

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 ASURANCE CELL (IQAC)

Sr No. : RDGC/IQAC/2020/ 1268

Dated: 16-12-2020

Minutes of Second IQAC Meeting

The Second meeting of Internal Quality Assurance Cell (IQAC) of R. D. Girls College, Bharatpur was organized virtually through 'Google Meet' video-communication service on 8th Dec. 2020 between 12:00 to 13:00 hrs. The meeting notice along with agenda was circulated to all members vide notice No. RDGC/ IQAC/2020/1206 dated 5th Dec 2020. It was sent to members through email and WhatsApp. The external members were also contacted telephonically to attend the meeting. The following 9 members, out of 11, attended the meeting-

1. Dr. Dharendra Devarshi, Principal & Chairperson IQAC
2. Dr. Anju Pathak, Coordinator, IQAC (Associate Professor)
3. Dr. Lala Shankar Gayawal, Member, IQAC (Associate Professor)
4. Dr. Alka Goyal, Member, IQAC (Associate Professor)
5. Dr. Krati Sharma, Member, IQAC (Assistant Professor)
6. Sh. Jagdish Kumar, Member, IQAC (Assistant Professor)
7. Sh. Pushpendra Katela, D.F.O., (Retd.)
8. Smt. Tripti Singhal, Principal, SBK Girls School, Bharatpur (College Alumni)
9. Kumari Garima Tiwari D/O Sh. Mukesh Tiwari, B.Sc. Part-III 2020-2021

Shri Krishna Kumar Gupta informed telephonically to the Chairperson that he will not be able to attend the meeting as he is in USA presently where it will be midnight at the time of meeting.

The meeting began with the welcome of all the participants. The IQAC Coordinator Dr. Anju Pathak briefed about the participants about NAAC organization and its expectations from Internal Quality Assurance Cell (IQAC).

Dr. Dharendra Devarshi, the Chairperson IQAC & Principal RDGC discussed the meeting agenda in detail and invited suggestions from the IQAC members regarding quality improvement in the overall performance of the Institute.

Point-wise details of deliberations and decision taken are as following-

1. **ATR regarding earlier meetings:** Action taken report regarding first meeting dated 4th July 2020 was circulated to all participants.
2. **Uploading data on AISHE Portal:** It was informed that the college is regularly meeting requirement of uploading data of institution on All Indian Survey on Higher Education (AISHE). The data for session 2019-20 has been uploaded. The portal has not been opened for session 2020-21 but the institution is committed and prepared to upload its data as and when the portal is opened for the current session.
3. **Financial Resources:** Members were briefed about financial resources of the institution and it was informed that as per decision of the government, no fee is charged from girl students under government Heads and students pay only about Rs 1000-1500 per annum in local funds of college. These funds are used for meeting various requirements of college.
4. **Curriculum planning:** It was discussed that due to unusual situation of COVID-19 the examinations for session 2019-20 have been held between September 2020 to December 2020 and no face-to-face classes have been allowed under State Government guidelines. Due to unprecedented conditions, curriculum planning for session could not be done in the way the institution would have done under normal circumstances. However, the institution has made a strategy to form WhatsApp groups for all Classes of all faculties of students and teachers are posting pdf lectures and questionnaires. Teachers are also posting video lectures on YouTube channel of the college. It was discussed that though it is not possible to foresee the fate of current session (e.g., when face-to-face classes shall be allowed by the Government, when examinations will be held) yet curriculum planning for remaining session shall be done through a committee of senior teachers representing all faculties.
5. **Proposed Plan of Action (PoA) for the session:** Details of proposed plan of action for the remaining session was discussed and suggestions from all participants were invited. The PoA proposed and agreed by the members was as following-
 - a. **Making of an introductory video about RDGC:** It was informed that the college has an official You Tube channel under the name 'RD Girls Bharatpur Raj.' with 252 videos uploaded. It was decided that a small introductory video about the college shall be made and uploaded on this channel for the benefit of students, This shall be done with 'in-house resources' of the college.
 - b. **Add-on courses:** Experiment to introduce add-on courses has been made several times in the past but they have not been successful in terms of becoming regular

feature. It was discussed that courses that students do not take any courses seriously if these have no recognition and stamp of affiliating university but taking approval of university takes a lot of effort and time. It was decided that issues involved possibility of introducing 'Add-on certificate course' as per NAAC Manual's point No. 1.2.2 shall be explored.

- c. **Student Progression to Higher Education:** Student progression to higher education is an important parameter for assessing performance of an institution. The teachers of college are aware that a handsome number of students pursue post-graduation courses in other colleges and universities but the college has no mechanism to track this progression and to furnish credible proof regarding this at the time of assessment. It was decided that a mechanism to know/register student progression for shall be worked out.
- d. **Feedback from stakeholders:** It was decided that formats for taking feedback from stakeholders as per NAAC Manual's point no. 1.4.1 and/or an Online Student Satisfaction Survey (2.7.1) shall be developed and accordingly feedbacks shall be collected. It was also decided that feedback from students under the following three categories be taken (i) students leaving the course without completing the course (ii) students applying for TC/CC after completion of course (iii) continuing student. Accordingly, three feedback proforma may be designed. The category (ii) can also help in gathering information regarding student progression.
- e. **Working out "course Outcomes" and mechanism to communicate it:** As per NAAC Manual the institution is expected to Describe Course Outcomes (COs) for all Programmes and mechanism of communication within a minimum of 500 characters and maximum of 500 words (2.6.1). It was decided that as Phase I, Course Outcomes for three post graduate programmes offered by college shall be worked out. These shall be made available in prospectus and through college website. The stated 'outcomes' shall be improved upon on the basis of experience and suggestions received from stake-holders.
- f. **Activities for Research promotion:** A session with Non-Ph.D. faculty shall be held by IQAC to encourage them to pursue PhD and/or research work.
- g. **Identifying maintenance and repair works:** It was informed that the campus had recently become full of unchecked growth of weeds and overgrowth of trees/shrubs due to reduced footfall under COVID-19 lock-down situation. The monsoon of 2020 had also contributed to this. Moreover, a lot of construction and repair work was done in the campus under RUSA grants, the construction agencies of which had left debris and unused material everywhere which was giving shabby look to the campus. A cleanliness drive has been launched with the internal resources wherein non-teaching staff has done commendable work. It was decided that this drive shall be continued and works for maintenance, repair and new construction shall be identified. A strategy to get these done shall also be decided.

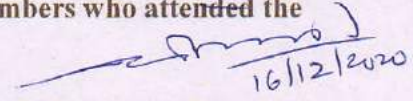
- h. **Green campus initiatives:** It was informed that the small campus of college has good number of trees but efforts shall be made to put tree signages (with common Hindi, English and Botanical names) and to plant unrepresented important trees. Chairperson suggested planting at least one specimen of State tree (*Prosopis cineraria*) and one of State Flower (*Tecomella undulata*). Sh. Pushpendra Katela, D.F.O., (Retd.) suggested that a special attention should be paid on the greenery. In the task of putting signages on the trees of the premises, he suggested that ready-made signages are available with a firm in Jaipur.
- i. **Measures to address macaque problem:** It was informed that the college is facing severe problem of heavy macaque infestation. The group of Rhesus monkeys have proliferated since the campus has enough trees and also because citizens visiting adjacent temples offer food to monkeys at approach road of college. These monkeys are quarrelsome hence can be threat to students, staff and visitors. Moreover, their activities disrupt cables of CCTV, WiFi, plastic pipelines. The open courtyard and entrance give them opportunity to enter verandas and galleries and it has become difficult to handle their filth. Sh. Pushpendra Katela, D.F.O., (Retd.) suggested that not offering food and arranging for their capture and releasing them in distant wild places may partially reduce the problem. Efforts will be made to reduce this menace and make some part of building monkey-proof.
- j. **Making Fibre connectivity for college:** Effort shall be made to get RSWAN or other optic fiber connection.
- k. **Games and Sports:** A new basketball court has been constructed in the main campus but it lacks marking. It has a little depression on one side that gathers water when it rains. However, it can serve the purpose in drier months. An old tennis court is in condition of disrepair and also needs marking. Student member of IQAC Kumari Garima also expressed that she has expectation of functional sports facility in the campus. It was decided that Basketball and tennis courts shall be cleaned, made functional and marking/remarking shall be done.
- l. **Measures for adopt filing and record keeping system:** It is expected from any government office or an institution of Higher Education to manage its records as per prescribed office procedure. The Government of Rajasthan has also prescribed an office procedure which is not fully followed in this office especially regarding processing of files. It was decided that measures to strengthen/fully adopt filing and record keeping system as per procedure prescribed by Government of Rajasthan shall be taken.
- m. **Faculty Development Programme (FDP):** It was decided that at least one FDP/training for faculty shall be organized, preferably regarding educational video production.

- n. **MDP:** It was decided that at least one Training for non-teaching staff be organized in the current session (out of handling Genset/handling fire-fighting equipment/RTI/filing procedure)
 - o. **Appointing Mentors:** It was decided that Mentor for First Year students shall be decided as prescribed in UGC Regulations & NAAC manual 2.3.3 and information regarding them and expectations from Mentors shall be placed on college website.
 - p. **Preparations for handling applications for post of Professor:** It was informed that about 3 years ago, the State Government has decided to change designations of teachers in accordance with UGC Regulations. The designations of Senior and Selection Scale teachers were changed to Assistant and Associate Professor. The rules for promotion of Professors were promulgated in 2018 and 477 vacancies have been advertised for the first time. The last date for inviting applications is 15th Dec 2020. As per procedure laid down by the State government, the IQAC of the college shall be receiving applications for 4 colleges of district and shall make scrutiny and forward these to State Government. This is not only an extra feather in the cap of college IQAC but shall also be tedious job. The IQAC shall be committed to fulfill expectations of State Government in this regard.
 - q. **Result Analysis for 2020-21:** Examination result for session 2019-20 have been unusually delayed due to COVID-19 conditions. This year, examinations of terminal or final year classes (Part-III of graduation and PG Final year) have been conducted and rest of the students have been promoted. It was decided that result analysis will be done as and when TRs are received from University.
6. **Views and suggestions of members:** Views and suggestions were invited from members. The following views/suggestions were expressed-
- i. Sh. Pushendra Katela, D.F.O., (Retd.) suggested that a special attention should be paid on the greenery. He also suggested that the students should also be involved in the maintenance work of the campus. HE further added that the students should be made aware about the scope of courses they are opting and undergoing. The students be given an opportunity to speak on their subject in the classroom which would enhance their communicative skill. The student's Feed-back could be obtained at the time of leaving the Institute.
 - ii. Kumari Garima Tiwari, B.Sc. Part-III student appreciated the support & guidance of the faculties and suggested that sports facilities could be enriched, laboratories can be improved, old chemicals can be replaced by new ones.
 - iii. Dr. Anju Pathak, Coordinator, IQAC said that the teaching and co-curricular and extra-curricular activities are going on very well in the college and suggested for improvement in the maintenance of record.
 - iv. Dr. L.S. Gayawal, Member IQAC, that the nature of communication and interaction is taking place through IQAC is commendable and he emphasized on communication and conversations for the betterment of the Institute.

- v. Dr. Krati Sharma, Member, IQAC suggested that more green initiatives should be taken in the campus.
- vi. Sh. Jagdish Kumar, Member, IQAC suggested to purchase fresh chemicals for students from some other account if the regular laboratory grant is not sufficient.

Meeting ended with a vote of thanks from Dr. Krati Sharma.

(Consent for approval taken by circulation from those members who attended the meeting)



16/12/2020

(Dr.Dhirendra Devarshi)
Principal & Chairperson IQAC

Copy to:

1. Sh. Mohit Gupta, IFS, DCF, Wild Life, KNP, Bharatpur
2. Sh. Pushpendra Katela, D.F.O.(Retd.)
3. Sh. Krishna Kumar,(Advocate)
4. Smt. Tripti Singhal, Principal, SBK Girls School, Bharatpur
5. Kumari Garima Tiwari, Student B.Sc. Part-III
6. Dr. Anju Pathak, Coordinator, IQAC (Associate Professor)
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16/12/2020

(Dr.Dhirendra Devarshi)
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