



Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College

Regular Meetings of IQAC

Neelima
**IQAC
Co-ordinator
Shri Mahaveer College**



Ashish
**SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139, 8955840261
Website: shrimahaveercollege.org**



Shri Mahaveer College

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A Co-educational English Medium PG College

NOTICE

09-08-2021

This is to inform all the faculty members that a meeting will be held in online mode on 11th August'2021 through Google Meet at 1:00 pm regarding formation of IQAC Cell in the College. Link for the first meeting will be shared 15 minutes before the scheduled time.

Agenda of the 1st IQAC Meeting –

1. Discussion about the benefits of IQAC formation
2. Proposal for the names of IQAC Members
3. Selection of the Members
4. Formation of IQAC Cell
5. Proposed Months for conducting Meetings
6. Planning for Session 2021-22

CC:

1. Office File
2. All HoDs
3. Guard File

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



Dr. Ashish Gupta
Principal

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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 1st IQAC Meeting held on 11th August'2021 in online mode, Session 2021-22

✚ The first IQAC meeting of Session 2021-22 was held on 11th August'2021.

Agenda Items	Agenda
1.1	Address by the College Principal
1.2	Introduction about the proposal of forming IQAC Cell
1.3	Discussion about the benefits of IQAC formation
1.4	Proposal for the names of IQAC Members
1.5	Discussion about the IQAC Members
1.6	Selection of the Members
1.7	Formation of IQAC Cell
1.8	Proposed Months for conducting Meetings
1.9	Planning for Session 2021-22
1.10	Vote of Thanks

The first IQAC meeting of Shri Mahaveer College was held on 11th August'2021 in online mode through Google Meet at 1:00 PM. This meeting was attended by Prof. Amla Batra, Management Members, College Principal and faculty members of the College.

The minutes of the meeting are –

1.1 Address by the College Principal

The meeting started with the address of the College Principal, Dr. Ashish Gupta. He put forward the need for forming IQAC with the intent of going for Audit and Assessment Programme (AAP) and National Assessment and Accreditation Council (NAAC).

The Principal said there is an underlying need for improving the quality standards in higher education and to match with the Vision of the institution formation of IQAC is the quintessential element.

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Thereby, the need for forming IQAC becomes mandatory so that the College can progress towards academic growth and holistic development of its students.

1.2 Introduction about the proposal of forming IQAC Cell

Dr. Neelima Pareek, senior faculty member of the College threw some light on the proposal of forming IQAC. She addressed the meeting by highlighting the significance of a devoted group of people for taking care of the rising need to meet the educational quality indexes that she focussed are mandatory in the present scenario.

The students these days are to be made not just degree holders but they should be made competitive enough to face the competitive era by being industry-fit. The discussion was then opened for all the faculty members to have a brain storming session to discuss on the benefits of forming IQAC.

1.3 Discussion about the benefits of IQAC formation

The meeting gained momentum with the involvement of all the faculty members giving their opinions on the benefits of forming IQAC. All the learned members of the teaching fraternity attending the meeting gave useful inputs by discussing on the benefits of IQAC and endorsed the thought of forming IQAC. The proposal of forming IQAC was unanimously accepted by all as they believed the formation of IQAC will augment the progress towards educational development and thereby bridging the gap in the present system.

1.4 Proposal for the names of IQAC Members

The faculty members attending the meeting suggested names for holding different positions in the IQAC as given in the format by NAAC. The suggestions were made on the basis of competence and also looking at the interest areas of the proposed faculty name. Names for representatives in various categories as required were also suggested for making the working of IQAC effective and to attain its objectives.

1.5 Discussion about the IQAC Members

Management member, Principal and all the faculty members discussed on the various names suggested for said positions in IQAC. The discussions were conclusive and the list of selected members was finalised.

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1.6 Selection of the Members

On the basis of the suggestions and discussion the following members were selected as members of IQAC –

1. Shri Sunil Bakshi
2. Dr. Ashish Gupta
3. Dr. Neelima Pareek
4. Dr. Vaishali Purohit
5. Dr. Simmi Choyal
6. Dr. Poonam Somani
7. Dr. Jitender Singh Bidawat
8. Dr. Neha Gangwal
9. Prof. Amla Batra
10. Mr. Jai Prakash Advani
11. Shri Pramod Patni
12. Shri Nand Kishore Pamnani
13. Ms. Shruti Sharma

The position of the selected members was decided and IQAC was formally constituted on 11th August'2021.

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1.7 Formation of IQAC

S.No.	Designation	Nominated By	Name	Address
1.	Chairperson IQAC	President Governing Council	Dr. Ashish Gupta	84/126, Agarwal Farm, Mansarovar, Jaipur – 302020
2.	Staff Representative	Chairperson IQAC	Dr. Vaishali Purohit	E-2, Anand Bhawan, Shastri Nagar, Jaipur - 302016
3.	Staff Representative	Chairperson IQAC	Dr. Simmi Choyal	7/417, Malviya Nagar, Jaipur - 302017
4.	Staff Representative	Chairperson IQAC	Dr. Poonam Somani	Flat No. 8B, Unnati Apartments, Sector - 2, Vidhyadhar Nagar, Jaipur - 302039
5.	Staff Representative	Chairperson IQAC	Dr. Jitender Singh Bidawat	C-228, Nirman Nagar, Kings Road, Jaipur - 302019
6.	Staff Representative	Chairperson IQAC	Dr. Neha Gangwal	15-16, Kailshpuri Colony, New Sanganer Road, Near Shyam Nagar Metro Station, Sodala, Jaipur - 302019
7.	Management Representative	President Governing Council	Shri Sunil Bakhshi	175, Bakhshi House, Bakhshiji Ka Chowk, Ramganj Bazar, Jaipur – 302003
8.	Local Society Representative	Chairperson IQAC	Prof. Amla Batra	D - 49, Subhash Marg, C-Scheme, Jaipur - 302001
9.	Student Representative	Chairperson IQAC	Ms. Shruti Sharma	6, Sangram Colony, Opposite Mahaveer Public School, C-Scheme, Jaipur - 302001
10.	Alumni Representative	Chairperson IQAC	Mr. Jai Prakash Advani	160, Sindhi Colony, Near Jhulelal Mandir, Bani Park, Jaipur - 302016
11.	Industrialist	Chairperson IQAC	Shri Pramod Jain	A-27/13, Kanti Chandra Road, Bani Park, Jaipur - 302016
12.	Parent Representative	Chairperson IQAC	Shri Nand Kishore Pamnani	2/652, Malviya Nagar, Jaipur - 302017
13.	Coordinator IQAC	Chairperson IQAC	Dr. Neelima Pareek	127, Shiv Colony, Tonk Road, Hari Marg, Jaipur – 302015

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1.8 Proposed Months for conducting Meetings

The college Principal as Chairperson IQAC proposed to organise four meetings in an academic session. The proposed months for the same were August, November, February and May. The Chairperson believed that the objective of each meeting should be parallel with the overall organisational objectives.

1.9 Planning for Session 2021-22

With the post-covid time, a review was done of the planning for the academic session 2021-22. Few specific points were raised by the Principal –

- i) Classes to be taken on time and in both online and offline mode.
- ii) Course plan to be submitted to Head of Departments by the deadline.
- iii) Attendance registers are to be checked in every 15 days for keeping a record of students' regularity.
- iv) Tutor registers to be updated as per the admissions.

Few achievements of the previous session were also mentioned –

- i) NSS wing of the college has started receiving funds from the Government of India.
- ii) The college has received 'Best Employer Award' from Employer's Association of Rajasthan.
- iii) Skill Development Programmes have been initiated for developing employability quotient of the students.

1.10 Vote of Thanks

Prof. Amla Batra extended words of gratitude towards all for attending the meeting.

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



Amla
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

04-11-2021

This is to notify all the members of IQAC that 2nd meeting will be held on 6th November'2021 at 1:00 pm in AV Room. All committee members are requested to attend the meeting.

Agenda of the 2nd IQAC Meeting -

1. Ensuring a quality assurance mechanism in the College.
2. Enlisting the futuristic plans for the College.
3. NAAC Preparation and Planning.
4. Conducting online and offline classes.
5. Developing a framework for implementing Skill Development Programmes.
6. Alumni Formation
7. Safety Measures Post-Covid
8. Newsletter – Pragati

CC:

1. Office File
2. All HoDs
3. Guard File

Dr. Ashish Gupta
Chairperson IQAC

Neelima
IQAC
Co-ordinator
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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 2nd IQAC Meeting held on 6th November'2021, Session 2021-22

✚ The second IQAC meeting of Session 2021-22 was held on 6th November'2021.

Agenda Items	Agenda
2.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
2.2	Introduction of Internal and External Committee Members
2.3	Address by the Chairperson IQAC, Shri Mahaveer College
2.4	To confirm the Agenda of 2nd IQAC Meeting <ul style="list-style-type: none">✚ Ensuring a quality assurance mechanism in the College✚ Enlisting the futuristic plans for the College✚ NAAC Preparation and Planning✚ Conducting online and offline classes✚ Developing a framework for implementing Skill Development Programmes✚ Alumni Formation✚ Safety Measures Post-Covid✚ Newsletter – Pragati
2.5	Action taken on the Agenda of the Meeting
2.6	Vote of Thanks

The second IQAC meeting of Shri Mahaveer College was held on 6th November'2021 in the AV Room at 1:00 PM. This meeting was attended by all the committee members of IQAC.

The minutes of the meeting are –

2.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

IQAC Coordinator opened the session by welcoming all the committee members. The objective of the formation of IQAC was reinforced and support of all the internal and external committee members was sought for effective goals attainment.

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2.2 Introduction of Internal and External Committee Members

As this was the first meeting after inception of IQAC all the members were formally introduced and were welcomed to participate actively as member of this Cell. They were motivated to give suggestions for developing and maintaining quality standards. The committee members opined that the formation will enhance the working and further augment institutional growth.

2.3 Address by the Chairperson IQAC, Shri Mahaveer College

Chairperson IQAC addressed the meeting by highlighting on the various methods in which the quality standards may be improved and how the mechanisms change or adoption of new ways will bring us closer to the present demand of delivering quality education.

2.4 To confirm the Agenda of 2nd IQAC Meeting

Coordinator IQAC read out the agenda of the meeting which were in lieu with the objectives as laid during IQAC formation. All the members endorsed the meeting agenda and believed the progressive working is the need of the hour.

2.5 Action taken on Agenda of 1st IQAC Meeting

The following action were taken on the basis of suggestions and recommendations given by the committee members -

2.5.1 Ensuring a quality assurance mechanism in the College

- ✚ Process for 2f started.
- ✚ Smart classrooms are setup with the objective of delivering lectures via audio-visual mode.
- ✚ Regular feedbacks from the students are taken for maintaining good teaching standards.
- ✚ Mentorship Programme is introduced for counselling students for guiding them towards better career prospectus.

2.5.2 Enlisting the futuristic plans for the College

- ✚ Infrastructure Development to be undertaken by constructing more floors, computer lab and bigger library.
- ✚ Increase in number of MoUs with National and International Bodies.
- ✚ Increasing the scope of the institution by changing from commerce specialised college to more diversified streams.

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2.5.3 NAAC Preparation and Planning

- ✚ Dr. Ashish Gupta, Chairperson IQAC, put forward the need for formulating a criteria wise NAAC committee for preparation of the various documents in accordance with the NAAC requisites. Dr. Neelima Pareek, Dr. Vaishali Purohit, Dr. Simmi Choyal, Dr. Poonam Somani, Dr. J.S. Bidawat, Dr. D.N. Sharma and Mr. Vimlesh Sharma have been assigned to take work as criteria coordinators along with one/two faculty member/s as co-coordinators.

2.5.4 Conducting online and offline classes

- ✚ Keeping in view the post-covid time the committee members opined with the view of conducting classes in hybrid mode.
- ✚ Remedial online classes for the weaker students are also conducted as an action plan.

2.5.5 Developing a framework for implementing Skill Development Programmes

- ✚ EQUIP (Employability Quotient Unique Introduction Programme) is introduced.
- ✚ Tally Course and Financial Courses has started.
- ✚ Certificate Courses started as an action plan.

2.5.6 Alumni Formation

- ✚ For better connection with the pass out students the committee endorsed the idea for forming an Alumni Committee.
- ✚ Alumni Coordinators are made who are given the responsibility to collect information about the students' details and form Alumni Association at the earliest.

2.5.7 Safety Measures Post-Covid

- ✚ Covid vaccination certificate to be submitted by all latest by 31st December 2021.
- ✚ Vaccination camp to be organised on 18th January 2021.
- ✚ Hybrid mode classes to be continued till further orders.
- ✚ Guidelines issued for class conduction.

2.5.8 Newsletter – Pragati

- ✚ Pragati, which is a regular feature of the college, has been asked to be published on fast-track mode as covid time gave gap to few publications.

2.6 Vote of Thanks

IQAC coordinator extended gratitude towards all the committee members for their valuable presence and suggestions for IQAC working.

Neelima Pareek
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

03-02-2022

This is to notify all the members of IQAC that 3rd meeting will be held on 5th February'2022 at 2:00 pm in AV Room. All committee members are requested to attend the meeting.

Agenda for 3rd IQAC Meeting –

The following agenda were enlisted for 3rd IQAC meeting –

- 1) Introduction of New Courses
- 2) Assessment Audit Report (AAP)
- 3) Computerisation of Library and Office
- 4) Free Education to National and International Sports Achievers and Position holders in Board Examination.
- 5) Revision of internal admission policy.
- 6) Website upgradation.
- 7) Social welfare collaborations.
- 8) Publications by faculty members
- 9) Collection of Feedback of various stakeholders
- 10) Change of College Name

CC:

1. Office File
2. All HoDs
3. Guard File

Dr. Ashish Gupta
Chairperson IQAC

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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 3rd IQAC Meeting held on 5th February'2022, Session 2021-22

The third IQAC meeting of Session 2021-22 was held on 5th February'2022

Agenda Items	Agenda
3.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
3.2	Address by the Chairperson IQAC, Shri Mahaveer College
3.3	To confirm the Agenda of 3rd IQAC Meeting <ul style="list-style-type: none">✚ Introduction of New Courses✚ Assessment Audit Report (AAP)✚ Computerisation of Library and Office✚ Free Education to National and International Sports Achievers and Position holders in Board Examination✚ Revision of internal admission policy✚ Website Upgradation✚ Social welfare collaborations✚ Publications by faculty members✚ Collection of Feedback of various stakeholders✚ Change of College Name
3.4	Action taken on Agenda of the Meeting
3.5	Vote of Thanks

The third IQAC meeting of Shri Mahaveer College was held on 5th February'2022 in the AV Room at 2:00 PM. This meeting was attended by all the committee members of IQAC.

The minutes of the meeting are –

3.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

IQAC Coordinator opened the session by welcoming all the committee members.

3.2 Address by the Chairperson IQAC, Shri Mahaveer College

The Chairperson addressed the meeting and welcomed the members to suggest more of initiatives to meet the quality standards in education.

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3.3 To confirm the Agenda of 3rd IQAC Meeting

IQAC Coordinator read out the agenda points for discussion. All the members agreed to keep the agenda items as it is, however, it can be modified in future as per need.

3.4 Action taken on Agenda of the Meeting

The following action was taken on the basis of discussions and recommendations by the IQAC members:

3.4.1 Introduction of New Courses

- ✚ The submission to introduce new courses like - BA, BVA, M.Com. (EAFM) has been made by the IQAC members.
- ✚ The management members in the meeting agreed on the proposal and assured to take it as an agenda to be discussed in the GC meeting.
- ✚ Also, a proposal to change the name of the College has been made as the present name Shri Mahaveer College needs revision as we plan of widening the scope of institution by introducing new disciplines.

3.4.2 Assessment Audit Report (AAP)

- ✚ A committee has been formed for taking care of the working of Assessment Audit Report mandated by Directorate of College Education.
- ✚ The Inspection is expected to be in the month of April hence preparations are processed in lieu to meet the deadline.

3.4.3 Computerisation of Library and Office

- ✚ Mr. Ashish Jain presented a report as to how computerisation of office and library is important as computer-based technologies can enhance the working thereby software like Tally was installed in the office.
- ✚ In library e-content creation like e-books and e-journals subscriptions were taken on the recommendations of the departmental heads.

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3.4.4 Free Education to National and International Sports Achievers and Position holders in Board Examination

- ✚ A proposal has been submitted to the managing committee for consideration of giving free education to the above mentioned groups of students.
- ✚ As a number of scholarship categories are already running, the proposal will be further taken up in GC meeting soon.

3.4.5 Revision of Internal Admission Policy

- ✚ To improve the Result Percentage in University of Rajasthan examination, a revision has been made in the internal admission policy wherein the minimum percentage for admission in all UG and PG programmes has been revised to minimum 60% in board examination/graduation examination.
- ✚ Though, relaxation in few cases is at the discretion of the Governing Council.

3.4.6 Website upgradation

- ✚ To match up with the growing IT era, a committee has been constituted comprising of internal faculty members to check website for improvements.
- ✚ Also a proposal has been made to hire a specialist who can guide for updating the college website and making it more lively and visitor-friendly.

3.4.7 Social welfare collaborations

- ✚ The NSS wing of the college has started the procedure of village adoption and increasing the number of MOUs with social and health units for taking up more welfare activities.

3.4.8 Publications by faculty members

- ✚ Encouragement to faculty members for research publications/patents/books publications were given as a result the number of publications increased.

3.4.9 Collection of feedback of various stakeholders

- ✚ Four Formats for collecting feedback are prepared –
 - 1) Exit feedback
 - 2) Parents feedback

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3) Alumni feedback

4) Employer feedback

✚ Regular monitoring is being processed for improvements in various parameters.

3.4.10 Change of College Name

✚ As the College is planning to spring its wings by introducing new courses in Arts and Fine Arts, it was proposed to change the name of the college which should be of more general nature as compared to the present one. Thus, the process for change of college has been initiated by the Principal.

✚ Few suggestions from the management committee have been taken into consideration which will finalise after discussion and majority opinion.

3.5 Vote of Thanks

IQAC coordinator extended gratitude towards all the committee members for their valuable presence and suggestions for IQAC working.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

05-05-2022

This is to notify all the members of IQAC that 4th meeting will be held on 7th May'2022 at 2:00 pm in AV Room. All committee members are requested to attend the meeting.

Agenda for 4th IQAC Meeting

- 1) First Year Result Analysis
- 2) Formation of Prospectus Committee
- 3) Formation of Commerce Club
- 4) Government Scholarships
- 5) Pre-University Examination
- 6) Parent-Teacher Meet
- 7) Guidance session for University of Rajasthan Examination
- 8) Addition of MoUs
- 9) Mahaveer Talent Search Exam
- 10) Tabulation of students data for NAAC purpose

CC:

1. Office File
2. All HoDs
3. Guard File

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Dr. Ashish Gupta
Chairperson IQAC

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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 4th IQAC Meeting held on 7th May'2022, Session 2021-22

The fourth IQAC meeting of Session 2021-22 was held on 7th May'2022.

Agenda Items	Agenda
4.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
4.2	Address by the Chairman, IQAC, Shri Mahaveer College
4.3	To confirm the Agenda of 4th IQAC Meeting <ul style="list-style-type: none">✚ First Year Result Analysis✚ Formation of Prospectus Committee✚ Formation of Commerce Club✚ Government Scholarships✚ Pre-University Examination✚ Parent-Teacher Meet✚ Guidance session for University of Rajasthan Examination✚ Addition of MoUs✚ Mahaveer Talent Search Exam✚ Tabulation of students data for NAAC purpose
4.4	Action taken on Agenda of the Meeting
4.5	Vote of Thanks

The fourth IQAC meeting of Shri Mahaveer College was held on 7th May'2022 in the AV Room at 2:00 PM. This meeting was attended by all the committee members of IQAC.

The minutes of the meeting are –

4.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

IQAC Coordinator opened the session by welcoming all the committee members.

4.2 Address by the Chairman, IQAC, Shri Mahaveer College

The Chairman addressed the meeting and welcomed the members to suggest more of initiatives to meet the quality standards in education.

4.3 To confirm the Agenda of 4th IQAC Meeting

IQAC Coordinator read out the agenda points for discussion. All the members agreed to keep the agenda items as agreed to keep the agenda items as it is, however, it can be modified in future as per need.

Meeting
IQAC
Co-ordinator
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Action
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4.4 Action taken on Agenda of the Meeting

The following actions were taken on the basis of discussions and recommendations by the IQAC members:

4.1.1 First Year Result Analysis

- ✚ First Year University of Rajasthan examination results were analysed. The pass percentage has increased since previous year.
- ✚ All departmental HoDs have been instructed to list out weak students in specific subjects and help them with improvements.

4.1.2 Formation of Prospectus Committee

- ✚ Work is assigned to the prospectus committee for giving prospectus a professional look.
- ✚ Additions of all USPs are to be mentioned for helping students get better understanding.

4.1.3 Formation of Commerce Club

- ✚ For meeting the growing need to enhance the practical knowledge of the students regarding Tax return, GST Returns etc. and to organise workshops from renowned CAs, Commerce Club has been formed in the college.

4.1.4 Government Scholarships

- ✚ This was suggested by the committee members that with scholarships that the college is offering we can add few scholarships provided by the government such as Pradhan Mantri Scooty Yojna for Girls to the needy students.
- ✚ Since, students who take admission in the college comes for average financial background, identification of needy students stands a challenge.

4.1.5 Pre-University Examination

- ✚ Pre-university examination was conducted for all disciplines to help students understand the exam pattern and be confident in their exam performance.
- ✚ As the students have recently experienced the covid phase these examinations were a must for boosting their morale.

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A Co-educational English Medium PG College

4.1.6 Parent-Teacher Meet

- ✚ A review of students' performance in the Pre-university examination was done by conducting PTM.
- ✚ This meet was attended by a good percentage of first year students though the second and final year student's parents were in less percentage.
- ✚ All HoDs have been instructed to get personal calls done by class coordinators for conveying their performance /absence in the pre-university examination.

4.1.7 Guidance session for University of Rajasthan Examination

- ✚ As per the suggestion by the committee members' guidance sessions for final term examination were conducted on regular basis in hybrid mode.
- ✚ The subject teachers were given guidelines for conduct of the session.

4.1.8 Addition of MoUs

- ✚ A MoU was signed with ISDC for US CMA course. Few more MoUs are in process for finalisation.

4.1.9 Mahaveer Talent Search Exam

- ✚ The planning and preparation for MTSE has been started which targets 12th appearing students for admission in our college.
- ✚ This activity is a promotional activity for increasing the intake of students in all programmes.

4.1.10 Tabulation of students data for NAAC purpose

- ✚ Placement and Training officer was assigned the task of tabulating the data where in a summary report has been prepared regarding the placements, further studies, higher studies, preparation for competitive exams has been prepared of the pass out students of the previous years for NAAC purpose.

4.5 Vote of Thanks

IQAC coordinator extended gratitude towards all the committee members for their valuable presence and suggestions for IQAC working.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

04-08-2022

This is to notify all the members of IQAC that 5th meeting will be held on 6th August 2022 at 1:00 pm in AV Room. All committee members are requested to attend the meeting.

Agenda for 5th IQAC Meeting

- 1) Review of Alumni Association Formation
- 2) Annual Self-Appraisal Form
- 3) Admission Counselling
- 4) Faculty Approval by University of Rajasthan
- 5) Review of Infrastructure Development
- 6) Academic Calendar Planning for session 2022-23
- 7) Anti-Ragging Form by UGC
- 8) Certificate Courses
- 9) Preparation for Inspection of New Programmes

CC:

1. Office File
2. All HoDs
3. Guard File

Dr. Ashish Gupta
Chairperson IQAC

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Co-ordinator
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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 5th IQAC Meeting held on 6th August'2022, Session 2021-22

The fifth IQAC meeting of Session 2021-22 was held on 6th August'2022

Agenda Items	Agenda
5.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
5.2	Address by the Chairman, IQAC, Shri Mahaveer College
5.3	To confirm the Agenda of 5th IQAC Meeting <ul style="list-style-type: none">✚ Review of Alumni Association Formation✚ Annual Self-Appraisal Form✚ Admission Counselling✚ Faculty Approval by University of Rajasthan✚ Review of Infrastructure Development✚ Academic Calendar Planning for session 2022-23✚ Anti-Ragging Form by UGC✚ Certificate Courses✚ Preparation for Inspection of New Programmes
5.4	Action taken on Agenda of the Meeting
5.5	Vote of Thanks

The fifth IQAC meeting of Shri Mahaveer College was held on 6th August'2022 in the AV Room at 1:00 PM. This meeting was attended by all the committee members of IQAC.

The minutes of the meeting are –

5.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

IQAC Coordinator opened the session by welcoming all the committee members.

5.2 Address by the Chairman, IQAC, Shri Mahaveer College

The Chairman addressed the meeting and welcomed the members to suggest more of initiatives to meet the quality standards in education.

5.3 To confirm the Agenda of 5th IQAC Meeting

IQAC Coordinator read out the agenda points for discussion. All the members agreed to keep the agenda items as agreed to keep the agenda items as it is, however, it can be modified in future as per need.

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5.4 Action taken on Agenda of the Meeting

The following actions were taken on the basis of discussions and recommendations by the IQAC members:

5.4.1 Review of Alumni Association Formation

- ✚ As an action plan for Alumni Association formation a meeting was conducted by the Principal with Alumni coordinators for assessing the progress of the work.
- ✚ Alumni coordinators conveyed that follow-up with the previous year's students is in process and soon we will start with the registration process.
- ✚ Also, a rough draft of the alumni association constitution has been submitted to the GC for approval.

5.4.2 Annual Self-Appraisal Form

- ✚ A discussion was done on the contents of the Annual Appraisal Form for faculty members.
- ✚ The point of discussion was to revise the existing form as per the requirement of the college.
- ✚ Principal was asked to do the needful and get it filled by all the faculty members before the closure of the academic session.

5.4.3 Admission Counselling

- ✚ Getting good admissions has always been a concern for which efforts are to be made at each level.
- ✚ This agenda was discussed for getting new ideas to get more admissions.
- ✚ Few suggestions included issuance of Admission form requisition slip, admission of students with less percentage, as decided in the internal admission policy, only at the consent of the GC.

5.4.4 Faculty Approval by University of Rajasthan

- ✚ The process for faculty approval from University of Rajasthan was initiated and most of the faculty members were approved as permanent faculty of the college.

5.4.5 Review of Infrastructure Development

- ✚ With the visionary approach of the management the construction work of new building was started after Bhoomi puja on 6th July 2022.

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5.4.6 Academic Calendar planning for session 2022-23

- ✚ The Coordinator IQAC placed the draft copy of the Academic Calendar 2022-2023 in the meeting which is prepared on the basis of the Academic Calendar of the University of Rajasthan.
- ✚ The Academic Calendar will be given uploaded on the college website.

5.4.7 Anti-Ragging Form by UGC

- ✚ As per the directions from University Grants Commission, anti-ragging form was filled by all students of the college.
- ✚ Anti-ragging cell of the college was given the responsibility of the same.

5.4.8 Certificate Courses

- ✚ As planned by the academic council various certificate courses are offered time and again to the students.
- ✚ From 20th July '2022 web development classes for BCA students was started to update their skills and knowledge.

5.4.9 Preparation for Inspection of New Programmes

- ✚ HoDs of Arts and Commerce & Management were instructed to take care of all the inspection documents and file preparation of the new courses as the inspection was expected to be in the month of November.
- ✚ They assured of taking care of all the inspection related documentation.

5.5 Vote of Thanks

IQAC coordinator extended gratitude towards all the committee members for their valuable presence and suggestions for IQAC working.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

03-11-2022

This is to notify all the members of IQAC that 6th meeting will be held on 5th November'2022 at 2:00 pm in Computer Lab. All committee members are requested to attend the meeting.

Agenda for 6th IQAC Meeting

1. College New Name
2. To consider the requirement of faculty for BA and BVA Programmes
3. Planning for I Unit Test
4. Government schemes and scholarships
5. HoDs initiatives for the new session
6. Environmental friendly measures for disposal of e-waste
7. To review parents' feedback on admission process & curriculum
8. To conduct review of mentor-mentee meetings
9. Review meeting with each department on teaching-learning and internal evaluation process

CC:

1. Office File
2. All HoDs
3. Guard File

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Dr. Ashish Gupta
Chairperson IQAC

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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 6th IQAC Meeting held on 5th November'2022, Session 2022-23

The sixth IQAC meeting of Session 2022-23 was held on 5th November'2022

Agenda Items	Agenda
6.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
6.2	Address by the Chairperson, IQAC, Shri Mahaveer College
6.3	To confirm the Agenda of 6th IQAC Meeting <ul style="list-style-type: none">✚ College New Name✚ To consider the requirement of faculty for BA and BVA Programmes✚ Planning for I Unit Test✚ Government schemes and scholarships✚ HoDs initiatives for the new session✚ Environmental friendly measures for disposal of e-waste✚ To review parents' feedback on admission process & curriculum✚ To conduct review of mentor-mentee meetings✚ Review meeting with each department on teaching-learning and internal evaluation process
6.4	Action taken on Agenda of the Meeting
6.5	Vote of Thanks

The sixth IQAC meeting of Shri Mahaveer College was held on 5th November'2022 in Computer Lab at 2:00 PM. This meeting was attended by all the committee members of IQAC.

The minutes of the meeting are –

6.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

IQAC Coordinator opened the session by welcoming all the committee members.

6.2 Address by the Chairperson, IQAC, Shri Mahaveer College

The Chairperson addressed the meeting and congratulated all for positive feedback from inspection coordinators of the new programmes. He was also positive towards running these programmes successfully.

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6.3 To confirm the Agenda of 6th IQAC Meeting

IQAC Coordinator read out the agenda points for discussion. All the members agreed to keep the agenda items as agreed to keep the agenda items as it is, however, it can be modified in future as per need.

6.4 Action taken on Agenda of the Meeting

The following action were taken on the basis of discussions and recommendations by the IQAC members

6.4.1 College New Name

- ✚ The college change of name process was completed, and an office order was received on 29th August'2022 thereafter all the official documents were directed to be made in the new name.
- ✚ Also, all official correspondence via mail was to be done through college new e-mail id.

6.4.1 To consider the requirement of faculty for BA and BVA Programmes

- ✚ As the inspection for new programmes was positive, the next consideration was to find out the requirement of faculty members for the department of Arts and Commerce & Management, if any.
- ✚ Hon'ble Secretary sir was of the opinion that we should hire the best of qualified and experienced faculty members.
- ✚ It was conveyed that Principal was taking care of all the necessary work related to recruitment and appointment.

6.4.3 Planning for I Unit Test

- ✚ Preparation for I Unit Test was been done by the exam cell,
- ✚ All HoDs were instructed to ensure students attendance.
- ✚ The date finalized was 28th-30th November'2022.

6.4.4 Government schemes and scholarships

- ✚ As previously considered, government schemes and scholarships were brought into notice of the students who can avail its benefits.
- ✚ Pradhan Mantri Uchchar Shiksha Protshana Yojana notice was circulated amongst students with the same objective.

6.4.5 HoDs initiatives for the new session

- ✚ In the meeting, suggestions were taken from all departmental heads as to what initiatives they plan in the coming session.

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- ✚ Commerce and Management conducted industry interactive sessions with corporate resource persons.
- ✚ Department of Computer Applications conducted workshop on web development.

6.4.6 Environmental friendly measures for disposal of e-waste

- ✚ Principal raised the issue about disposal of e-waste. It was decided that a suitable agency be found out for its disposal.

6.4.7 To review parents' feedback on admission process & curriculum

- ✚ The analysis of parents' feedback on admission process and curriculum was presented before the members. It was found satisfactory. It was resolved to take feedback of students for the academic year 2022-23.

6.4.8 To conduct review of mentor-mentee meetings

- ✚ Principal took review of mentor-mentee meetings conducted in each of the classes. Issues of the students were discussed and appropriate directions were given.

6.4.9 Review meeting with each department on teaching-learning and internal evaluation process

- ✚ Principal mentioned about the review meeting with each department on teaching-learning and internal evaluation process.
- ✚ The meeting was conducted with the object to get the opinion of the students regarding teaching-learning process, mentoring system, library services, university result and overall performance of the college.

6.5 Vote of Thanks

IQAC coordinator extended gratitude towards all the committee members for their valuable presence and suggestions for IQAC working.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

02-02-2023

This is to notify all the members of IQAC that 7th meeting will be held on 4th February'2023 at 1:30 pm in AV Room. All committee members are requested to attend the meeting.

Agenda for 7th IQAC Meeting

- 1) Mahaveer Placement Drive - 2023
- 2) Annual Function and Farewell Party
- 3) Pre-University Examination - 2023
- 4) To encourage students to participate in Inter-College Competitions
- 5) Revisionary classes for University of Rajasthan Examination - 2023

CC:

1. Office File
2. All HoDs
3. Guard File

Dr. Ashish Gupta
Chairperson IQAC

Ashish
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Co-ordinator
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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 7th IQAC Meeting held on 4th February' 2023, Session 2022-23

The seventh IQAC meeting of Session 2022-23 was held on 4th February '2023.

Agenda Items	Agenda
7.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
7.2	Address by the Chairperson, IQAC
7.3	Address by Hon'ble Secretary
7.4	To confirm the agenda of 7th IQAC Meeting <ul style="list-style-type: none">+ Mahaveer Placement Drive - 2023+ Annual Function and Farewell Party+ Pre-University Examination - 2023+ To encourage students to participate in Inter-College Competitions+ Revisionary classes for University of Rajasthan Examination - 2023
7.5	Action taken on Agenda of the Meeting
7.6	Vote of Thanks

The seventh IQAC meeting of Shri Mahaveer College was held on 4th February 2023 in AV Room at 1:30 PM.

This meeting was attended by all committee members of IQAC.

The minutes of the meeting are –

7.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

The session was opened by IQAC Coordinator by welcoming all the committee members.

7.2 Address by the Chairman, IQAC, Shri Mahaveer College

IQAC Chairman addressed the meeting. He was elated that the college has received office order from University of Rajasthan for the new courses.

He had taken feedback regarding course status and asked to schedule various events in the best interest of students without hampering regular classes.

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7.3 Address by Hon'ble Secretary

Hon'ble Secretary, Shri. Sunil Bakhshi, on the onset congratulated everyone on receiving the office order for new courses. He also appreciated the efforts of the committee members towards maintaining quality assurance in the college.

7.4 To confirm the agenda of 7th IQAC Meeting

Coordinator, IQAC read out the agenda of the meeting which were in lieu of organizing different activities before final examination of students.

All the members recognized the agenda and agreed to the scheduling of activities in the current month.

7.5 Action taken on Agenda of 7th IQAC Meeting

The following action were taken on the basis of suggestions and recommendations given by the committee members -

7.1.1 Mahaveer Placement Drive - 2023

- ✚ Various company heads were contacted and invited to participate in Mahaveer Placement Drive.
- ✚ Brochure was prepared and circulated in various colleges via e-mails and personally distribution by students and coordinators.

7.1.2 Annual Function and Farewell Party

- ✚ Preparation to finalize list of recipients of prizes at Annual Function.
- ✚ All class and club coordinators were asked to prepare list of class toppers, most regular students and star Performers of clubs.
- ✚ Group Photograph of all final year classes was taken to give as a memento.

7.1.3 Pre-University Examination - 2023

- ✚ To confirm completion of syllabus in the concerned classes.
- ✚ Course completion report taken from all teaching staff.
- ✚ Pre-university examination was conducted from 27th February 2023.

7.1.4 To encourage students to participate in Inter-College Competitions

- ✚ To send students for participation in extra-curricular activities in other colleges.
- ✚ Our students participated and won prizes in various inter-college events.

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7.1.5 Revisionary classes for University of Rajasthan Examination - 2023

- ✚ To conduct revisionary classes.
- ✚ Revisionary classes scheduled from 8th March 2023.

7.6 Vote of Thanks

IQAC coordinator extended vote of thanks to all the members who participated in the meeting and gave their useful insights for continuous progress of academic excellence in the institution.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

04-05-2023

This is to notify all the members of IQAC that 8th meeting will be held on 6th May'2023 at 2:00 pm in Computer Lab. All committee members are requested to attend the meeting.

Agenda for 8th IQAC Meeting

- 1) Demonstration of Smart Board (Interactive panel).
- 2) Preparation for University of Rajasthan Examination-2023.
- 3) Seven days' NSS camp.
- 4) Review of criterion-wise working for NAAC.
- 5) To schedule meeting with management to decide office bearers of Alumni Association.
- 6) Proposal to plan promotion of college for admissions in the coming session.

CC:

1. Office File
2. All HoDs
3. Guard File

Dr. Ashish Gupta
Chairperson IQAC

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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 8th IQAC Meeting conducted on 6th May '2023, Session 2022-23

The eighth meeting of IQAC for the session 2022-23 was conducted on 6th May '2023.

Agenda Items	Agenda
8.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
8.2	Defining Purpose
8.3	Address by the Chairperson, IQAC
8.4	To confirm the agenda of 8th IQAC Meeting <ul style="list-style-type: none">+ Demonstration of Smart Board (Interactive Panel)+ Preparation for University of Rajasthan Examination-2023+ Seven days' NSS camp+ Review of criterion - wise working for NAAC+ To schedule meeting with management to decide office bearers of Alumni Association+ To plan promotion of college for admissions in the coming session
8.5	Action taken on Agenda of the Meeting
8.6	Vote of Thanks

The eighth IQAC meeting of Shri Mahaveer College was conducted on 6th May 2023 in the Computer Lab at 2:00 PM. This meeting was attended by all committee members of IQAC.

The minutes of the meeting are –

8.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

The coordinator welcomed the members to the meeting and thanked everyone for taking the assigned tasks diligently.

8.2 Defining Purpose

The purpose of meeting of IQAC meeting is to confirm minutes of previous meeting and to discuss agenda of this meeting.

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8.3 Address by the Chairperson, IQAC, Shri Mahaveer College

IQAC Chairperson addressed the meeting and expressed his appreciation of the work done by the cell.

8.4 To confirm the agenda of 8th IQAC Meeting

Coordinator, IQAC read out the agenda of the meeting which were in relation to organise extra-curricular activities and to increase no. of admissions in college.

8.5 Action taken on Agenda of 8th IQAC Meeting

The following action were taken on the basis of suggestions and recommendations given by the committee members -

8.5.1 Demonstration of Smart Board (Interactive Panel)

- ✚ It was decided to install smart boards in classrooms.
- ✚ Demonstration was made to faculty members.
- ✚ Faculty members were asked to take classes on regular basis in these smart classrooms.

8.5.2 To make preparations for University of Rajasthan Examination - 2023

- ✚ College is been exam centre for UG and PG courses for University of Rajasthan final examinations - 2023.
- ✚ Stationery requirement for the same was submitted and progressed.

8.5.3 Seven days NSS Camp

- ✚ Seven days NSS camp was organized as a social initiative.
- ✚ A number of activities like tree plantation, yoga day, say no to drugs campaign, medical camp were all a part of this week long event.

8.5.4 Review of criterion-wise working for NAAC

- ✚ Criterion 3 and 6 coordinators have prepared excel sheets to collect data from faculty members for their research work, publications, seminars, FDPs attended.
- ✚ All other criterion coordinators updated about their progress of NAAC work, which was satisfactory.

8.5.5 To schedule meeting with management to decide office bearers of Alumni Association

- ✚ Meeting with management to decide office bearers was conducted.

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- ✚ One to one calling was made by six faculty coordinators of all previous batches regarding formation of Alumni Association.
- ✚ All alumni coordinators for different courses have prepared a proposed list containing names of students who can be office bearers to present before management.

8.5.6 To plan promotion of college for admissions in the coming session

- ✚ Full page advertisement of college was given in Rajasthan Patrika and Dainik Bhaskar.
- ✚ Videos of students regarding their experience at SMC were uploaded on college website.
- ✚ Four-page brochure was prepared and circulated on social media.
- ✚ College decided to participate in Edufest by Rajasthan Patrika from 19th-21st May'2023.

8.6 Vote of Thanks

IQAC coordinator thanked all members for their cooperation and support.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

03-08-2023

This is to notify all the members of IQAC that 9th meeting will be held on 5th August'2023 at 1:30 pm in the Computer Lab. All committee members are requested to attend the meeting.

Agenda for 9th IQAC Meeting

- 1) To appoint faculty for counselling duty along with exam duty.
- 2) To discuss admission policy and promotion strategies
- 3) To conduct Tally ERP 9 Prime with GST and cloud computing classes
- 4) To analyse result of various UG and PG Courses.
- 5) To discuss semester scheme implementation in college.
- 6) Inspection of BCA 60 seats increase intake.
- 7) To plan orientation day and commencement of classes.

CC:

1. Office File
2. All HoDs
3. Guard File

Dr. Ashish Gupta
Chairperson IQAC

Ashish
IQAC
Co-ordinator
Shri Mahaveer College



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A Co-educational English Medium PG College

MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 9th IQAC Meeting conducted on 5th August '2023, Session 2023-24

The ninth meeting of IQAC for the Session 2023-24 was conducted on 5th August'2023.

Agenda Items	Agenda
9.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
9.2	Defining Purpose
9.3	Address by the Chairperson, IQAC
9.4	To confirm the agenda of 9th IQAC Meeting <ul style="list-style-type: none">✚ To appoint faculty for counselling duty along with exam duty✚ To discuss admission policy and promotion strategies✚ To conduct Tally ERP 9 Prime with GST and Cloud Computing classes✚ To analyse result of various UG and PG Courses✚ To discuss semester scheme implementation in college✚ Inspection of BCA 60 seats increase intake✚ To plan orientation day and commencement of classes
9.5	Action taken on Agenda of the Meeting
9.6	Vote of Thanks

The ninth IQAC meeting of Shri Mahaveer College was conducted on 5th August' 2023 in the Computer Lab at 1:30 PM. This meeting was attended by all committee members of IQAC.

The minutes of the meeting are –

9.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

The coordinator welcomed the members to the meeting and applauded the support and efforts of all committee members.

9.2 Defining Purpose

The purpose of meeting of IQAC meeting is to do best so as to increase admissions in the coming session.

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IQAC
Co-ordinator
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9.3 Address by the Chairman, IQAC, Shri Mahaveer College

IQAC Chairperson addressed the meeting and congratulated Dr. Neha Paliwal and Dr. Vani Jain for their confirmation from University of Rajasthan. He also extended his best wishes for the new academic session.

9.4 To confirm the agenda of 9th IQAC Meeting

Coordinator, IQAC read out the agenda of the meeting which were in context to increase the number of admissions in college.

9.5 Action taken on Agenda of 9th IQAC Meeting

The following action were taken on the basis of suggestions and recommendations given by the committee members -

9.5.1 To appoint faculty for counselling duty along with exam duty

- ✚ Counselling duty and exam duty slots were fixed for faculty members.
- ✚ Faculty members were asked to guide students for their career choices.

9.5.2 To discuss admission policy and promotion strategies

- ✚ College participated in Rajasthan Edufest and obtained responses list and made one to one calling.
- ✚ There were few conversions from the same.

9.5.3 To conduct Tally ERP 9 Prime with GST and Cloud Computing classes

- ✚ Tally ERP and cloud computing classes were successfully conducted.
- ✚ Principal congratulated the coordinator for good response from the students.

9.5.4 To analyse result of various UG and PG Courses

- ✚ Class wise results were prepared by class coordinators.
- ✚ They were duly presented before IQAC members for review and feedback.

9.5.5 To discuss semester scheme implementation in college

- ✚ Keeping in mind the implementation of NEP policy, time-table coordinator was asked to obtain feedback from all faculties regarding class and subject allotment.
- ✚ A balance was asked to maintain for time gaps, if any.

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9.5.6 Inspection of BCA 60 seats increase intake

- ✚ Received BCA 60 Seats increase intake order received from University of Rajasthan.

9.5.7 To plan orientation day and commencement of classes

- ✚ Orientation Day for new comers was organized on 2nd August'23 and classes were commenced from 3rd August'23.
- ✚ New floors are also used for class allotments.

9.6 Vote of Thanks

- ✚ IQAC coordinator extended vote of thanks and best wishes to all members for new session.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

02-11-2023

This is to notify all the members of IQAC that 10th meeting will be held on 4th November'2023 at 2:00 pm in A.V.Room. All committee members are requested to attend the meeting.

Agenda for 10th IQAC Meeting

- 1) To schedule activities as per Academic Calendar.
- 2) To ensure regular conduction of classes.
- 3) To organise workshop on NEP-2020
- 4) To introduce Academic Bank of Credit policy from the coming session
- 5) To make preparations for permanent affiliation inspection by University of Rajasthan in five courses.
- 6) Recognition of college under section 2(f) of UGC and working thereafter.

CC:

1. Office File
2. All HoDs
3. Guard File

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



Dr. Ashish Gupta
Chairperson IQAC

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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 10th IQAC Meeting held on 4th November '2023, Session 2023-24

The tenth meeting of IQAC for the session 2023-24 was conducted on 4th November'2023

Agenda Items	Agenda
10.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
10.2	Defining Purpose
10.3	Address by the Chairperson, IQAC
10.4	To confirm the agenda of 10th IQAC Meeting <ul style="list-style-type: none">✚ To schedule activities as per Academic Calendar✚ To ensure regular conduction of classes✚ To organise workshop on NEP -2020✚ To introduce Academic Bank of Credit policy from the coming session✚ To make preparations for permanent affiliation inspection by University of Rajasthan in five courses✚ Recognition of college under section 2(f) of UGC and working thereafter
10.5	Action taken on Agenda of the Meeting
10.6	Vote of Thanks

The tenth IQAC meeting of Shri Mahaveer College was conducted on 4th November 2023 in the AV Room at 2:00 PM. This meeting was attended by all members of IQAC.

The minutes of the meeting are –

10.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

The coordinator welcomed the members to the meeting and extended her wishes for NEP-2020.

10.2 Defining Purpose

The purpose of meeting of IQAC meeting is to adhere to the planned academic excellence.

10.3 Address by the Chairman, IQAC, Shri Mahaveer College

IQAC Chairperson addressed the meeting and encouraged staff to do best for the welfare and development of students.

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



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10.4 To confirm the agenda of 10th IQAC Meeting

Coordinator, IQAC read out the agenda of the meeting to review academic and non-academic activities.

10.5 Action taken on Agenda of 10th IQAC Meeting

The following action were taken on the basis of suggestions and recommendations given by the committee members –

10.5.1 To schedule activities as per Academic Calendar

- ✚ NSS unit organized Ajadika Amrit Mahotsav on 9th August.
- ✚ A fun filled activity Treasure Hunt was organised on 23rd August'2023.
- ✚ Investiture ceremony held on 26th August'2023.
- ✚ Fresher's Party on organised on 16th September'2023.

10.5.2 To ensure regular conduction of classes

- ✚ Classes are being conducted regularly as per the time table and University rules.

10.5.3 To organise workshop on NEP -2020

- ✚ A one day workshop on new curriculum framework as per NEP- 2020 was organised on 27th September '2023.

10.5.4 To introduce Academic Bank of Credit policy from the coming session

- ✚ Faculty members were deputed to fill and generate ABC ID of every student.

10.5.5 To make preparations for permanent affiliation inspection by University of Rajasthan in five courses

- ✚ Follow-ups were made regarding permanent affiliation work from University of Rajasthan in five courses.

10.5.6 Recognition of college under section 2(f) of UGC

- ✚ After 2(f) NAAC Accreditation required before applying for 12(B).

10.6 Vote of Thanks

IQAC coordinator extended vote of thanks and best wishes to all members for Diwali.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

01-02-2024

This is to notify all the members of IQAC that 11th meeting will be held on 3rd February'2024 at 1:00 pm in Computer Lab. All committee members are requested to attend the meeting.

Agenda for 11th IQAC Meeting

- 1) Soft Skills & Personality Development Workshop.
- 2) Applied for Fire NOC
- 3) To apply for New Programmes - MBA and MCA under RTU, AICTE and DTE.
- 4) To apply for Increased Seat Intake of 60 in both BBA and BCA Programmes.
- 5) To apply for Research Centres in ABST & Business Administration.
- 6) To review NAAC working under different criterion.

CC:

1. Office File
2. All HoDs
3. Guard File

Dr. Ashish Gupta
Chairperson IQAC

Ashish
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Co-ordinator
Shri Mahaveer College



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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 11th IQAC Meeting held on 3rd February'2024, Session 2023-24

The eleventh meeting of IQAC for the session 2023-24 was conducted on 3rd February'2024

Agenda Items	Agenda
11.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
11.2	Defining Purpose
11.3	Address by the Chairperson, IQAC
11.4	To confirm the agenda of 11th IQAC Meeting <ul style="list-style-type: none">✚ Soft Skills & Personality Development Workshop✚ Applied for Fire NOC✚ To apply for New Programmes - MBA and MCA under RTU, AICTE and DTE✚ To apply for Increased Seat Intake of 60 in both BBA and BCA Programmes✚ To apply for Research Centres in ABST & Business Administration✚ To review NAAC working under different criterion
11.5	Action taken on Agenda of the Meeting
11.6	Vote of Thanks

The eleventh IQAC meeting of Shri Mahaveer College was conducted on 3rd February'2024 in the Computer Lab at 1:00 PM. This meeting was attended by all members of IQAC.

The minutes of the meeting are –

11.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

The coordinator welcomed the members to the meeting and extended her wishes for NEP-2020.

11.2 Defining Purpose

The purpose of meeting of IQAC meeting is to do adhere to the planned academic excellence.

11.3 Address by the Chairperson, IQAC

IQAC Chairperson addressed the meeting and encouraged staff to do best for the welfare and development of students. He said NEP-2020 will definitely help to improve the quality standards of education.

Neelima
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11.4 To confirm the agenda of 11th IQAC Meeting

Coordinator, IQAC read out the agenda of the meeting to review if any change is suggestible. All the committee members agreed on the agenda points.

11.5 Action taken on Agenda of the Meeting

The following action were taken on the basis of suggestions and recommendations given by the committee members -

11.5.1 Soft Skills & Personality Development Workshop

- ✚ A 10 days workshop on soft skills and personality development was organized for the final year students.
- ✚ The objective was to help the students to prepare and appear confidently for interviews at Mahaveer Placement Drive.

11.5.2 Applied for Fire NOC

- ✚ The college applied for Fire NOC from Nagar Nigam, Jaipur to meet the safety norms of AICTE and other regulatory bodies.
- ✚ This safety measure has added in creating a safe campus for the students.

11.5.3 To apply for New Programmes - MBA and MCA under RTU, AICTE and DTE

- ✚ A team was made to prepare the requisite documents for applying for these courses.
- ✚ Separate process was to be followed for each regulatory body.
- ✚ Submissions of documents have been done in RTU, Kota, AICTE, Delhi and DTE, Jodhpur.
- ✚ Few documents are in process for AICTE. Though, a virtual visit has been done by its authority and has given a positive feedback for the same.

11.5.4 To apply for Increased Seat Intake of 60 in both BBA and BCA Programmes

- ✚ Looking at the growing interest of student's in these professional programmes and 100% intake on the allotted seats, the college has applied for increased seat intake in both these programmes.

11.5.5 To apply for Research Centres in ABST & Business Administration

- ✚ For enhancing the sphere of research work by the college faculty members' application for research centre in ABST and Business Administration has been processed in University of Rajasthan, Jaipur.

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11.5.6 To review NAAC working under different criterion

- ✚ A review meeting was conducted for NAAC work.
- ✚ All seven criterions were analysed on the requirements as laid by the Governing Body.
- ✚ The progress of each criterion was satisfactory.

11.6 Vote of Thanks

- ✚ IQAC coordinator extended vote of thanks and best wishes for smooth conduct of various academic and non-academic activities.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

02-05-2024

This is to notify all the members of IQAC that 12th meeting will be held on 4th May'2024 at 1:30 pm in Computer Lab. All committee members are requested to attend the meeting.

Agenda for 12th IQAC Meeting

- 1) Development of Digital Library
- 2) Dedicated conduction of Semester Scheme Classes
- 3) Maintenance of College Premises
- 4) Communication to Parents
- 5) Monitoring of Walk-ins for Admissions
- 6) Integrated Promotional Activities for Admissions
- 7) Planning of Mid-term Exams for Semester Scheme Students
- 8) To apply for Research Centre in DCE, Jaipur

CC:

1. Office File
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Neelima
IQAC
Co-ordinator
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Dr. Ashish Gupta
Chairperson IQAC

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MINUTES OF MEETINGS (MoMs)

Minutes of Meetings of 12th IQAC Meeting held on 4th May'2024, Session 2023-24

The twelfth meeting of IQAC for the session 2023-24 was conducted on 4th May'2024

Agenda Items	Agenda
12.1	Welcome of the Members of Internal Quality Assurance Cell (IQAC)
12.2	Defining Purpose
12.3	Address by the Chairperson, IQAC
12.4	To confirm the agenda of 12th IQAC Meeting <ul style="list-style-type: none">✚ Development of Digital Library✚ Dedicated conduction of Semester Scheme Classes✚ Maintenance of College Premises✚ Communication to Parents✚ Monitoring of Walk-ins for Admissions✚ Integrated Promotional Activities for Admissions✚ Planning of Mid-term Exams for Semester Scheme Students✚ To apply for Research Centre in DCE, Jaipur
12.5	Action taken on Agenda of the Meeting
12.6	Planning for Academic Session 2024-25
12.7	Vote of Thanks

The twelfth IQAC meeting of Shri Mahaveer College was conducted on 4th May'2024 at 1:30 pm in the Computer Lab. This meeting was attended by all members of IQAC.

The minutes of the meeting are –

12.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)

At the onset of the meeting, the members of IQAC were welcomed and congratulated on monitoring the academic progression of various programmes and maintaining a balance between the various academic and social service events.

12.2 Defining Purpose

The purpose of this meeting was to discuss on the upcoming academic session and to keep up with the various aspects of teaching, digitalization, research progression and efforts to be taken for admission.

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12.3 Address by the Chairperson, IQAC

Chairperson IQAC was advisable that this session would begin with new programmes therefore all need to be consistent with the plans made for the upcoming session. As few inspections were expected in the coming time, it was reminded to members to update the requisite files and documents.

12.4 To confirm the agenda of 12th IQAC Meeting

Agenda of the meeting were read out by the IQAC Coordinator and any suggestions or changes were welcomed. All members endorsed the enlisted agenda points.

12.5 Action taken on Agenda of the Meeting

The following action were taken on the basis of suggestions and recommendations given by the committee members -

12.5.1 Development of Digital Library

- ✚ For maintaining pace with the digital world and to ease students with availability of larger e-content subscription of DELNET has been taken for 1 year.
- ✚ Library software are updated which are used for issue and return of the books.

12.5.2 Dedicated conduction of Semester Scheme Classes

- ✚ To maintain pace with the planned academic excellence all the faculty members were reminded to take the semester classes with utmost dedication and sincerity.
- ✚ A follow-up record of students was notified to be maintained by all class coordinators.

12.5.3 Maintenance of College Premises

- ✚ The college premises maintenance was taken with utmost care by the maintenance officer.
- ✚ As the college has extended to a larger area the officer in-charge was instructed to keep a track on maintenance work on regular basis.
- ✚ Any default or requirement is to be immediately informed and resolved.

12.5.4 Communication to Parents

- ✚ The college always takes constant efforts to update the parents about the progress of their ward.
- ✚ The class coordinators maintain their tutor registers and communicate with the parents as and when needed.

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12.5.5 Monitoring of Walk-ins for Admissions

- ✚ The admission process is expected to gain momentum by mid of May, therefore a proper monitoring of the walk-ins for admission has been initiated.
- ✚ Enquires are maintained in a register to keep a record and also to be used for follow-ups later.

12.5.6 Integrated Promotional Activities for Admissions

- ✚ Integrated promotional activities for admissions have started for this academic year.
- ✚ Proper allocation of funds has been done and a combination of various promotion mediums has been selected.
- ✚ Participation in Edufest is on the cards as the college will set up a stall for three days 17th-19th May'2024.
- ✚ Advertisements in print media have been placed.
- ✚ For broadcast media (television & radio) proposal has been forwarded.

12.5.7 Planning of Mid-term Exams for Semester Scheme Students

- ✚ As per the NEP-2020 semester scheme, the mid-term exams have been scheduled from 1st May'2024.
- ✚ The students are required to appear for these exams compulsorily.
- ✚ Absentees will be made to appear in remedial exams.

12.5.8 To apply for Research Centre in DCE, Jaipur

- ✚ The college is planning to apply for research centre in DCE, Jaipur.
- ✚ For this a team has been assigned the task.

12.6 Planning for Academic Session 2024-25

- ✚ Suggestions from the members were invited for implementation in the coming academic session.
- ✚ Academic Calendar for which was assigned to be prepared at institutional and departmental level.
- ✚ Admissions, good results and students' feedback were given utmost priority by all members.

12.7 Vote of Thanks

- ✚ IQAC coordinator extended words of gratitude towards all. She gave good wishes for progression in the coming academic session.

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