



Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College

IQAC Report Summary

- *Notices*
- *Minutes of Meeting (MoMs)*
- *Action Taken*

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



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Shri Mahaveer College

(Affiliated to the University of Rajasthan)

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

Dr. Ashish Gupta
Principal

CC:

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

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



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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 ShriMahaveer College was held on 11th August'2021 in online mode through Google Meet at 1:00 PM. This meeting was attended by Prof. AmlaBatra, 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.

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 Bakshi	175, Bakhshi House, Bakhshi Kachowk, Banganji Bazar, Jaipur - 302005



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8.	Local Society Representative	Chairperson IQAC	Prof. Amila Batra	D - 49, SubhashMarg, 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 PrakashAdvani	160, Sindhi Colony, Near JhulelalMandir, Bani Park, Jaipur - 302016
11.	Industrialist	Chairperson IQAC	ShriPramod Jain	A-27/13, Kanti Chandra Road, Bani Park, Jaipur - 302016
12.	Parent Representative	Chairperson IQAC	ShriNand Kishore Pamnani	2/652, Malviya Nagar, Jaipur - 302017
13.	Coordinator IQAC	Chairperson IQAC	Dr. NeelimaPareek	127, Shiv Colony, Tonk Road, HariMarg, Jaipur – 302015

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 –

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

Few achievements of the previous session were also mentioned –

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

1.10 Vote of Thanks

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

Neelima Pareek
IQAC
Co-ordinator
Shri Mahaveer College



Amila Batra
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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

Dr. Ashish Gupta
Chairperson IQAC

CC:

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

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



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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, ShriMahaveer College
2.4	To confirm the Agenda of 2ndIQAC 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 ShriMahaveer College was held on 6thNovember'2021in 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.

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



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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, ShriMahaveer 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
IQAC
Co-ordinator
Shri Mahaveer College



Ashish Gupta
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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

Dr. Ashish Gupta
Chairperson IQAC

CC:

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

Neelima
IQAC
Co-ordinator
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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, ShriMahaveer College
3.3	To confirm the Agenda of 3rdIQAC 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 ShriMahaveer 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, ShriMahaveer College

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

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.

Neha Singh
IQAC
Co-ordinator
Shri Mahaveer College



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3.4 Action taken on Agenda of the Meeting

The following action were 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 ShriMahaveer 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.

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.

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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
 - 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.

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- ✚ 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

Dr. Ashish Gupta
Chairperson IQAC

CC:

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

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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, ShriMahaveer College
4.3	To confirm the Agenda of 4thIQAC 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 ShriMahaveer 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)

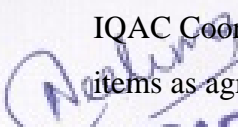
IQAC Coordinator opened the session by welcoming all the committee members.

4.2 Address by the Chairman, IQAC, ShriMahaveer 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.


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Co-ordinator
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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 PradhanMantriScootyYojna 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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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)

NOTICE04-08-2022

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

Dr. Ashish Gupta
Chairperson IQAC

CC:

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

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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, ShriMahaveer 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 ShriMahaveer 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, ShriMahaveer 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 Bhoomipujan 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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