

ACTION TAKEN REPORT

Meeting of (20/1/22)

1. Process of submission of AQAR in revised format of session 2020-21 was started.
2. A district level workshop was conducted on research topic "Data presentation and publication in research" under IQAC to enhance the research aptitude of faculty members.
3. In order to improve communication skill among students seminar were organized by English department on 24 March, 2022. Students participated in large number.
4. Alumini meet is proposed in first week of December.
5. Quarterly report of college committees is submitted to IQAC
6. Divyang help committee has been constituted.
7. Two Botanical tour were held. One was at Darbari, Kolayat and Kodamdesar on 9 March, 2022 and second was at Husangsar on 29 March, 2022.
8. Student progression data has been taken.
9. Construction of 7 rooms is almost complete.
10. Workshop regarding new opportunities in Home Science was organised by home science department and home science association on 8.4.2022.
11. Under value aided courses, a 3 day bakery workshop was organised by home science department and home science association on 11.4.2022.
12. Placement of students → Relationship Manager ^{4 Selected (1 Joined)}
(NIIT & ICTCI) संयुक्त
13. Hostel → Regarding wall Repair will be put in Internal meeting of Vikas Samiti

AGENDA FOR MEETING

(15 July, 2022)

1. Filling of AQAR 2020-2021
2. Workshops regarding Employment opportunities and technical knowledge to be organized for students
3. Furniture for newly constructed rooms
4. Washroom in Brij Parking area
5. Equipment and furniture for Geography, Drawing and Painting and PG Botany Lab.
6. FDP for faculty on Service rules, e-pension, IPR, CAS, filling online ACR to be organized
7. Constriction of Shade in Brij parking area
8. Journals to be procured for various PG Departments
9. CAS proposals for Senior/Selection/PBIV to be submitted
10. Google forms to be prepared for ease in collection of data for filling next AQAR (2021-22)
11. Feedback related to Syllabus to be discussed and shared with BOS members

IQAC MEETING WITH EXTERNAL MEMBERS ON 15.7.2022

MINUTES OF THE MEETING

A meeting of IQAC members of the college with the external members was commenced on 15.7.2022, under the chairmanship of Principal, Dr. Vijay Shree Gupta. Members were welcomed by Coordinator Dr. Monika Khetarpal, who further introduced the agenda of the meeting. The following points were discusses:

- Minutes of the previous meeting which was held on 20.01.2022 were read and approved by the whole committee.
- A discussion was made on removing partition wall in Chemistry Department.
- Proposal was given for inviting tender for Canteen.
- Problem of installing Air Conditioners at hall was discussed.
- Repairing has to be done at hostel, sponsors should be reached for the work.
- Internet problem was also discussed.

Following members were present in the meeting: (15.07.2022)
(ON HYBRID MODE)

1. Dr. Vijayshri Gupta - Principal

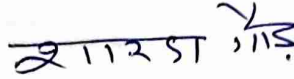
2. Dr. Rakesh Harsh - Assistant Director



3. Sh. Rajesh Chura – External Member

4. Ms. Shashi Chugh – External Member

5. Dr. Sharda Gaur – External member



6. Dr. Rakesh Mathur – External Member

7. Dr. Indira Goswami – Special Invitee



8. Dr. Monica Khetarpal – Co-ordinator



9. Dr. Rajni Sharma

10. Dr. Nidhi Agarwal



11. Dr. Asit Goswami


12. Dr. Kalpana Khandelwal

13. Dr. Rina Saha



14. Dr. Ujjwal Goswami

15. Dr. Vinod Kumari



16. Dr. Neelofer Kohri

17. Dr. Meghana Meena

18. Ms. Priyanka Paswan

(15 July, 2022)

ACTION TAKEN REPORT

1. AQAR of session 2020-21 has been submitted on 12.10.2021.
2. Shade in Brij Parking area has been proposed by vikas samiti.
3. CAS proposal of Dr.Hemandra Arora and Dr.Himanshu Kandpal has been submitted.
4. Google form for collection of data of session 2021-22 has been prepared.
5. Placement cell → (6 Selected, Joined 5 Date 22/8/2022 Relationship Manager NIT 2, IIT 1 सिमुल)
6. In Swami Keshvanand Raj.Krishi University, Bikaner in "rahtriya poshan maha" held on 15.9.2022 in quiz competition students of home science department participated. College secured second prize.
7. FDP is proposed in January,2023.

Minutes (meeting IQAC-9.9.2022)

A meeting of IQAC members was held on 09.09.2022. Dr. Monika Khetarpal, Convener, IQAC, addressed the meeting. The following points were discussed:-

- ❖ The agenda of the meeting was filling of AQAR, 2021-2022, which is to be filled by 31st December, 2022.
- ❖ Criteria-wise discussion was made for AQAR filling.
- ❖ Feedback forms for analysis of previous year regarding syllabus is to be collected from Students, Teachers, Alumni and Employers.
- ❖ Record of paper-setting and evaluation is to be maintained.
- ❖ Dr. Asit Goswami suggested that DVV of previous NAAC can be studies for Paper setting documents.
- ❖ A discussion was made on collecting email id and mobile numbers of the students.
- ❖ Number of students on reserve seats (SC/ST) to be managed for AQAR.
- ❖ Reports and Jio-tagged photographs of various activities conducted by departments and IQAC in the session 2021-2022 are to be collected.
- ❖ Contribution of Alumni in the session 2021-2022 is to be included in AQAR.
- ❖ Dr. Vinod Kumari suggested a study of feedback forms by students so that the issues faced by students can be discussed in the next meeting.
- ❖ A meeting with external members is planned in near future.
- ❖ A discussion was made on conducting a seven days FDP under IQAC in the month of November.
- ❖ The external members are to be informed about the prospected FDP. Their suggestions and contribution will be invited in the next meeting.
- ❖ In the end Dr. Asit Goswami suggested all members to study SSR for preparing their own chapter.

The following Members were Present in the Meeting:-

1. Dr. Monika Khetarpal *मोनिता*
2. Dr. Rajni Sharma *राजनी*
3. Dr. Asit Goswami *असित*
4. Dr. Kalpana Khandelwal *कल्पना*
5. Dr. Reena Saha
6. Dr. Vinod Kumari *विनोद*
7. Dr. Neelofar Kohri *नीलोफर*
8. Dr. Meghna Meena

IQAC MEETING WITH HEADS OF DEPARTMENTS 14.11.2022

Minutes:-









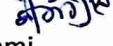

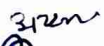




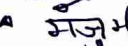
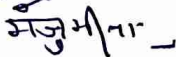
A meeting of IQAC members with department heads and committee conveners of college was commenced on 14.11.2022, under the chairmanship of Coordinator Dr. Indira Goswami. The heads put forward the requirements of their departments. After formal welcome proposals were presented by department heads. The following points were discussed in the meeting:-

- HOD, English demanded for a larger language lab as the existing one does not fulfill all the requirements of the language lab. Hence, a separate room should be arranged for the department and the existing room should be converted in language lab.
- Dr. Asit Goswami proposed that all the IT rooms, 32,18,9,22,27 and NRC should be formed properly meeting all the requirements of smart classrooms.
- HOD Maths demanded for separate departments for Maths and Sanskrit.
- HOD, Botany proposed that room no. 23 should be allotted to M.Sc. Botany classes. As a SFS subject M.Sc. Botany, ABST, Drawing and Geography are facing problem of classrooms.
- The Botany department also express requirement of a gardener and a water tank for Botanical Garden. Staff are also required by the botany department.
- HOD, Physics put demand of lab boy, and lab assistant, the lack of assistance in handling equipments is a huge problem in the department.
- The road outside physics, chemistry and music department needs to be reconstructed. A proposal was presented for constructing inter-linked blocks' road upto canteen.
- The Home Science department requires repair of sinks in cooking lab, and installing inter-linked blocks in garden outside h.sc. department.
- The false ceiling of H.sc. department staff room is also broken and inviting dangers.
- 50 Easels are required for H.sc. lab.
- Issue of funds was raised by Dr. Avinash Jodha. He also suggested to make proposals to be present before P.W.D.
- HOD, Commerce department put forward requirement of a larger department as all the three streams of commerce are accommodated in one small room.
- HOD, Public Administration department said that electric items in the department need to be repaired.
- Music Instrumental and Vocal require Tabla player.
- Sociology department demanded a separate department and fund for purchasing books for departmental library.
- HOD, Hindi expressed the requirement of repairing the broken verandah outside the department of Hindi.
- HOD Zoology demanded Lab Bearer, Lab Assistant and teaching staff.
- The department of Chemistry demanded for a Gas man. The flooring of Lab-2 also needs to be repaired. The sink is damaged and the partition wall between Maths and Chemistry is occupying unnecessary space which is not in use.
- HOD Sanskrit demanded for a separate department.
- GPEM department demanded Lab assistant/lab boy or lab girl. The department needs repairing of electric items and civil work. The lab is not in a favourable condition for students. Proper light is required for the department.
- Political Science and Economics departments expressed the problem of internet.

- Dr. Avinash Jodha suggested to prepare a composite plan for all the civil works to be presented before P.W.D. dr. Jodha also proposed establishment of innovation cell separately.
- It was also suggested that skill development cell also needs to be developed.
- The rangering unit of the college requires a room, almirah and basic furniture.
- Problems of maintenance of gents toilet was also raised by the gents members.
- Wash-basin of staff room need to be repaired.
- Dr. Asit Goswami suggested that UGC-Care listed journals should be preferred for research paper publication.

In the end Dr. Monika Khetarpal Thanked all the members and the meeting was called off with assurance of keeping all the proposals before building committee.
The following members were present

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1. Dr. Indira Goswami 
2. Dr. Monika Khetarpal- IQAC Coordinator 
3. Dr. Nidhi Agarwal 
4. Dr. Asit Goswami 
5. Dr. Vinod Kumari
6. Dr. Neelofar Kohri
7. Dr. Meghna Meena 
8. Dr. Avinash Jodha 
9. Dr. H.M. Devra 
10. Dr. Renu Bansal 
11. Dr. Neeru Gupta 
12. Dr. Ujjwal Goswami
13. Dr. Dr. Radha Solanki 
14. Dr. Achchan Rathore 
15. Dr. Dinesh Gupta 
16. Dr. R.N.Purohit 
17. Dr. Renu Bahura 
18. Dr. Dhawanti Bishnoi 
19. Dr. Hemendra Arora 
- 20 Dr. MANJU MEENA 

AGENDA FOR MEETING

(28 Nov., 2022)

1. Filling of AQAR 2021-2022
2. Requisition for separate Department for Sanskrit and Sociology. Separate room required for Rangering with furniture
3. Library facilities to be improved. Funds required for purchasing books for Departmental library
4. Lab Assistant/ Lab Boy/ Gas Man/ Tabla Player required for various Departments
5. Repair of False ceiling in Home Science staff room, replacement of sinks in Cooking Lab, installation of interlocking blocks in Garden outside Home Science Department. 50 Easels required for Home Science Lab and Drawing and Painting Lab
6. Water tank for Botanical garden required
7. Construction of road outside Music, Physics and Mathematics Department
8. Repair of Varandah outside Hindi Department and removing partition wall between Maths and Chemistry Department
9. Innovation cell should be formulated and Language Lab fully equipped
10. Wash basins in staff room needs to be repaired
11. IT room should be well equipped
12. As per student feedback college canteen should be opened. Demand for PG in Hindi, History and Sanskrit was put up
13. Alumni meet proposed in first week of December
14. Rojgar Mela proposed in the first week of December

IQAC MEETING WITH EXTERNAL MEMBERS ON 28.11.2022

MINUTES OF THE MEETING

A meeting of IQAC members of the college with the external members was commenced on 28.11.2022, under the chairmanship of Principal, Dr. Vijay Shree Gupta. Members were welcomed by Coordinator Dr. Monika Khetarpal, who further introduced the agenda of the meeting. The following points were discussed:

- Minutes of the previous meeting which was held on 15.07.2022 were read and approved by the whole committee.
- Members discussed Vidhya Sambal recruitments for Zoology.
- Principal Dr. Vijay Shree Gupta said that the proposal of Brij Parking Shade is ready to be presented to the Vikas samiti.
- Dr. Rakesh Harsh suggested that the Shed proposal for the Brij Parking can be presented to Sh. Ashok Dharnia, who has sponsored the Brij Parking.
- The proposal was welcomed by the committee.
- Fund issue was raised for the FDP proposed in January. IQAC does not have proper fund resources for conducting such programmes.
- Field excursion funds was also discussed. Dr. Harsh suggested that it can be managed from Boys Fund if the syllabus covers the topic.
- Department room for Sanskrit, sociology and urdu are required.
- Internet problem still occurs in the college. Principal ordered IT cell to look into the matter.

Following members were present in the meeting: 28.11.2022

1. Dr. Vijayshri Gupta - Principal
2. Dr. Rakesh Harsh - Assistant Director
3. Sh. Rajesh Chura – External Member
4. Ms. Shashi Chugh – External Member
5. Dr. Sharda Gaur – External member
6. Dr. Rakesh Mathur – External Member
7. Dr. Indira Goswami – Special Invitee
8. Dr. Monica Khetarpal – Co-ordinator
9. Dr. Rajni Sharma
10. Dr. Nidhi Agarwal
11. Dr. Asit Goswami
12. Dr. Kalpana Khandelwal
13. Dr. Rina Saha
14. Dr. Ujjwal Goswami
15. Dr. Vinod Kumari
16. Dr. Neelofer Kohri
17. Dr. Meghana Meena
18. Ms. Priyanka Paswan

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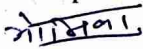
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Minutes of the IQAC Meeting held on 2.2.23

A meeting of IQAC members was commenced on February 2nd, 2023 under the chair of IQAC co-ordinator Dr. Monika Khetarpal. The following points were discussed

- First agenda of the meeting was to complete AQAR for the session 2021-2022 before the last date i.e. 28.2.2023.
- Dr. Khetarpal instructed all the members to devote time to complete this task.
- It was suggested that the pending work of each criteria should be undertaken individually.
- Scholarship and library data for the session 2021-2022 is to be collected.
- The second important agenda of the meeting was a long proposed faculty development programme.
- The FDP on Emerging Trends in Higher Education and Service Rules is scheduled from February 6th - 10th, 2023, with the permission of Principal and consent of all the IQAC members.
- A discussion was made on the names of the resource persons and tentative topics which are relevant for everyone. The following names were finalized
 - 6.2.23- Dr. Narendra Bhojak- Green Audit in NEP
 - 7.2.23- Dr. Anu Sharma- APR/ ITR
 - 8.2.23- Sh. Surendra Goswami- RSR
 - 9.2.23- Dr. S.K. Verma- CAS
 - 10.2.23- Mr. Romesh Gupta- Income Tax rules for Salaried Class
- It was decided to prepare the registration form, flier and invitation letter on the same day.
- It was also suggested that the FDP should be made mandatory for all the faculty members.
- A discussion was made on the estimate of expenditure. It was decided that the remuneration of 1000 rs to each speaker will be given from Vikas Samiti fund.
- The meeting was called off with the thanks note given by Dr. Monika Khetarpal.

The following members were present -


Dr. Monika Khetarpal 

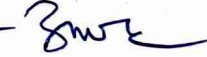
Dr. Nidhi Agarwal

Dr. Rina Saha 

Dr. Ujjwal Goswami 

Dr. Neelofar Kohri 

Dr. Rajni Sharma 

Dr. Asit Goswami 

Dr. Kalpana khandelwal 

Dr. Vinod Kumari 

Dr. Meghna Meena 