

Rameshwari Devi Girls College, Bharatpur (Raj.)

(A Government Girls PG College Affiliated to M.S. Brij University, Bharatpur, Raj.)

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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the meeting

The Third Meeting of IQAC was held on 15.03.2022 under Chairmanship of Dr Dharendra Devarshi, Principal at the college premises.

The Following members were present during the meeting:

1. Dr. Dharendra Devarshi – Chairman, IQAC
2. Dr. Shilpi Deep Mathur – Coordinator- IQAC
3. Dr. Kamlesh – Member, IQAC
4. Dr. Rajni Vashishtha – Member, IQAC
5. Dr. Krati Sharma – Member, IQAC
6. Sh. Jagdish Kumar – Member, IQAC
7. Dr. Ramesh Chand Verma – Link Officer, IQAC
8. Dr. K. K. Gupta – Link Officer, IQAC
9. Sh. Krishna Kumar Agrawal – External Member, IQAC
Industrialist, President, Divisional
Chamber of Commerce
10. Sh. PushpendraKatela, D.F.O.(Retd.) – External Member, IQAC
11. Smt. Bhavana Dhankar, – External Member, IQAC
Principal, Mahatma Gandhi Govt.
English Medium School, Bharatpur
12. Smt. Tripti Singhal, Principal, – External Member, IQAC
SBK Girls School, Bharatpur

The Meeting started with formal introduction and welcome of all the participants by the IQAC Coordinator Dr. Shilpi Deep Mathur, who also briefed all the participants about NAAC Guidelines about the constitution of Internal Quality Assurance Cell (IQAC) and its vision & objective. Dr. Dharendra Devarshi, Chairman IQAC & Principal welcomed the external members. The meeting agenda was discussed in details & suggestions were invited from the IQAC Members regarding scope for improvement in the overall performance of the Institute.

The important points and decisions are as following -

Agenda – 1 – Review on Action Taken Report of the Previous Session

1. The Action Taken Report regarding prior decisions of IQAC was discussed in details. Dr. Kamlesh apprised the members of various tasks and proposals planned during last year's meetings. She shared the status of implemented and ongoing tasks and inserted that most of the targets have been achieved and implemented while those which are still pending due to technical reasons shall be discussed.
 1. **Green Campus Initiatives:**

Plantation of State Tree, *Prosopis cineraria* (Khejri) and State Flower – *Tecomella undulata* (*Rohida*) has not been achieved due to unavailability (of both of these trees) in Bharatpur. Retd. DFO Sh. Pushpendra Katela suggested to contact the Nursery Forest Training Institute at Jaipur and pointed out that the soil of Bharatpur is not suitable for *Rohida*.
 2. **Measures to address Macaque Problem:**

College has taken certain measures to resolve the problem but problem still exists. Regarding this, unanimous decision was taken for taking help from Municipal Corporation. It was also suggested that a message may be conveyed to citizens of Bharatpur, through local newspapers, not to feed monkeys near college campus.
 3. **Optical Fibre Connectivity:**

Task will soon be accomplished & efforts are being made to upgrade the internet bandwidth from 4MBPS to 8MBPS. Task by RSWAN for connectivity has been initiated.
 4. **Games & Sports:**

It was informed that college has requested local MLA to provide fund to college under MLA-LAD fund for renovating boundary wall, securing it with barbed wires, resurfacing of basketball and tennis grounds to meet national standards.
 5. **MDP, FDP and Other Training:**

Trainings for proper Filing and Record keeping system may be organized in the next quarter/session.
 6. **Mentor-Mentee interaction:**

Mentor-Mentee interaction would be enhanced and mentors shall submit Action Taken Report for every session. Principal suggested that senior students (Student Mentors) may be encouraged to participate in mentoring process. The suggestion was agreed upon and it was decided that the mentors/HoDs shall appoint student-mentors.
 7. **To Install Solar Lights:**

All the members unanimously proposed to Install Solar lights for whole campus and drop the earlier proposal of single pole solar lights which was not achievable.
 8. **RTI Training:**

Since a Training programme has been organized by NSS very recently for students, staff needs RTI Training which can be done in upcoming months.

Review on Reports by NAAC Peer Team for cycle 1 and 2:-

Discussion on reports was held in earlier internal meetings. Most of their recommendations which could be achieved have been worked out & implemented. Some were found beyond college capacity. Those which need to be implemented were discussed and following suggestions were given by the members: -

Recommendation NAAC Cycle-01 (Sept. 2005)

- **Establish health center and canteen facility. Red cross society & CM & HO Office may be contacted for health checkups.**
- **The College may think introducing gender-based courses like home science, fine arts, performing arts cutting and tailoring embroidery for the benefit & employment opportunities of the girls.**
- **Alumnae association for progress and development of the college.**
- **Establish career guidance cell and placement cell.**
- **To establish for grievance redressal cell to solve the grievances of the staff and constitute the committee.**
- **To establish centralized media facility where the teaching aids and other audio-visual aids could be kept.**

Decisions Taken

Regular health checkups of students shall be done.

Such courses shall be planned by generating resources.

Activity of Alumnae Association should be held and expenses may be borne out of Mahavidhyalaya Vikas Samiti fund. Plan of Action shall be chalked out for placement and entrepreneurship activities.

Grievance redressal cell has to be established

Audio video recording for facilities shall be established with ICT/Computer lab

Recommendation NAAC Cycle-02 (Feb. 2015)

- **Considering the huge enrolment, government may be pressurized for more teachers**
- **PG courses in Music, Home Science, Zoology, Chemistry and Psychology may be considered.**

Decisions Taken

The IQAC recommended that a letter should be sent to Commissioner, College Education apprising her about vacancies and to fill the vacant posts of Librarian and Sports officers etc.

The IQAC was of the opinion that new courses should be introduced only in 'government mode' and not in 'SFS mode' and that too when adequate number of rooms and labs are arranged.

Agenda – 2 –IQAC proposed its plan of action for next Quarter & session: -

1. FDP/MDP for fresh appointments in college.College IQAC's committee will bear the responsibility to arrange the same.
2. A Handy diary with details of college staff, important enquiry numbers & district level departments, College Committee shall be prepared by College IQAC's committee.
3. Botany, Zoology & Sociology Deptt. shallorganize at least one study tour/field work in each academic year
4. Formal Principal – student interaction / Principal teacher interaction, Principal – Non-Teaching Staff / Principal – Alumnae interaction shall be held. College IQAC's committee will bear the responsibility to arrange the same.
5. Academic Calendar for session 2022-23 shall be prepared which will include the annual plan of different activities to be organized under committees running in the college, Terminal test schedule, Days celebration etc, orientation of Students & Mentors. All Commemorative days mentioned in academic calendar will be observed in collaboration with College IQAC's committee.
6. An Annual Research Seminar shall be organized by college IQAC committee where in all Research scholar shall make their presentation.in collaboration with College Research Committee.
7. College IQAC's committeeshall make efforts to encourageNon-Ph.D. members of staff to pursue research.
8. An orientation programme for mentors shall be held by College IQAC's committee.Action Taken Reports from mentors to be collected.
9. At onset of new session an Orientation programme for students shall be organized separately for Arts, Science &Commerce faculties.Faculty Association (Vishay Parishad) will organize the respective orientation programs.
10. Follow up or remedial action shall be decided on the basis of feedback given by stakeholders and accordingly action will be taken for inculcating quality. Action Taken Reports of feedback shall be collected.Coordinators of Grievance Redressal Committee, Result Analysis Committee, Statistics Committee shall analyze & submit reports to College IQAC's committee for necessary actions.
11. Action to facilitate Advanced–Slow learners shall be decided. Class Mentors shall identify the advance and slow learners and make an action plan with suggestion & implementations & results with them.
12. AnannualAction Taken Report from Teaching Monitoring Committee shall be sought at end of Teaching Session before examination.
13. An ICT enabled class room shall be developed by the ICT Committee.
14. Efforts shall be made to provide wifi facility in classroomby ICT Committee will provide.
15. Prospectus of college shall be revised to include details of new facilities, mentoring provisions etc.

16. As a part of Green campus initiatives of IQAC, pollution control measures & enrichment of green cover shall be taken up through various programmes like Seed Dispersal & Plantation during Monsoon Season, Awareness of Pollution Abatement & Outdoor Teaching/Experiential Learning. NSS, ECO Club, Faculty Associations & All Departments shall take up these programs.

Agenda – 3 –Appraisal about status of AQAR, IIQA & SSR: -

The IQAC Coordinator placed the AQAR for session 2020-21 before IQAC for approval. There was consensus to upload it on NAAC portal. The last date for submission of AQAR is 31.03.2022. She informed the members that the Institutional Information (IIQA), as a first step towards SSR submission to the process of accreditation, would be filled soon.

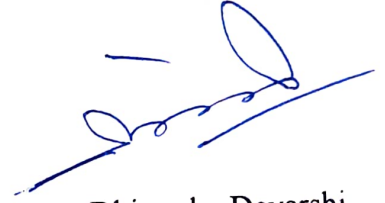
Table Agenda –1

The IQAC members unanimously suggested that the fee of Rs 150, charged from regular and non-collegiate students is inadequate and strongly recommended that it should be revised by appropriate body so that funds are available for development of the college and for providing better facilities to the college.

Table Agenda- 2

Regular Health Checkup camps of students shall be organized. For this Red Cross Society or CM&HO Office may contacted

Meeting ended with Vote of Thanks.



Dr. Dhirendra Devarshi
Chairman IQAC & Principal
Rameshwari Devi Girls College,
Bharatpur (Raj.)