

IQAC

Minutes of Meeting

for

Academic

Session 2019-20



S.S.G. PAREEK P.G. COLLEGE



(Affiliated to the University of Rajasthan)

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Dated -18/07/2019

A meeting of IQAC Cell Committee meeting will be held on 19/07/2019 at 02:00 PM in the central hall.

All the members are requested to attend the meeting.

Agendas of the Meeting

1. To confirm the minutes of IQAC Cell committee 15/03/2019.
2. Discuss the replacement of members within the IQAC cell.
3. Review the syllabus of the entire department described by University of Rajasthan.
4. Planning of Value Added courses (VAC's) and Add on courses.
5. Planning of the Faculty Development Program for Teaching and Non-teaching faculty members.
6. Discuss about sports, cultural and women safety activity.

Co-Ordinator
IQAC, S.S.G. Pareek PG College
Jaipur (Rajasthan)
IQAC Coordinator

S.S.G. Pareek P.G. College

Copy to.....

1. Central Office (Management)
2. Secretary Office
3. Principal
4. All Committee Members

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Action taken report of IQAC meeting held on 15/03//2019.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 20/12/2018.	➤ The minutes of IQAC Cell committee Meeting held on 20/12/2018 are confirmed
2	Review the total Value added courses and add-on courses offered in this year.	➤ 8 Value added and add-on courses are offered for all UG and PG Students.
3	Review the pre-university examination.	➤ 90% students are appeared in the examination and performance of students was good.
4	Status of syllabus complete of all departments.	➤ All department syllabuses were completed on time.
5	Preparation of university examination and performance of the students.	➤ Seating charts are ready for the assigned seat for each student.
6	Review on guest lecture.	➤ Lecture on research methodology successfully conducted. ➤ Lecture on IPR (Intellectual Property Right) successfully conducted.

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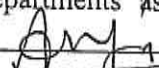


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The agenda and outcome of the IQAC Cell Committee meeting held on 18/07/2019.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 15/03/2019	➤ The minutes of IQAC Cell committee Meeting held on 15/03/2019 are confirmed.
2	Discuss the replacement of members within the IQAC cell.	➤ Selection criteria of the members for IQAC cell. ➤ Replacement process of the members.
3	Review the syllabus of the entire department described by University of Rajasthan.	➤ Any changes in the syllabus. ➤ Strategies for implementing changes.
4	Planning of Value Added courses (VAC's) and Add on courses.	➤ Value Added Course and Add-On courses plays an important role in student life, because they can learn the basic and moral values as well as new technologies those are running in current academic scenario. ➤ In the same manner of above we should plan some new Value Added Courses and Add-On courses.
5	Planning of the Faculty Development Program for Teaching and Non-teaching faculty members.	➤ Every year college organized a faculty development program for teaching and non-teaching staff. ➤ In the same manner calendar for this year faculty development program should be submit to IQAC Cell.
6	Discuss about sports, cultural and women safety activity	➤ Sports Coordinator, Cultural Activity Coordinator, NCC Coordinator and NSS Coordinator should be submit their calendar to all departments as well as IQAC Cell.

The meeting ended with a vote of thanks to the chair.


Co-Ordinator
IQAC S.S.G. Pareek P.G. College
Jaipur (Rajasthan)
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Attendance

S. No.	Name	Position	Sign
1	Professor N.M.Sharma	Chairperson	
2	Mr. Kashi Purohit	Member (Sr. Administrative Officer)	Kashi
3	Mr. Bajrang Lal Pareek	Member (Sr. Administrative Officer)	B.L. Pareek
4	Mrs. Shalini Gill Pareek	Member	Shalini
5	Mr. Amit Satrawal	Member	Amit
6	Dr. Anurag Jain	Member	Anurag
7	Mrs. Aparna Pareek	Member	Aparna
8	Mrs. Shweta Sharma	Member	Shweta Sharma
9	Mr. Satya Prakash Pareek	Member from Management	सत्य प्रकाश
10	Dr. Pramila Dubey	Member (From Local Society)	Pramila
11	Mr. Shakti Chandawat	Member	Shakti
12	Ms. Deepali Jangid	Member	Deepali
13	Ms. Jyotesh Kanwar	Member	Jyotesh
14	Ms. Ronak	Member	Ronak
15	Ms. Kirti Joon	Member	Kirti
16	Professor Anju Pareek	Coordinator	Anju

IQAC Coordinator

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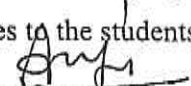
Dated -17/12/2019

A meeting of IQAC Cell Committee meeting will be held on 18/12/2019 at 01:00 PM in the central hall.

All the members are requested to attend the meeting.



Agendas of the Meeting


1. To confirm the minutes of IQAC Cell committee 19/07/2019.
2. Motivate the faculty members to publish research paper in national / international conference/UGC Care/Scopus Journals.
3. As per decided in the previous meeting Value added course and Add-on course offered so IQAC will check the status and student interest.
4. Timely collection of the feedback forms all stakeholders.
5. Field visit should be planned as per curriculum of each program.
6. Assessment report of each student of all programs should be shared to all parents of students.
7. If weak students need extra classes then remedial classes should be planned in each program.
8. Placement officer should be focus on giving more placement opportunities to the students.


Co-Ordinator
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Action taken report of IQAC meeting held on 18/07/2019.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 15/03/2019	➤ The minutes of IQAC Cell committee Meeting held on 15/03/2019 are confirmed
2	Review the syllabus of the entire department described by University of Rajasthan.	➤ Implementing revisions and improvements to syllabus based on University of Rajasthan.
3	Planning of Value Added courses (VAC's) and Add-On courses.	➤ 10 Value Added courses and 5 Add-on courses are finalized.
4	Planning of the Faculty Development Program for Teaching and Non-teaching faculty members.	➤ "ज्ञानार्जन" faculty development programmes will be decided for teaching staff. ➤ "परिमार्जन" faculty development programmes will be decided for non-teaching staff.
5	Discuss about sports, cultural and women safety activity	➤ Yearly tentative planner for Sports, Cultural and Woman safety activities submitted to IQAC.

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The agenda and outcome of the IQAC Cell Committee meeting held on 18/12/2019.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 19/07/2019.	➤ The minutes of IQAC Cell committee Meeting held on 19/07/2019 are confirmed.
2	Motivate the faculty members to publish research paper in national / international conference UGC Care/Scopus Journals.	➤ The chairperson of IQAC tells the importance of research paper publish in national / international conference / UGC Care/Scopus Journals to all the members of IQAC. ➤ Publishing research papers in conferences can enhance faculty members credentials when they are being considered for promotions, tenure, or other career advancements. It demonstrates their commitment to scholarship and their ability to engage with the broader academic community.
3	As per decided in the previous meeting Value added course and Add-on course offered so IQAC will check the status and student interest.	➤ Many Value added and Add-on courses are offered in the college. Student participation is also good in all courses.
4	Timely collection of the feedback forms all stakeholders.	➤ IQAC nominated a one teaching faculty member and one non-teaching member from all departments for collecting the feedback forms from all stakeholders (Students, Faculty, Alumni, Employers, and Parents).
5	Field visit should be planned as per curriculum of each program.	➤ Field visit are maximize their impact on institutional quality. ➤ Collaboration with the companies and institutions.

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6	Assessment report of each student of all program should be shared to all parents of students.	➤ Sharing assessment reports of each student with their parents can be a valuable initiative.
7	If weak students need extra classes then remedial classes should be planned in each program.	➤ Remedial classes can provide targeted support to help struggling students improve their understanding and performance in their studies.
8	Placement officer should be focus on giving more placement opportunities to the students.	➤ Placements take important place for the students.

The meeting ended with a vote of thanks to the chair.

Co-Ordinator

IQAC, S.S.G. Pareek PG College
Jaipur (Rajasthan)

IQAC Coordinator

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2	Mr. Kashi Purohit	Member (Sr. Administrative Officer)	Kashi
3	Mr. Bajrang Lal Pareek	Member (Sr. Administrative Officer)	B.L. Pareek
4	Mrs. Shalini Gill Pareek	Member	Shalini
5	Mr. Amit Satrawal	Member	Amit
6	Dr. Anurag Jain	Member	Anurag
7	Mrs. Aparna Pareek	Member	Aparna
8	Mrs. Shweta Sharma	Member	Shweta
9	Mr. Satya Prakash Pareek	Member from Management	Satya
10	Dr. Pramila Dubey	Member (From Local Society)	Pramila
11	Mr. Shakti Chandawat	Member	Shakti
12	Ms. Deepali Jangid	Member	Deepali
13	Ms. Jyotesh Kanwar	Member	Jyotesh
14	Ms. Ronak	Member	Ronak
15	Ms. Kirti Joon	Member	Kirti
16	Professor Anju Pareek	Coordinator	Anju

IQAC Coordinator

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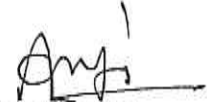
Dated -04/03/2020

A meeting of IQAC Cell Committee meeting will be held on 05/03/2020 at 01:30 PM in the IQAC cell office.

All the members are requested to attend the meeting.



Agendas of the Meeting


1. To confirm the minutes of IQAC Cell committee 18/12/2019.
2. Review the preparation of examination.
3. Analysis the performance of students in Add-on and Value Added courses.
4. All department heads should take a feedback from students regarding syllabus coverage.
5. Planning and execution of pending outreach and execution activities.
6. Placements officer should be provide more opportunities to the students.
7. Review the waste management system and MOU's with vendors.
8. Execution of faculty development program for teaching & non-teaching.


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Action taken report of IQAC meeting held on 18/12/2019.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 19/07/2019.	➤ The minutes of IQAC Cell committee Meeting held on 18/12/2019 are confirmed
2	Motivate the faculty members to publish research paper in national / international conference UGC Care/Scopus Journals.	➤ Provide training and mentorship to help faculty members improve their research and writing skills. ➤ Offer resources and support to facilitate the research and publication process. This could include access to databases, funding for conference registration fees or travel expenses, assistance with manuscript preparation, and guidance on selecting reputable conferences.
3	As per decided in the previous meeting Value added course and Add-on course offered so IQAC will check the status and student interest.	➤ Evaluating the existing value-added courses offered at the institution. This assessment should include reviewing the course content, relevance to student's academic and career goals, enrolment rates, student feedback, and any available data on the outcomes of these courses.
4	Timely collection of the feedback forms all stakeholders.	➤ All nominated members from all departments submit the collected feedback forms to IQAC.
5	Field visit should be planned as per curriculum of each program.	➤ Carrier Midea India Pvt. Ltd. field visit done as per the program. ➤ Report of field visit submitted to the IQAC cell.
6	Assessment report of each student of all programs should be shared to all parents of students.	➤ PTM conducted and assessment reports shared with the parents and IQAC cell.

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		<ul style="list-style-type: none">➤ Providing parents with detailed information about their child's academic performance, strengths and area for improvement.
7	If weak students need extra classes then remedial classes should be planned in each program.	<ul style="list-style-type: none">➤ Time table changed for the weak students.➤ Extra notes and question papers will arranged for the remedial classes.
8	Placement officer should be focus on giving more placement opportunities to the students.	<ul style="list-style-type: none">➤ Enviro Lab and HPM campus drive done and the name of next companies will be submitted soon.

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The agenda and outcome of the IQAC Cell Committee meeting held on 05/03/2020.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 18/12/2019.	<ul style="list-style-type: none">➤ The minutes of IQAC Cell committee Meeting held on 18/12/2019 are confirmed.
2	Review the preparation of examination.	<ul style="list-style-type: none">➤ The chairperson of IQAC reviews the preparation of examination.➤ Effective preparation for university examinations requires a combination of strategic planning, active engagement
3	Analysis the performance of students in Add-on and Value Added courses.	<ul style="list-style-type: none">➤ Understanding the effectiveness of these courses in enhancing students' skills and competencies beyond their regular curriculum.➤ Assess the long-term impact of these courses on student's careers and personal development.
4	All department heads should take a feedback from students regarding syllabus coverage.	<ul style="list-style-type: none">➤ Reach out to faculty members in each department to inquire about the progress of syllabus complete.➤ The chairperson of IQAC review completing the syllabus ensures that students are exposed to all the essential topics and concepts necessary for their academic and professional development.
5	Planning and execution of pending outreach and execution activities.	<ul style="list-style-type: none">➤ Assess the status of each activity, identifying what has been completed and what remains pending.➤ Determine the resources required for executing the pending activities, including human resources, finances, infrastructure, and materials.

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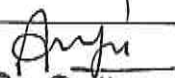
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6	Placements officer should be provide more opportunities to the students.	<ul style="list-style-type: none">➤ Placement officer plays a vital role in providing more opportunities for students, which is essential for the students.➤ To assess the effectiveness of placement activities, it's essential to track outcomes such as placement rates, student satisfaction, employer feedback, and long-term career success.
7	Review the waste management system and MOU's with vendors.	<ul style="list-style-type: none">➤ Assessing the current waste management practices within the institution.➤ Review the existing Memoranda of Understanding (MOUs) or contracts with waste management vendors, service providers, or recycling partners. Assess the terms and conditions, service levels, pricing structures, performance metrics, and responsibilities outlined in the agreements.
8	Execution of faculty development program for teaching & non-teaching.	<ul style="list-style-type: none">➤ Every year college organized a faculty development program for teaching and non-teaching staff.➤ Collaborate with academic experts, industry professionals, and internal stakeholders to develop curriculum, learning materials, and delivery methods that are relevant, engaging, and effective.

The meeting ended with a vote of thanks to the chair.


Co-Ordinator
IQAC, S.S.G. Pareek PG College
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7	Mrs. Aparna Pareek	Member	Aparna
8	Mrs. Shweta Sharma	Member	Shweta
9	Mr. Satya Prakash Pareek	Member from Management	Satya Prakash
10	Dr. Pramila Dubey	Member (From Local Society)	Pramila Dubey
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14	Ms. Ronak	Member	Ronak
15	Ms. Kirti Joon	Member	Kirti
16	Professor Anju Pareek	Coordinator	Anju

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