



Shri Mahaveer College

(Affiliated to the University of Rajasthan)
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 ShriMahaveer 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.

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



Achish
SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139, 8955840261
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9.3 Address by the Chairman, IQAC, ShriMahaveer College

IQAC Chairperson addressed the meeting and congratulated Dr. NehaPaliwal 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.

9.5.6 Inspection of BCA 60 seats increase intake

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

Neha Jain
IQAC
Co-ordinator
Shri Mahaveer College



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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.

Dr. Ashish Gupta
Chairperson IQAC

CC:

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

Neelima
IQAC
Co-ordinator
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10.2	Defining Purpose
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10.6	Vote of Thanks

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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, ShriMahaveer College

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

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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 AjudikaAmritMahotsav 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.

Dr. Ashish Gupta
Chairperson IQAC

CC:

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2. All HoDs
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- 1) To appoint faculty for counselling duty along with exam duty.
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- 7) To plan orientation day and commencement of classes.

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9.3 Address by the Chairman, IQAC, ShriMahaveer College

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

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

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- 6) Recognition of college under section 2(f) of UGC and working thereafter.

Dr. Ashish Gupta
Chairperson IQAC

CC:

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

10.4 Defining Purpose

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10.3 Address by the Chairman, IQAC, ShriMahaveer College

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

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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

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

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- ✚ 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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- 2) Applied for Fire NOC
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- 4) To apply for Increased Seat Intake of 60 in both BBA and BCA Programmes.
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- 6) To review NAAC working under different criterion.

Dr. Ashish Gupta
Chairperson IQAC

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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

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11.6	Vote of Thanks

The eleventh IQAC meeting of ShriMahaveer 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.

Neha Singh
IQAC
Co-ordinator
Shri Mahaveer College



Amit
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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

Dr. Ashish Gupta
Chairperson IQAC

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Co-ordinator
Shri Mahaveer College



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A Co-educational English Medium PG College

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 ShriMahaveer 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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Co-ordinator
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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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