

**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)**

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Sr No. : RDGC/IQAC/2020-21/ 2044

Dated: 08.07.2021

**Minutes of Third IQAC Meeting (30<sup>th</sup> June,2021)**

The Third meeting of Internal Quality Assurance Cell (IQAC) of R. D. Girls College, Bharatpur was organized virtually through 'Google Meet' video-communication service on 30<sup>th</sup> June, 2021 between 12:00 to 13:00 hrs. The meeting notice along with agenda was circulated to all members vide letter No. RDGC/ IQAC/2020-21/1935-39 dated 26.06.2021. It was sent to members through email and WhatsApp. The external members were also contacted telephonically to attend the meeting. All the following 11 members attended the meeting:

1. Dr.Madan Mohan Trigunayat, 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.Mohit Gupta, IFS, DCF Wild Life, K.N.P., Bharatpur
8. Sh. Krishna Kumar (Advocate),Former Hon. Wild Life Warden, K.N.P., Bharatpur
9. Sh. PushendraKatela, D.F.O., (Retd.)
10. Smt. Tripti Singhal, Principal, SBK Girls School, Bharatpur (College Alumni)
11. Kumari Garima Tiwari D/O Sh. Mukesh Tiwari, B.Sc. Part-III 2020-2021

The meeting started with the welcome of all the participants. The IQAC Coordinator Dr.Anju Pathak briefed all the participants about NAAC Guidelines towards the constitution of Internal Quality Assurance Cell (IQAC) and its vision and objective.

Dr.Madan Mohan Trigunayat, 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 follows:

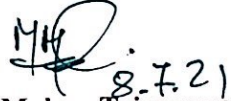
- 1. Action Taken Report regarding earlier meeting:** Action taken report regarding second meeting dated 8<sup>th</sup> December 2021, which was already circulated among all participants through email, was presented in the meeting. Most of the tasks planned in the last meeting, were either accomplished or the work is in progress. Some of the left over points shall be taken up in the near future.  
Besides these planned tasks, various other activities were also performed in the institute as the quality enhancement initiatives. These were also briefed in the meeting.
- 2. Approval of AQAR 2019-20:** Annual Quality Assurance Report (AQAR) 2019-20 was shared with external members vide letter No. RDGC/ IQAC/2020-21/1894-1898 dated 15.06.2021 for their perusal and suggestions.  
**The AQAR 2019-20 was unanimously approved by all the members.**
- 3. To Carry forward left over issues of previous IQAC meeting :** Some of the tasks which could not be completed due to pandemic conditions or some other reasons, shall be taken up as early as possible. These issues included the making of an introductory video about RDGC, possibility of introducing Add-on Courses, mechanism to explore student progression, activities for research promotion, measures to address macaque problem, measures to adopt filing and record keeping system and organizing FDP for faculty.
- 4. Providing verified photo copy of Service Book to the college staff:** It was noticed that the employees face critical problems if their service book gets misplaced or lost during transfer from one place to other. Keeping this in mind, it has been decided to provide regularly the verified copies of their Service Book for record.
- 5. Planning to install Solar Light in the campus:** To explore the possibilities of non-conventional and alternate energy sources, it was decided that a planning should be done to install some 'Single Post Solar lights' in the campus.
- 6. Providing the annual record of examination duties performed by the faculties:** During the recent times, it was observed that faculties were facing problem in applying for Career Advancement Schemes as it was quite difficult to collect the records related to examination duties performed during previous years. In view of this, it has been decided that now onwards, the record of the examination duties assigned and performed, would be provided to the faculties annually.
- 7. Planning to make a new Compost Pit and improving the condition of old one:** Under the green campus initiative, a compost pit was developed in the campus in which the organic waste was dumped regularly. Lot of litter is collected in the campus, therefore it has been decided to improve the old pit and plan to make a new one to convert the organic waste into useful manure.



- 8. Green campus initiatives: Plantation of Fruiting Trees in the campus and Seed Dispersal programme during the rainy season:** During rainy season every year, a plantation drive is conducted by the institute. It has been planned that this year an emphasis would be given to plant fruit trees like Amla, Jamun, Mango, Bel etc. in and around the campus. It is also proposed to disperse seeds of Curry Patta , Neem, Falsa, Imali, Litchi, Date palm, Lemon etc plants.
- 9. Organizing FDP (Faculty Development Programme) for faculty in the coming session:** It is proposed that a FDP on MS Office / Video lecture making would be organized.
- 10. Training for teaching and non-teaching staff (Like handling fire-fighting equipment / RTI/ filing procedure etc.):** For the best use of available resources at the institute, it is proposed to hold the training programmes for teaching and non-teaching staff about handling fire-fighting equipment / RTI/ filing procedure / camera trap etc.
- 11. Any other suggestions made or issues raised by the members.** Views and suggestions were invited from members. The following views/suggestions were expressed-
- i. Sh. Mohit Gupta, IFS, DCF Wild Life, K.N.P., Bharatpur, who left the meeting a bit early due to some technical issue, was later contacted telephonically and he readily obliged to send technical team of KNP to provide training and demonstration of Camera Trap, recently purchased by the college. On monkey menace he advised and stressed a peaceful coexistence with the monkeys.
  - ii. Sh. Krishna Kumar (Advocate), Former Hon.Wild Life Warden, K.N.P., Bharatpur appreciated the various activities done at the college. He suggested that for proposed solar lights, the local dealers could be contacted.
  - iii. Sh. Pushpendra Katela, D.F.O., (Retd.) suggested that for a green campus initiative, a special attention should be paid. For seed dispersal programme, he suggested an indigenous technique of planting seeds through a long pipe with oblique cut at the end amidst the thick bushes so that the novice seedlings could be protected from grazing and maximum protection can be offered for survival. the neem seed could be put under the shrubs through a long pipe. For macaque problem, the Nagar Nigam should be contacted.
  - iv. Kumari Garima Tiwari, B.Sc. Part-III student, appreciated the support & guidance of the faculties and suggested that more cleanliness be maintained in the toilets and washrooms.


Meeting ended with a vote of thanks from Dr. Alka Goyal.

**(Consent for approval taken from members by circulation)**

  
(Dr. Madan Mohan Trigunayat)  
Principal  
&  
Chairperson IQAC

Copy to:

1. Sh. Mohit Gupta, IFS, DCF Wild Life, K.N.P., Bharatpur
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(Dr. Madan Mohan Trigunayat)  
Principal  
&  
Chairperson IQAC



## Virtual Meeting of IQAC on Google Meet (30.06.2021)

