

Minutes of IQAC meeting

22 July 2021

Meeting of IQAC was held today in the staff room at 3:00 pm. It was chaired by acting Principal Dr. Anupama Saha and the following members of the committee attended this meeting.

1. Dr. Anupama Saha - Principal and Chairperson
2. ~~Dr. Anupama Saha~~ - ~~member~~
3. Dr. Hemlata - member
4. Dr Seema Varshney - member
5. Dr. G. V. Mishra - member
6. Dr. Gayatri Prasad - member
7. Dr. Khemraj Choudhary - member
8. Sh. Maroof Hussain - External member
9. Dr. Ajay Sharma - member Secretary

The meeting was initiated by member secretary Dr. Ajay Sharma with his welcome wishes to the committee members. This meeting was called just prior to the submission of SSR for 3rd cycle of accreditation by the NAAC and to discuss the status of SSR being finalized for submission. Main deliberations of the meetings were as follows-

1. The IIOQA has been submitted on May 31, 2021, and the deadline of submission is coming close, so it was instructed by the acting Principal Dr. Anupama Saha to gear up the process of finalizing the SSR.
2. Dr. G.V. Mishra was instructed to recheck all the supporting documents with every criteria. He will be preparing the remaining document with the help of Dr. Ajay Sharma.
3. The job of uploading all the supporting documents bigger than 5 MB size to the college website and generating its link was given to Dr. G.V. Mishra. Dr. Mishra and Dr Sharma were also entrusted to check all the modalities of the process of SSR submission
4. It was categorically decided that the utmost priority of the IQAC now is to submit SSR in time.
5. As the admission process for session 2021-22 is going to be commenced soon and students are not coming to the college, it was deliberated that the helpdesk and related in-charges of admission committee should provide every kind of information





to the students seeking admission. The help desk would work on all the weekdays to provide related counselling to the students.

6. It was also emphasized that the college building and classrooms has to be sanitized properly with the support of staff from Municipal council Sirohi.
7. As the classes are still not to be conducted in full capacity, online teaching would be continued through YouTube channels, google class and google meet.
8. One issue was noted during the practice of sharing online lecture. Student residing the remote areas having data speed problem or lack of enough data to download and watch the lecture videos have been complaining that they are not able to watch all the uploaded lectures. It was suggested by member that a lecture bank should be created, and its link would be shared to students. Hyperlinks of all the lectures prepared by subject teachers would be uploaded on drive college mail. That link would be provided through WhatsApp groups of the classes. In this way lecture access would be available with students and they would be able to watch the video according to the availability of usable data and speed.

The meeting was concluded with the vote of thanks to all the IQAC members by member secretary DR. Ajay Sharma



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Minutes of IQAC meeting

07 December 2021

Meeting of IQAC was held today in the Principal chamber at 3:00 pm. It was chaired by Principal Dr. Kamla Bandhu and the following members of the committee attended this meeting.

1. Dr. Kamla Bandhu - Principal and Chairperson
2. Dr. Anupama Saha - member
3. Dr. Hemlata - member
4. ~~Dr. Seema Vanshrey~~ - ~~member~~
5. Dr. G. V. Mishra - member
6. Dr. Gayatri Prasad - member
7. Dr. Khemraj Choudhary - member
8. Sh. Maroof Hussain - External member
9. Dr. Ajay Sharma - member Secretary

Member secretary Dr. Ajay Sharma welcomed all the committee members. It was informed by him after the last meeting SSR was submitted on July 27, 2021. After that clarifications related to DVV has also been submitted on Nov. 11, 2021. Once the pre-qualification for A&A process is notified by NAAC office, the college will have to prepare for the visit of Peer Team (PTV) appointed by NAAC. In view of the imminent PTV the following decisions were taken in this meeting-

1. The website of the college has to be updated with the latest information from every departments and units of the college. The responsibility for this work was given to Dr G. V. Mishra and Dr. Gayatri Prasad. It was discussed that all the achievements and activities of college should be highlighted duly using appropriate menu and sub-menu of the college website.
2. The visitors' register of the library needs to be monitored regularly so that it can be presented to the peer team for reckoning the foot fall. The decision regarding the monitoring of library visitors register has already been taken in the meeting of staff council earlier. All committee members decided to visit the library regularly for this purpose.
3. Suggestion regarding the beatification of campus was also considered. But, as the covid-19 precautions are still being taken, so for the time being it was decided that cleansing of the building and campus should be done regularly and properly but other

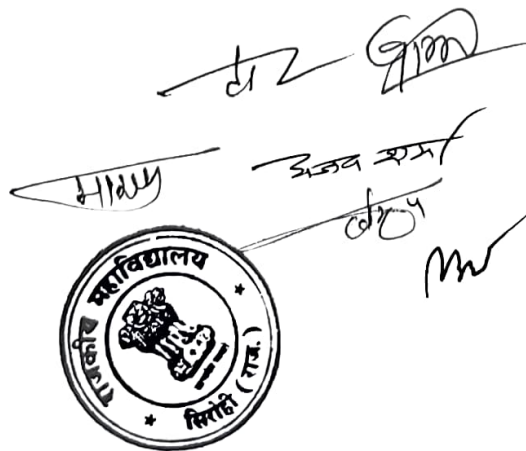


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beautification work would be kept on hold till the situation owing to pandemic improves

4. It was also decided to instruct the class mentors to do the counselling work regularly and seriously.
5. It was suggested by Dr. Ajay Sharma that each department should prepare itself for PTV by highlighting the subject and achievements of department. Each department should have their PPT prepared for presentation before the peer team.
6. Dr. Gayatri Prasad, member secretary of Alumni Association was advised to work with his team and work out the strategy to enhance the membership of the Association. During the visit of Peer team the involvement of the association members would be crucial. Hence, some event of Alumni Association was suggested to be organized for better networking interaction of members. In that way they would also be made aware of the importance of A&A of institution by NAAC and impending PTV.
7. It was suggested by Dr. Gayatri Prasad and Dr G. V. Mishra that for better data speed and making the wi-fi accessible to the students in campus, a dedicated lease line of BSNL would be needed.
8. Some renovation and maintenance works are needed in the departments of Zoology, Chemistry and Botany as per the demands of their department in-charges. Besides, some more toilets for the students are needed. These works may be completed from the funds of *Mahavidyalay Vikas Samiti*. Principal Dr. Kamla Bandhu assured she will put forward these proposal in the next meeting of *Mahavidyalay Vikas Samiti*.
9. At the end of the meeting Principal madam instructed the member secretary to call the next meeting of IQAC soon to plan out the preparation for Peer Team visit in detail.

The meeting was concluded with the thanks wishes by Dr. Ajay Sharma



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Minutes of IQAC meeting

16 February 2022

IQAC meeting was conducted today in the Principal at 4:00 pm. It was chaired by Principal Dr. Kamla Bandhu. The following members of the committee attended this meeting.

1. Dr. Kamla Bandhu - Principal and Chairperson
2. Dr. Anupama Saha - member
3. Dr. Navneet K. Verma - invited member
4. Dr. Hemlata - member
5. Dr Seema Varshney - member
6. Dr. G. V. Mishra - member
7. Dr. Gayatri Prasad - member
8. Dr. Khemraj Choudhary - member
9. Sh. Maroof Hussain - External member
10. Dr. Ajay Sharma - member Secretary

The meeting started with welcome greetings of member secretary Dr. Ajay Sharma. This meeting was called in the wake of the notification of Peer Team Visit (PTV) dates for A&A of the college by Dr. Devender Kawday Deputy Adviser, NAAC, Bangaluru. The agenda was to plan out our final preparation for the PTV. Following deliberations were made in the meeting today-

1. The date fixed for the Peer Team Visit is 21-22 March 2022. 18-19 March are the dates of HOLI festival celebration. So, Laborers and workers of restaurants and hotels will take the leave to celebrate the festival of Rangpanchami for five days after Holi and there would be problems in the hospitality of the peer team in hotel where they would stay. Besides, it would not be safe for peer team members to travel by road from Udaipur airport to Sirohiduring that period. Hence it was decided that a mail should be sent to Dr Kawday, requesting extension in PTV dates. For PTV new dates of 30-31 March to be proposed along.
2. SLQAC may also be notified regarding the final proposed dates. In that way a visit of In-house team would be planned from there.
3. Dr. Navneet Kumar Verma, senior faculty member and convener of NAAC steering committee was specially invited in this meeting. He conveyed that various committees to handle all kinds of work like presentation, welcome



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and hospitality, campus visit, transportation etc. during PTV is being formed and it would be notified to the concerned faculty members shortly.

4. The whitewashing of all the building structure has to be completed and massive cleaning of both the campus, especially the toilets, has to be done. For this, each segment of the campus would be monitored by designated faculty member and ministerial staff.
5. Banners and signage has to be fixed in open areas and building corridors.
6. All books and papers written by faculty members to be displayed properly in departments (both on display board and department file).
7. PPT of Principal and IQAC with all the achievements and other institutional details has to be finalized. Dr. G. V. Mishra will help in finalization of both the PPTs.
8. All the PPTs for all departments and committees should be in English (except for languages- Urdu, Hindi, Sanskrit) and should preferably follow the same format. All PPTs would be presented before the IQAC on the given date and time. The committee will suggest the required modifications and check the language and spelling issues.
9. As per the prospective IN-HOUSE committee feedback report the suggested measures would be undertaken.
10. All staff members will be instructed to be well versed with the college website, college self-study report and should be aware of some basic things like availability of Wi-Fi, INFLIBNET password etc.
11. All records and criteria-wise files of IQAC will be made ready by criteria in-charges of drafting committee for inspection by the Peer Team.
12. Files of Mahavidyalay Vikas Samiti and Alumni Association would also be made ready and available in IQAC room.
13. Records and files of Academic, Accounts and Established sections would also be kept updated and properly filed. The principal madam would accordingly instruct the concerned ministerial staff and Accounts officer.
14. Preparation has to be made for the interaction of Peer Team with student representative, members of alumni association, college development committee, representative from university, CCE representative and representative from local administration. All such representatives would be extended the proper invitation by the members of respective committee/ cell.
15. Alternative energy initiatives, rainwater harvesting system, waste management system and fire distinguisher has to be kept in maintained condition and ready for inspection.
16. Adequate sanitizer bottles and masks would be made available on the main gate for the benefit of students and also in each department during the PTV.
17. CCE would be requested to depute a permanent working librarian from some other college during PTV. The library has to be kept clean and ready to show



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available online facilities with internet facility. Peer team members may login to the INFLIBNET portal and may ask to show automation of Library/ process of issuing books/ accession register/ Details of Journals available. All the registers like Accession register, physical verification report, visitors' register need to be updated. The library committee and IQAC members has to ensure that the library is ready for PTV.

18. All the classrooms, smart classes, laboratories, gymnasium, sports room etc. has to be cleaned and presentable. Respective in-charges would be responsible for that. All PhD students would be instructed by research supervisors to be present on the date of departmental visit and help in the process.
19. All the achievements and awards need to be displayed on banner or boards in each department / Sports room /NCC / IQAC room with appropriate photographs. NCC, NSS, Scout, Sports committee, cultural committee, Women cell, YDC etc. will prepare the PPT and keep the documentations and files ready.
20. Any development noted after the submission of SSR will also be incorporated in the respective PPT.
21. Any suggestions proposed by any stakeholder would be implemented in the process of preparation for PTV.
22. IQAC members will keep on discussing anything other than the points deliberated in today's meeting, which can be done and would improve our endeavor to achieve a creditable grade in NAAC rating.

The meeting was concluded with the thanks by member secretary to Principal madam and all members present.



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30/02/2024 (G.M.)
Janet
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GOVERNMENT COLLEGE, SIROHI (RAJASTHAN)

NAAC "B++" Grade Accredited College

(Affiliated to M. L. Sukhadia University, Udaipur, Rajasthan)

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ACTION TAKEN REPORT

On

Decisions taken in IQAC meetings 2021-22

S. No.	Decisions taken in meetings	Action Taken
1.	SSR to be submitted before the deadline	Submitted
2.	Recheck and arrange supporting Document of SSR, its uploading on college website and generation of hyperlink	Done
3.	Helpdesk for admission	An effective helpdesk was functional during admission
4.	Continuation of online teaching tools	Implemented
5.	To establish online class lecture bank	E-content bank was established, and its link shared with students
6.	Updation of website	College website updated
7.	Campus beautification	New garden established, bushes and unwanted weeds cleared in both campuses, more plantations done.
8.	Preparation by department for PTV	Each department/ unit of the college got prepared for PTV as instructed
9.	Enhance membership of Alumni association	Done
11.	Seeking grant for repair/ civil maintenance work in various departments	Grant approved in Mahavidyalaya Vikas Samiti meeting
12.	Formation of committees / team for handling different responsibilities during PTV	Committees were formed and all committees carried out their job magnificently.
13.	SLQAC to be notified regarding	SLQAC was informed and In-house team was appointed. That team lead by Prof Kanika Sharma (retired Professor and empaneled Peer team member of NAAC) visited the college before PTV and suggested so many measure in preparation for PTV
14.	Preparation for Peer Team Visit	Every decisions taken were executed and Peer Team visit was managed commendably by designated teams/ committees of college



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