

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)

Meeting Minutes

Meeting of IQAC was held on 18.08.2023 under Chairmanship of Smt. Madhu Sharma, Principal at the college premises.

The Following members were present during the meeting:

1. Smt. Madhu Sharma – Chairman, IQAC
2. Dr. Shilpi Deep Mathur – Coordinator, IQAC
3. Dr. Anju Pathak – Member, IQAC
4. Dr. Lala Shankar Gayawal – Member, IQAC
5. Dr. Rajni Vashishtha – Member, IQAC
6. Sh. Jagdish Kumar – Member, IQAC
7. Sh. Ghanshyam Dutt Gupta, AAO-I – Member
8. Dr. Dharendra Devarshi (Retd. Principal) – External Member (Educationist)
9. Sh. Pushpendra Katela (Retd. D.F.O) – External Member (Society)
10. Sh. Krishna Kumar Agrawal (Industriatist) – External Member (Employer)
11. Ms. Kanishka Garg B.Sc. Part III (Maths) – Member (Student)
12. Dr. Karuna Gaur (Academic In charge) – Special Invitee

The Meeting started with the welcome of all the participants by the IQAC Coordinator Dr. Shilpi Deep Mathur.

Smt. Madhu Sharma, Chairman IQAC & Principal welcomed the newly added external member, Dr. Dharendra Devarshi, (Retd. Principal) and student member, Ms. Kanishka Garg of B.Sc Part III Maths.

The meeting agenda was discussed in detail & suggestions were invited from the IQAC Members as under:

Agenda -1 Review on Action Taken Report of the Previous Session 2022-23:

ATR of session 2022-23 was placed before the IQAC by Dr. Anju Pathak. It was reviewed by the honorable members and valuable suggestions were given by them on the various points.

Action Taken Report of the Previous Session 2022-23

S. No.	Decisions	Action Taken
1.	Botany, Zoology & Sociology Deptt. shall organize at least one study tour/field work. Outdoor Teaching/Experiential Learning.	Educational excursions and field studies were undertaken by Zoology, Botany and Sociology department.
2.	Formal Principal – student interaction / Principal teacher interaction, Principal – Non Teaching Staff / Principal – Alumni interaction shall be held.	Pre NAAC interaction sessions were organized.
3.	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 IQAC.	Academic calendar has been prepared and uploaded on website and was implemented in the session
4.	An Annual Research Seminar shall be organized by IQAC where in all Research scholar shall make their presentation.	Shall be taken up in session 2023-24
5.	IQAC Committee (Internal Members) shall hold a meeting to with Non-Ph.D. members to encourage them to pursue research.	The task will be accomplished in current session.
6.	An orientation programme for mentors shall be held	The task will be accomplished in current session.

7.	Orientation programme for newly admitted students shall be organized separately for Arts, Science & Commerce Faculties.	Already organized for all faculties
8.	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.	Feedback has been collected from students for the session 2022-23.
9.	Action to facilitate Advanced – Slow learners shall be decided.	Will be accomplished soon.
10.	A formal report of Teaching Monitoring Committee shall be sought.	Report prepared
11.	An ICT enabled class room shall be developed.	Task accomplished. (Room No. 22)
12.	Efforts shall be made to provide Wi-Fi facility in classroom.	Task accomplished
13.	Prospectus of college shall be revised.	Prospectus prepared and uploaded on website
14.	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.	Plantation and seed dispersal activities have been organized by Eco Club, NSS& staff members. Efforts have been made for Awareness and Management of single use plastic free campus. Plantation of State Tree, <i>Prosopis cineraria</i> (Khejri) is achieved but that of State Flower – <i>Tecomella undulata</i> (<i>Rohida</i>) has not been achieved due to unavailability of this plant in Bharatpur.
15.	To Install Solar Lights	The process has been initiated by CCE, Jaipur
16.	Measures to address Macaque Problem	College has taken certain measures to resolve the problem like covering of the porch area with glass doors and corridors with iron net but problem still exists.
17.	Other Achievements	The college underwent 3 rd Cycle of NAAC Assessment & Accreditation Process on 19 th & 20 th January 2023 and obtained B Grade with 2.44 CGPA.
18.	Other Achievements	The IQAC Team members Dr. Shilpi Deep Mathur, Dr. Anju Pathak & Prof. Lala Shankar Gayawal have been selected as members of In-House Team constituted by CCE, Jaipur for NAAC Pre Visit at Government college, Lalsot, Dausa

Agenda - 2 Plan of action of for Session 2023-24

IQAC Coordinator Dr. Shilpi Deep Mathur placed the proposed Plan of Action for Session 2023-24 before the board and invited suggestions from the members.

S.No.	Activities to be Performed	Committees to Compliance
1.	Botany, Zoology & Sociology Departments shall organize at least one study tour/field work, Outdoor Teaching/Experiential Learning..	Head of the Departments, Botany, Zoology, Sociology
2.	Academic Calendar for session 2023-24 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 IQAC and reports be collected.	IQAC
3.	An Annual Research Seminar shall be organized by IQAC where in all Research scholar shall make their presentation.	IQAC & Research Committee
4.	IQAC Committee (Internal Members) shall hold a meeting to with Non-Ph.D. members to encourage them to pursue research. All faculty members to be encouraged for publications of research papers.	IQAC
5.	Appointment of Mentors for session 2023-24	IQAC
6.	Orientation programme for newly admitted students shall be organized separately for Arts, Science & Commerce Faculties.	IQAC
7.	Follow up or remedial action shall be decided on the basis of feedback from session 2022-23 given by stakeholders and accordingly action will be taken for inculcating quality.	1.Grievance Redressal Committee 2. Result Analysis Committee 3. Statistics Committee
8.	Action to facilitate Advanced – Slow learners shall be decided and report to be submitted to IQAC.	All Class Mentors
9.	A formal report of Teaching Monitoring Committee shall be sought.	Convener- Monitoring Committee
10.	Prospectus of college shall be revised.	Prospectus Committee
11.	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.	Conveners - NSS, Eco Club, Faculty Associations, All Departments
12.	All Final year students will be registered through Placement Cell. Efforts shall be made to arrange	Placement, Career Counselling & Innovation Cell

	employment fair.	
13.	Exploring possibilities for starting Add-on courses in pursuance of NEP	Placement, Career Counselling & Innovation Cell
14.	Health and Hygiene awareness program & Sanitary Napkin distribution shall be initiated	NSS, Women Cell & Udaan
15.	Voter Awareness drive	Voter Awareness Club

Suggestions from the Members

- **Dr. Dharendra Devarshi:**

- In the pending issues of previous session, the dates may be mentioned for their implementation.
- The Mentors should be appointed early in the session and Orientation Programmes for newly admitted students should also be conducted as early as possible. The distinguished persons of different fields may be invited in these programmes.
- The activities of IQAC should be highlighted in the college magazine.
- In the proposed "Annual Research Seminar", the representatives of Research Centre, University and CCE may be invited and an Award for Best Presentation may be given for encouragement of research scholars.
- In continuation of the A&A process of 3rd cycle of NAAC, the areas may be identified where College secured less marks and those should be worked upon with.
- The college may think about getting its Green Audit Report done by expert external agency.
- A "No Vehicle Day" may be observed at the college once in a month.
- For the proposed demolition of four damaged rooms of college, the services of some external agencies may be sought to cut the cost of this task.
- In the under construction Indoor Stadium of college, a channel gate should be mounted to prevent untoward activities of intruders.
- The syllabi are changing as per NEP. The BOS members of college may identify different electives for their subjects to be proposed for forthcoming BOS Meetings.
- For the Monkey menace, the notification may be written at walls and Press Note may be given for not feeding monkeys in and around college premises.
- New PCs and Printers should regularly be added to cope up with the fast-changing technologies.
- Mentors should collect the "Progression Data" by getting the feedback form filled by outgoing students.
- For Online Meetings and Video Conferencing, the ICT lab may be prepared with well-equipped cameras and mikes.
- Various "Course Outcomes" were prepared during NAAC preparations by the college. The BOS members of college may propose these Course Outcomes to be adopted by the University in the forthcoming BOS Meetings.
- Dr Devarshi proposed to contribute the plant of Rohida, the state flower, to the college.

- **Dr. Karuna Gaur (Academic Incharge)**
 - Department of Botany is planning to prepare a "Medicinal Plant Garden" near canteen area.
- **Sh. Pushendra Katela:**
 - Botany Department may think about taking research work on flora of Keoladeo National Park as comparatively lesser data is available in this area.
 - Help may be taken from Ayurved Department for preparing "Medicinal Plant Garden"
- **Sh. Krishna Kumar Agrawal:**
 - For Add-on Courses, RSCIT, Spoken English may be taken in consideration.
- **Ms. Kanishka Garg, Student**
 - For Add-on Courses, Personality Development may be taken in consideration
 - Coding is also popular in students these days, can be considered as a subject for Add On courses.
 - High quality new books should be added in the library.

At the end of the meeting, Principal and IQAC Chairman Smt. Madhu Sharma suggested IQAC to work upon the recommendations of the NAAC Peer Team and take up the following tasks on priority as the preparations of NAAC Cycle 4 –

- **Yoga/Meditation classes will help students in their holistic development:**
NSS and Woman Cell may organize short term camps twice a year.
- **Formalised system of internal tests for students:**
Internal terminal test schedule should be prepared by the concerned committee and record be maintained.
- **Frequent Parent-Teacher Meetings are needed:**
Concerned Committee to arrange the meetings at least thrice a year.
- **Activation and Energization of Alumni association is needed:**
Concerned Committee to activate the alumni association and organize meetings/meets at least once a year.
- **Long terms strategic plans need to be formulated for overall development of the college:**
IQAC may have discussions with IQAC members and other stake holders.

Meeting ended with Vote of Thanks

Presented for Approval,















Smt. Madhu Sharma
Chairman IQAC & Principal
Rameshwari Devi Girls College,
Bharatpur (Raj.)