capabilities, and overall ICT resources.

2. Procurement of New Equipment:

- **Decision:** Upgrade and procure new hardware and software to meet current educational standards.
- **Action Taken:** New computers, projectors, interactive whiteboards, and updated software were purchased and installed across classrooms and labs.

3. Improvement of Network Infrastructure:

- **Decision:** Enhance the network infrastructure for better connectivity and speed.
- **Action Taken:** High-speed internet connections were installed, and the Wi-Fi network was expanded and upgraded to ensure robust and reliable connectivity throughout the campus.

4. Training for Teachers and Staff:

- **Decision:** Provide comprehensive ICT training for teachers and administrative staff.
- **Action Taken:** A series of training workshops were conducted to equip teachers and staff with the necessary skills to effectively use the upgraded ICT tools and resources.

5. Integration of ICT in Curriculum:

- **Decision:** Integrate ICT into the curriculum to enhance teaching and learning processes.

- **Action Taken:** Curriculum revisions were made to include ICT-based learning activities, and digital resources were developed for various subjects to facilitate interactive learning.
- 6. Maintenance and Support:**
- **Decision:** Establish a system for regular maintenance and technical support.
 - **Action Taken:** A dedicated ICT support team was formed to provide ongoing maintenance, troubleshooting, and technical support to ensure the smooth functioning of ICT resources.
- 7. Security Enhancements:**
- **Decision:** Implement security measures to protect ICT infrastructure and data.
 - **Action Taken:** Security protocols, including firewalls, antivirus software, and regular data backups, were put in place to safeguard against cyber threats and data loss.

Follow-Up Actions:

1. **Continuous Monitoring and Evaluation:**
 - Ongoing monitoring of the performance and usage of ICT resources to identify areas for further improvement.
2. **Additional Training Sessions:**
 - Periodic refresher training sessions for teachers and staff to keep them updated with the latest ICT tools and best practices.
3. **Student Feedback:**
 - Collecting feedback from students on the effectiveness of ICT integration in their learning experience to make necessary adjustments.
4. **Budget Allocation:**
 - Ensuring continuous budget allocation for future ICT upgrades and maintenance to keep pace with technological advancements.

Conclusion:-The upgradation of ICT infrastructure has been successfully implemented, resulting in enhanced teaching and learning experiences. Continuous efforts will be made to maintain and improve the ICT resources to ensure they meet the evolving needs of the educational environment.

C- Upgradation of Smart Classroom

- **Assessment of Current Classroom Technology:**
 - **Decision:** Conduct an evaluation of the existing classroom technology and identify areas for improvement.
 - **Action Taken:** An assessment was performed to determine the current status of classroom technology, including interactive whiteboards, projectors, computers, and audio-visual equipment.
- **Procurement and Installation of New Equipment:**
 - **Decision:** Upgrade existing equipment and procure new advanced technology for smart classrooms.
 - **Action Taken:** New interactive whiteboards, high-definition projectors, digital podiums, document cameras, and sound systems were purchased and installed in classrooms.
- **Enhancement of Internet Connectivity:**

- Decision: Improve internet connectivity to support the new smart classroom technologies.
- **Action Taken:** High-speed internet connections were installed, and Wi-Fi coverage was expanded to ensure reliable internet access in all classrooms.
- **Software Upgrades:**
 - Decision: Update and install educational software to enhance teaching and learning experiences.
 - **Action Taken:** Advanced educational software, including learning management systems (LMS), interactive learning apps, and content management systems, were installed and configured for use in smart classrooms.
- **Teacher Training Programs:**
 - Decision: Provide training for teachers on how to effectively use the new smart classroom technologies.
 - **Action Taken:** A series of training sessions and workshops were conducted to familiarize teachers with the new equipment and software, focusing on integrating technology into their teaching methods.
- **Integration of Digital Content:**
 - Decision: Develop and integrate digital content into the curriculum to leverage the new smart classroom technologies.
 - **Action Taken:** Digital lesson plans, multimedia presentations, and interactive learning modules were created and integrated into the curriculum to enhance student engagement and learning outcomes.
- **Maintenance and Technical Support:**
 - Decision: Establish a system for regular maintenance and technical support for smart classroom equipment.
 - **Action Taken:** A dedicated technical support team was formed to provide ongoing maintenance, troubleshooting, and support for the smart classroom technologies.
- **Student and Teacher Feedback:**
 - Decision: Collect feedback from students and teachers to evaluate the effectiveness of the smart classroom upgrades.
 - **Action Taken:** Surveys and feedback forms were distributed to gather input from students and teachers regarding their experiences with the new technologies and to identify any areas for further improvement.

Follow-Up Actions:

- **Continuous Monitoring and Evaluation:**
 - Regular monitoring of the performance and usage of smart classroom technologies to ensure optimal functioning and identify any issues promptly.
- **Ongoing Professional Development:**
 - Periodic refresher training sessions for teachers to keep them updated on the latest technological advancements and teaching strategies.
- **Content Updates:**
 - Continual updating and enhancement of digital content to keep the curriculum engaging and relevant.

- **Budget Allocation:**
 - Ensuring ongoing budget allocation for the maintenance, upgrading, and replacement of smart classroom technologies as needed.

Conclusion:The upgradation of smart classrooms has been successfully implemented, leading to a more interactive and engaging learning environment. Continuous efforts will be made to maintain and improve the smart classroom infrastructure to meet the evolving educational needs.

D- Upgradation of Lab's

1. **Assessment of Current Lab Facilities:**
 - **Decision:** Conduct an evaluation of the existing lab facilities to identify areas for improvement.
 - **Action Taken:** A comprehensive assessment of all lab facilities was performed, including science labs, computer labs, and technical labs, to determine the current status of equipment, infrastructure, and resources.
2. **Procurement of New Equipment:**
 - **Decision:** Upgrade and procure new lab equipment and materials to enhance the learning experience.
 - **Action Taken:** New lab equipment, including advanced scientific instruments, modern computers, and updated software, was purchased and installed in the respective labs.
3. **Renovation and Infrastructure Improvement:**
 - **Decision:** Renovate lab spaces to accommodate new equipment and improve the overall environment.
 - **Action Taken:** Lab spaces were renovated, including updates to electrical systems, plumbing, workbenches, and storage facilities to ensure a safe and efficient working environment.
4. **Training for Lab Instructors:**
 - **Decision:** Provide training for lab instructors on the use of new equipment and technologies.
 - **Action Taken:** A series of training sessions were conducted for lab instructors to familiarize them with the new equipment and ensure they can effectively support students' learning experiences.
5. **Integration of Technology in Labs:**
 - **Decision:** Integrate advanced technology and digital tools into lab activities and experiments.
 - **Action Taken:** Digital tools, including simulation software, data analysis programs, and interactive learning modules, were integrated into lab activities to enhance hands-on learning and experimentation.
6. **Safety Enhancements:**
 - **Decision:** Improve safety measures and protocols in all labs.
 - **Action Taken:** New safety equipment, such as fire extinguishers, eyewash stations, and first aid kits, were installed. Safety protocols were updated, and safety drills were conducted to ensure compliance and preparedness.
7. **Student Access and Utilization:**

- Decision: Increase student access to lab facilities and ensure optimal utilization.
 - **Action Taken:** Lab schedules were adjusted to provide more access time for students. Open lab hours were introduced to allow students additional time to work on projects and experiments.
8. Feedback Mechanism:
- Decision: Implement a feedback mechanism to gather input from students and instructors on lab improvements.
 - **Action Taken:** Feedback forms and surveys were distributed to collect input from students and instructors regarding the upgraded lab facilities and identify any further needs or issues.

Follow-Up Actions:

1. Ongoing Monitoring and Maintenance:
 - Regular monitoring of lab equipment and facilities to ensure they are functioning correctly and addressing any maintenance issues promptly.
2. Continuous Professional Development:
 - Providing ongoing training for lab instructors and staff to keep them updated on new technologies and best practices.
3. Updating Lab Curriculum:
 - Regularly updating lab curricula to incorporate new equipment and technologies, ensuring the content remains relevant and up-to-date.
4. Student Workshops and Seminars:
 - Organizing workshops and seminars for students to enhance their practical skills and knowledge of the new lab equipment and technologies.
5. Budget Allocation:
 - Ensuring continuous budget allocation for the maintenance, upgrading, and replacement of lab equipment as needed.

Conclusion: The upgradation of lab facilities has been successfully implemented, resulting in enhanced practical learning environments. Continuous efforts will be made to maintain and improve the lab infrastructure to meet the evolving educational and research needs.

E- Upgradation of Smart Classroom

1. **Assessment of Existing Classroom Technology:**
 - Decision: Evaluate the current state of classroom technology and identify areas for improvement.
 - **Action Taken:** Comprehensive assessments were conducted in all classrooms to evaluate existing technology, including projectors, interactive whiteboards, and sound systems.
2. **Procurement of New Smart Classroom Equipment:**
 - Decision: Upgrade and procure advanced technology to enhance smart classroom functionality.
 - **Action Taken:** New interactive whiteboards, high-definition projectors, smart podiums, document cameras, and enhanced audio systems were purchased and installed.

Enhancement of Internet Connectivity:

- Decision: Improve internet infrastructure to support upgraded technology.

- **Action Taken:** High-speed internet connections and upgraded Wi-Fi networks were installed to ensure seamless connectivity across all smart classrooms.

Software and Digital Tools:

- **Decision:** Integrate educational software and digital tools to support teaching and learning.
- **Action Taken:** Advanced educational software, including Learning Management Systems (LMS) and interactive learning applications, were installed and configured for classroom use.

Teacher Training Programs:

- **Decision:** Provide extensive training for teachers on the use of new smart classroom technologies.
- **Action Taken:** A series of professional development workshops were conducted to train teachers on effectively using the new equipment and integrating technology into their teaching practices.

Curriculum Integration:

- **Decision:** Incorporate digital content and tools into the curriculum to enhance learning experiences.
- **Action Taken:** Curriculum updates were made to include interactive digital content, multimedia presentations, and online resources to support various subjects.

Maintenance and Technical Support:

- **Decision:** Establish a system for ongoing maintenance and technical support.
- **Action Taken:** A dedicated technical support team was formed to provide continuous maintenance, troubleshooting, and technical assistance for smart classroom technologies.

Feedback Collection:

- **Decision:** Implement a system to gather feedback from teachers and students regarding the upgraded classrooms.
- **Action Taken:** Surveys and feedback forms were distributed to collect input on the effectiveness and usability of the new smart classroom technologies.

Follow-Up Actions:

1. Continuous Monitoring and Evaluation:
 - Regular monitoring of the performance and usage of smart classroom technologies to ensure optimal functionality and address any issues promptly.
2. Ongoing Teacher Training:
 - Conduct periodic refresher training sessions for teachers to keep them updated on the latest technological advancements and teaching strategies.
3. Curriculum Updates:
 - Regularly review and update the curriculum to incorporate new digital tools and resources, ensuring it remains engaging and relevant.
4. Student Workshops:
 - Organize workshops and seminars for students to familiarize them with new technologies and enhance their digital literacy skills.
5. Budget Allocation:

- Ensure continuous budget allocation for the maintenance, upgrading, and replacement of smart classroom technologies as needed.

Conclusion: The upgrade of smart classrooms has been successfully implemented, resulting in a more interactive and engaging learning environment. Continuous efforts will be made to maintain and improve the smart classroom infrastructure to meet the evolving educational needs.

F-Announcement of the schedule of sessional work.

The objective of this action taken report is to provide a comprehensive overview of the steps taken following the announcement of the sessional work schedule.

Actions Taken:

Communication: The sessional work schedule was communicated to all relevant stakeholders via email, official announcements, and notices posted on notice boards within the institution premises.

Documentation: A detailed document outlining the sessional work schedule, including dates, times, venues, and specific requirements, was prepared and disseminated among the concerned departments and individuals.

Clarifications: A designated point of contact was assigned to address any queries or concerns regarding the sessional work schedule. This individual provided clarifications and additional information as required to ensure transparency and understanding.

Confirmation of Participation: All participants were required to confirm their participation in the sessional work within a stipulated time frame. This confirmation process enabled organizers to ascertain the number of attendees and make necessary arrangements accordingly.

Logistics Arrangements: Logistics arrangements, including venue booking, equipment setup, and resource allocation, were coordinated in alignment with the sessional work schedule to facilitate smooth conduct.

Monitoring and Evaluation: A monitoring and evaluation mechanism was established to assess the effectiveness of the sessional work schedule in meeting its objectives. Feedback from participants and stakeholders was collected to identify areas for improvement.

Contingency Planning: Contingency plans were devised to address any unforeseen circumstances or disruptions that could potentially impact the implementation of the sessional work schedule. This included backup venues, alternative dates, and communication strategies.

Conclusion:

The announcement of the sessional work schedule was followed by meticulous planning and execution of various activities to ensure its successful implementation. By adopting a

systematic approach and addressing concerns proactively, the organization aimed to maximize participation and achieve the desired outcomes of the sessional work.

G-Celebration of birth anniversaries.

Actions Taken:

Planning and Coordination: A dedicated organizing committee was formed to plan and coordinate the celebration of birth anniversaries. This committee comprised representatives from various departments to ensure comprehensive planning and execution.

Selection of Birth Anniversaries: Birth anniversaries of notable figures or individuals of significance to the organization, community, or field of interest were identified for celebration based on their relevance and impact.

Program Development: A detailed program outline was developed, encompassing various activities such as keynote speeches, panel discussions, cultural performances, and commemorative ceremonies. The program was designed to honor the legacy and contributions of the individuals being celebrated.

Invitations and Outreach: Invitations were extended to relevant stakeholders, including employees, community members, dignitaries, and descendants of the individuals being commemorated. Outreach efforts were undertaken through multiple channels, including email invitations, social media posts, and posters.

Logistics Arrangements: Logistics arrangements, including venue booking, catering, audiovisual equipment setup, and transportation, were coordinated to ensure the smooth conduct of the celebration events.

Content Creation: Content such as presentations, videos, and exhibits highlighting the life, achievements, and impact of the individuals being commemorated were curated and prepared for display during the celebration.

Execution of Events: The celebration events were executed according to the planned schedule, with careful attention to detail and adherence to established protocols. Emphasis was placed on creating a respectful and engaging atmosphere conducive to reflection and celebration.

Documentation and Media Coverage: Photographs, videos, and written documentation of the celebration events were captured to preserve the memories and legacy of the individuals being honored. Media coverage, including press releases and articles, was sought to amplify the impact of the celebrations beyond the immediate audience.

Conclusion:

The celebration of birth anniversaries was conducted with meticulous planning, coordination, and execution, reflecting the organization's commitment to honoring the legacies of individuals who have made significant contributions to society. Through meaningful events and thoughtful tributes, the organization sought to inspire reflection, foster community engagement, and commemorate the enduring impact of these remarkable individuals.

Attachments:

Program outline

Invitation samples

Event photos and videos

Media coverage excerpts

This report serves as a record of the actions taken and outcomes achieved during the celebration of birth anniversaries, highlighting the organization's dedication to honoring the past while inspiring the future.

H- Organization of Educational tour.

Actions Taken:

Needs Assessment: A needs assessment was conducted to determine the objectives, scope, and target audience for the educational tour. Feedback from stakeholders, including students, faculty, and administrators, was gathered to inform the planning process.

Destination Selection: After careful consideration of educational value, logistical feasibility, and safety considerations, a suitable destination(s) was selected for the tour. Factors such as cultural significance, historical relevance, and alignment with curriculum objectives were taken into account.

Itinerary Development: A comprehensive itinerary was developed, outlining the activities, site visits, and learning opportunities scheduled during the tour. The itinerary was designed to provide a well-rounded educational experience while maximizing engagement and experiential learning.

Logistics Planning: Logistics arrangements, including transportation, accommodation, meals, tickets, permits, and insurance, were meticulously planned and coordinated to ensure the safety, comfort, and convenience of all participants throughout the duration of the tour.

Risk Management: Risk assessments were conducted to identify potential hazards and mitigate associated risks. Contingency plans and emergency protocols were established to address unforeseen circumstances and ensure the well-being of participants at all times.

Participant Communication: Clear and timely communication was maintained with tour participants, providing them with essential information, instructions, and guidelines before, during, and after the tour. This communication helped manage expectations, address queries, and facilitate a smooth experience for all involved.

Educational Resources: Educational resources, such as guidebooks, maps, handouts, and multimedia materials, were curated and distributed to participants to enhance their understanding and appreciation of the destinations visited during the tour.

Supervision and Support: Trained staff and chaperones were assigned to accompany participants and provide supervision, guidance, and support throughout the tour. Their presence ensured the safety and well-being of participants while enriching their learning experience through expert insights and assistance.

Evaluation and Feedback: An evaluation mechanism was implemented to solicit feedback from participants and stakeholders regarding their experience of the educational tour. Feedback collected was analyzed to identify strengths, areas for improvement, and opportunities for future enhancements.

Conclusion:

The organization of the educational tour involved meticulous planning, coordination, and execution to provide participants with a meaningful and enriching learning experience. By combining educational objectives with immersive experiences, the tour aimed to broaden perspectives, foster lifelong learning, and create lasting memories for all involved.

Attachments:

Tour itinerary

Participant communication materials

Risk assessment report

Evaluation and feedback summary

This report serves as a comprehensive record of the actions taken and outcomes achieved during the organization of the educational tour, highlighting the organization's commitment to experiential learning and educational enrichment.

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