

Venue: Room No: 30

Time: 12 noon

Date: 6.7.2020

IQAC Meeting was held in room no: 30 and following members were present:

1. Dr. Amit Sharma ~~NAAC~~ NAAC coordinator
2. Dr. Pritam Paul
3. Dr. Prabhat Sharma
4. Rajivveer Singh dr
5. Dr. Madhu Nagar AAP coordinator
6. Dr. Sunita Swami
7. Dr. Sangita Mathur
8. Dr. Shobha Johari
9. Dr. R. K. Lal (invited member)
10. Dr. R. K. Sharma (senior faculty member)
11. Dr. VASU DEU GUPTA (external member)
12. Dr. Chandan Shekhar Sharma
13. Jyoti Pathak
14. Smt. Shubhlata Yadav
15. Smt. Subita
16. Dr. Lalita Yadav
17. Dr. Pallav Kuthal
18. Dr. Ranjeet Yadav (External member)
19. Dr. Seema Pant
20. Dr. Preeti Gupta

In attendance of the above members, the IQAC meeting was held and the meeting was coordinated by the IQAC coordinator Dr. Seema Pant.

To begin with it was proposed that all the District nodal colleges' Principals should help the newly established colleges in their respective districts in getting their 2f and 12B affiliation from the UGC and their concerned universities respectively. It was also proposed that the

academic details of all the faculty members should be collected and 'unique student email Id' should be made. Dr. Rajesh Jain and Dr. Sona Jain were assigned the task and asked to proceed in this matter.

Student and parents' feedback about the institution form an important criterion of the NAAC accreditation process. The college next accreditation cycle is due in Feb 2020. Dr. Preeti Gupta explained what type of feedback-forms are already available which can be used as database to formulate our own feedback form. Dr. R.K. Sharma suggested that such forms should be converted to 'google-form' as they are readily accessible and can be easily filled by students and other stakeholders. Dr. Vasudev Gupta, our external member emphasized that since our college has a mural base, such feedback form should be in Hindi. The task to look and formulate a proper form was assigned to Smt. Jyoti Pathak and Sri Raghuvir Singh.

The work of 'green-audit' of the college was handed to Dr. S. P. Singh. The members also discussed various steps that should be taken to keep the college environment pollution free.

Dr. P. C. Jat was assigned the work to look after student progression i.e. the Alumni Association. At the meeting Dr. Amit Sharma informed that the college registration has been done at NAAC site as 'Lal Bahadur Shastri Government College, Kotputli'. He also informed

that all the activities related to the college should be uploaded online and a hardcopy should remain handy as they will be required at the time of document verification and validation (DVV) in the NAAC process.

The college has not filled up any AQAR since the last accreditation (Feb 2016), Dr. Seema Pant informed that we will have to fill all the five AQARs (15-16, 16-17, 17-18, 18-19, & 19-20) according to the revised accreditation form and these documents have to be uploaded in year-wise folders. The AQAR has seven criterions and since quite an effort needs to be put in each criterion needs to be assigned to different set of faculty members so as to further facilitate the process.

Principal sir, Prof Hemraj Meena said that since we have recently collected much of such data for 'AAP Assessment', such data is readily available with the AAP coordinator and this will help in further consolidation of our work.

It was also discussed that due to COVID-19 pandemic our colleges were closed yet faculty members have attended FDP, Webinars and workshop online. Hence a circular should be send to all faculty members who have attended webinars, FDPs etc after Jan 2020. This will help in documentation of all such activity and academic upgradation of faculty members and put them on record.

Dr. Lalita Yadav informed that a separate email for DLQAC has been generated.

Regarding the student email, Dr. Pant inquired if this work could be outsourced; to which principal sir agreed verbally and said that the issue will be put up at the next Vikas Samiti Meeting

It was also informed that the Wifi connection was being augmented. . . jaipur

The DLQAC meeting of the division for district nodal colleges was scheduled on 17th July 2020 in which all nodal colleges Principals, IQAC coordinator, University Nominee, and Regional Director & SLQAC Project director / Assistant Project director will attend through Zoom.

It was also proposed that with increased responsibility of IQAC, further sub committees should be formed and their members should be assigned further duties.

अभिषेक
6.7.20

Approved
DR

Venue Room: 30

Time 11:00 AM

Date 10.7.2020

A meeting of the IQAC was held at 11:00 AM which was attended by the following members.

1. Dr. Seema Pant
2. Dr. Shobha Johari
3. Dr. Lalita Yadav
4. Dr. Sumita Swami
5. Dr. Pallav Mithal
6. Dr. Prabhat Sharma
7. Dr. Preeti Gupta
8. Dr. Sona Jain
9. Dr. Amit Sharma NAAC coordinator
10. Dr. Madhu Nagar AAP coordinator

All the members agreed that the work of the IQAC team has been greatly enhanced as because the college AQAR has to be filled up. Hence further sub committees were formed according to the seven criterion of the AQAR form -

1. Curricular Aspects - Smt. Jyoti Pathak, Sri Raghuveer Singh
2. Teaching, Learning & Evaluation - Dr. Satyaveer, Smt Shubhlata
3. Research, Innovation & Extensions - Dr Shobha Johari, Dr. Prabhat Sharma
4. Infrastructure & Learning Resources - Dr. Pritam Raj, Dr. Khem. Ch. Gurjar
5. Student Support & Progression - Dr. P. C. Jat, Sri Ravindra Kumar.
6. Governance leadership & Management - Dr. Babita Yadav, Sri. K.C. Verma
7. Institutional Values & Best Practices - Smt Subila, Dr. Jaswant Sharma

and respective members were informed of the roles assigned to them.

LBS Govt college has been appointed as divisional nodal college of DLQAC. Hence district wise sub-

committees were formed and work allocation done to its members.

1. Jaipur - Smt. Anubha Gupta, Dr. Preeti Gupta
2. Alwar - Dr. Lalita Yadav, Dr. Pallav Mishal
3. Sikar - Dr. Geeta Garg, Dr. Chandra Shekhar
4. Dausa - Dr. Lalita Yadav, Dr. Pallav Mishal
5. Jhunjhunu - Dr. Sunita Swami, Dr. Sajjan Singh

Sri Anil Sharma was assigned the task of collecting session-wise data from the OS - Sri Manoj Meena and prepare a spreadsheet of faculty members - joining, deputation, transfer and retirement. It was also felt that he should coordinate and assist Dr. Shobha Jhari & Dr. Prabhat Sharma for criterion II of the AQAR on research, innovation and extension.

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10.7.20

Approved
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10.8.20

Venue: Room No. 30

Date: 10.08.20

The meeting of the IQAC held at 11:00am was attended by the following members:

1. Dr. Seema Pant
2. Dr. Shobha Johari
3. Dr. Lalita Yadav
4. Dr. Sunita Swami
5. Dr. Pallav Mithal
6. Dr. Prabhat Sharma
7. Dr. Preeti Gupta
8. Dr. Sona Jain

The agenda of the meeting was:

1. to assess the progress made in collecting data of 2015-2020 for filling AQARs.
2. to take measures for faculty improvement

Dr. Seema Pant informed that from among the Committees formed to look after various criteria of the AQAR, Dr. Jaswan Sharma (who went on deputation to Govt. College, Khetri on 23.7.20) has been replaced by Shri Anil Kumar Sharma as member of the Committee formed to fill up Criteria VII.

Dr. Shobha Johari and Dr. Prabhat Sharma informed that most of the current faculty members had submitted their documents relating to Criteria III (of Research, Innovation and Extension) and this work was progressing smoothly.

The other members, Dr. Pallav Mithal (CI), Dr. Sona Jain (CII), Dr. Sunita Swami (CIV),

Dr. Lalita Yadav (C VI) and Dr. Preeti Gupta (C VII) also shared the progress made regarding their respective Criteria.

The first meeting of the Division Level Quality Assurance Cell, formed by the Directorate of College Education, was held on 17.7.20 through Zoom, which was attended by the members of State Level Quality Assurance Cell from the Directorate and all the members of the DLQAC including the University nominees of Rajasthan University and PDU Shekhawati University, Sikar. The Convenor, DLQAC (Jpr Div.) and Principal, Prof. Hemraj Meena emphasized on various basic requirements for NAAC preparations to be undertaken by various Colleges, like having 2F and 12B recognition of UGC, having an active IQAC, documentation, preparing AQARs etc. He also underlined the need for having training programs and workshops at district level which would prove immensely beneficial to the Colleges of the district in raising their awareness regarding the procedures of NAAC accreditation.

As the Colleges continue to remain closed for students due to the Covid-19 pandemic, the matters relating to increasing the teaching and communication prowess of faculty members was discussed at length. The Principal, Prof. Hemraj Meena

stressed the need for holding a Seminar (Webinar) on ICT tools for the enrichment of faculty members. It was decided that a few of the IQAC members should strive to organise such a Webinar as soon as possible, preferably in August itself.

The meeting ended with the coordinator, Dr. Seema Pant highlighting, once again, to proceed briskly with the filling up of the pending AQARs of the College so that they could be uploaded at various portals.

Dr. Seema Pant
10.8.20

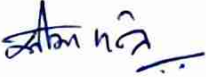
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Dr. Seema Pant
11.01.2021

Lal Bahadur Shastri Govt. College, Kotputli


Date: 26-02-2021

ACTION TAKEN REPORT OF IQAC MEETING 10.8.2020

- 1. The collection of data and documents related to research, innovation and extension has been nearly completed.**
- 2. The first meeting of Division Level Quality Assurance Cell (DLQAC) was successfully held on 17.7.2020 with all the stake holders namely Assistant Director, Jaipur Region, Principals and IQAC coordinators of five District Nodal Colleges, the University Nominees of three affiliating Universities and members of the State Level Quality Assurance Cell (SLQAC).**
- 3. Guidelines were provided to the district Nodal Colleges so that they may enhance and supervise awareness regarding procedure of NAAC accreditation in all the Colleges in their district.**

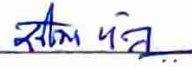

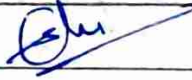




(Dr. Seema Pant)
Co-ordinator, IQAC


(Dr. Renu Mathur)
Principal


Date 11.01.2021

The meeting of IQAC was held in Room No:30 at 1:30 pm. The Principal, Prof. Yogesh Chand Sharma, and Dr Amit Sharma (Coordinator NAAC) along with the following members were present. Dr. Amit Sharma.

1. Dr. Seema Pant (Convener) 
2. Dr. Shobha Johari 
3. Dr. Chandra Shekhar Sharma 
4. Dr. Prabhat Sharma 
5. Dr. Preeti Gupta 

The focus of the meeting was on the CAS forms for the post of professor, that were being received at the college for API scoring and forwarding to CCE.

There were certain contentious issues on which there was a need for deliberation amongst the members. After extensive discussion it was decided that an

- (i) official e-mail should be sent to those members who have mentioned more than seven years in their assessment period and request them to specify, via e-mail, which particular seven years they want to be considered for their API scoring.
- (ii) directions and clarification, in written, should be sought from CCE on issues namely:
 - (a) candidates obtaining doctoral degree after 1.4.20
 - (b) candidates not completing 19 years of government service (RVRES)
- (iii) Reorganization and reconstitution of IQAC and inclusion of new members into the committee. This has become necessary due to deputations and transfers of erstwhile IQAC members.
- (iv) A notesheet should be moved for acquisition of new computers setup along with a printer

for IQAC, Other required printers should either be purchased or acquired from within the college departments on mutual transfer or exchange basis to meet out the need.

(v) Lastly, a separate almirah should be allotted to IQAC separately for the safe custody of CAS forms.

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11.01.21

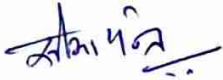
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Lal Bahadur Shastri Govt. College, Kotputli

Date:26.02.21

ACTION TAKEN REPORT FOR IQAC MEETING 11.1.2021

1. CAS forms (for the post of Professor) of faculty members were to be scrutinized by IQAC.
2. As there were certain contentious issues relating to such forms, letter was written to Director, College Education to obtain clarification so that the problems could be resolved.
3. A note-sheet was moved to obtain a complete computer set-up and almirah for IQAC.



(Dr. Seema Pant)
Co-ordinator, IQAC



(Dr. Renu Mathur)

Principal



26.02.2021

A meeting of IQAC was held in the principal's chamber at 10.30. AM. The Principal, Dr. Renu Mathur, and senior faculty member Prof. Yogesh Chand Sharma along with the following members were present: Prof. Y.C. Sharma.

1. Dr. Seema Pant (convenor) SP
2. Dr. Geeta Garg, GG
3. Dr. Shobha Johari SJ
4. Dr. Chandra Shekhar Sharma CS
5. Dr. Babita Yadav BY
6. Dr. Bharat Lal Meena BLM
7. Dr. Sumita Swami SS
8. Dr. Pallav Mittal PM
9. Dr. Preeti Gupta PG
10. Dr. Prabhat Sharma PS

1. Dr. Seema Pant, convenor IQAC, read out the minutes of the previous meeting held on 11.01.21 which were approved therein. She also informed that 65 CAS forms for professorship from different colleges were assessed and their reports send to CCE.
2. The Principal said that if any faculty member has any grievance regarding the API scoring of their application CAS (Professor) form, he/she should move a written application for the same to the principal. Only on her instruction, the OS should show the score sheet and that too only to the candidate.
3. The college AQAR of session 2015-16, & 2016-17 have already been uploaded. The remaining work needs to be completed as NAAC assessment of the college is due in 2021. The members should finish the work during their free time at the earliest.

For streamlining and expediting the work, the printer/scanner/copier from Economics dept (Room No. 29) and complete computer setup from (Room No. 63) UGC should be moved ~~from~~ to Room No. 16. Internet connection too should be extended to this room and a notesheet should be moved for purchase of UPS and two pendrives.

4. New members of IQAC were assigned the following work of the AQAR:

- (i) Dr. Geeta Garg: Teaching, Learning & Evaluation
- (ii) Dr. Babita Yadav: Governance, Leadership & Management
- (iii) Dr. Bharat Lal Meena: Infrastructure & Learning & Evaluation.

5. The Principal asked the IQAC convenor to convene an online meeting of DLQAC with the five district nodal colleges in the first week of March. Thereby, they will be directed to collect information from their constituent colleges regarding their affiliation and registration under 2f & 12B and also their NAAC accreditation status. The same information should be updated on their spreadsheet, failing which they themselves will be responsible and Divisional Nodal Colleges will not owe any responsibility.

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26.2.21

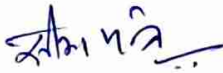
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26.2.21

Lal Bahadur Shastri Govt. College, Kotputli

Date: 17-03-2021

ACTION TAKEN REPORT FOR MEETING 26.2.2021

- 1. In total sixty five CAS forms for Professorship were screened and evaluated and sent to the CCE for further processing.**
- 2. AQAR for session 2015-16, 2016-17 were uploaded.**
- 3. Computer set-up with printer were given.**
- 4. Three new members were included in the IQAC committee.**
- 5. Fast internet facility was installed in the campus as most of the work was on online mode.**



(Dr. Seema Pant)

Co-ordinator, IQAC



(Dr. Renu Mathur)
Principal

