

**IQAC**  
**Minutes of Meeting**  
**for**  
**Academic**  
**Session 2022-23**



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



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## CIRCULAR


Dated -19/08/2022

A meeting of IQAC Cell Committee meeting will be held on 20/08/2022 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 16/04/2022.
2. Discuss the replacement of members within the IQAC cell.
3. Review the new Add-on and Value-Added courses.
4. Recruitment of new teaching faculty as per the requirement given by all HOD's.
5. Timely conducting orientation program/FDP on outcome base education (OBE) for teaching members.
6. Discussion with all Head of Department for competitive examination classes for UG and PG students.
7. Schedule and submit the calendar of extension and outreach activities.

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



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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 16/04/2022.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 15/12/2021.	➤ The minutes of IQAC Cell committee Meeting held on 15/12/2021 are confirmed.
2	Timely submission of course files of all faculty members.	➤ Organize workshops or training sessions to equip faculty members with the necessary skills and resources to prepare their course files efficiently. ➤ IQAC can implement a system for monitoring the submission of course files, tracking deadlines and following up with faculty members who have not submitted their files on time. ➤ IQAC can analyse data on course file submission rates over time to identify trends, patterns, and areas for improvement.
3	Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.	➤ IQAC collects, manages, and analyses the submitted papers to generate reports on faculty research productivity, trends in publication output, and areas of research strength or weakness within the institution. ➤ Submit all papers to IQAC involve a combination of policy development, communication, support services, monitoring, and data analysis to ensure compliance and leverage faculty research output for institutional improvement.
4	Review the Add-on and Value-Add courses those are offered to the students.	➤ Evaluating the existing value-added courses offered at the institution. This assessment should include reviewing

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		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.
5	Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.	➤ Successfully feedback collected and submitted to IQAC. IQAC Analysis all collected responses and submit report timely.

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The agenda and outcome of the IQAC Cell Committee meeting held on 20/08/2022.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 16/04/2022.	<ul style="list-style-type: none"><li>➤ The minutes of IQAC Cell committee Meeting held on 16/04/2022 are confirmed.</li></ul>
2	Discuss the replacement of members within the IQAC cell.	<ul style="list-style-type: none"><li>➤ Selection criteria of the members for IQAC cell.</li><li>➤ Replacement process of the members.</li><li>➤ Institutions can ensure a systematic and effective process for replacing members within the IQAC cell, thereby strengthening their capacity for quality assurance and institutional improvement.</li></ul>
3	Review the new Add-on and Value-Added courses.	<ul style="list-style-type: none"><li>➤ Evaluate the flexibility of these courses in terms of scheduling and access.</li><li>➤ New add-on and value-added courses can be a valuable exercise to assess their relevance, quality, and potential benefits to learners.</li></ul>
4	Recruitment of new teaching faculty as per the requirement given by all HOD's.	<ul style="list-style-type: none"><li>➤ As per calculated teaching load in all departments required new faculty members they should submit their requirement to IQAC.</li><li>➤ As per new faculty requirement received IQAC will sanctioned the teaching and non-teaching posts.</li></ul>
5	Timely conducting orientation program/FDP on outcome base education (OBE) for teaching members.	<ul style="list-style-type: none"><li>➤ Every year college organized a faculty development program for teaching and non-teaching staff.</li><li>➤ In the same manner calendar for this year faculty development program should be submit to IQAC Cell.</li></ul>

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## Attendance

S. No.	Name	Position	Sign
1	Professor N.M.Sharma	Chairperson	
2	Mr. Laxmi Kant Pareek	Member(Sr. Administrative Officer)	
3	Mr. Gaurav Pareek	Member(Sr. Administrative Officer)	
4	Dr. Meghana Pareek	Member	
5	Dr. Mahesh Kumar Bhimwal	Member	
6	Dr. Rajneesh Kumar Mishra	Member	
7	Ms. Gixy Joon	Member	
8	Dr. Yogita Tyagi	Member	
9	Mr. Budhi Prakash Pareek	Member from Management	
10	Mr. Devendra Soni	Member (From Local Society)	
11	Abhinav Pareek	Member	
12	Khushi Dhankar	Member	
13	Ms. Jyotesh Kanwar	Member	
14	Ms. Deepali Jangid	Member	
15	Ms. Kirti Joon	Member	
16	Professor Anju Pareek	Coordinator	

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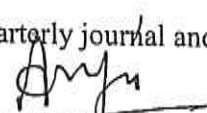
Dated -16/12/2022

A meeting of IQAC Cell Committee meeting will be held on 17/12/2022 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 20/08/2022.
2. Review the syllabus coverage.
3. Planning for the quality placement platform for UG and PG students.
4. Green audit and environment audit.
5. Motivation of all faculty members to publish their research work in quarterly journal and National/International conferences.


  
Co-Ordinator  
IQAC, S.S.G. Pareek PG College  
Jaipur (Rajasthan)  
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Action taken report of IQAC meeting held on 20/08/2022.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 16/04/2022.	➤ The minutes of IQAC Cell committee Meeting held on 16/04/2022 are confirmed.
2	Discuss the replacement of members within the IQAC cell.	➤ Clear selection criteria are established for new members of the IQAC. ➤ New members are integrated into the IQAC, and efforts are made to foster collaboration and teamwork among all members.
3	Review the new Add-on and Value-Added courses.	➤ 17 Value-Added and 13 Add-on courses finalized and report submit to the IQAC cell.
4	Recruitment of new teaching faculty as per the requirement given by all HOD's.	➤ All Recruitments and selection process completed.
5	Timely conducting orientation program/FDP on outcome base education (OBE) for teaching members.	➤ "ज्ञानार्जन" faculty development programmes will be decided for teaching staff. ➤ "परिमार्जन" faculty development programmes will be decided for non-teaching staff. ➤ Schedule for orientation program will decided and report submit to the

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		IQAC cell.
6	Discussion with all Head of Department for competitive examination classes for UG and PG students.	<ul style="list-style-type: none"><li>➤ Identified and allocated faculty members with expertise in relevant subjects to conduct the classes.</li><li>➤ Procured necessary materials and resources, including study materials, practice tests, and online resources.</li><li>➤ Organized orientation sessions for students to introduce them to the competitive examination classes and clarify expectations.</li></ul>
7	Schedule and submit the calendar of extension and outreach activities.	<ul style="list-style-type: none"><li>➤ Establish a committee within the IQAC responsible for developing the calendar.</li><li>➤ Coordinate with the academic calendar to schedule the extension and outreach activities and calendar submitted to IQAC Cell.</li></ul>

  
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S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 20/08/2022.	<ul style="list-style-type: none"><li>➤ The minutes of IQAC Cell committee Meeting held on 20/08/2022 are confirmed.</li></ul>
2	Review the syllabus coverage.	<ul style="list-style-type: none"><li>➤ Reach out to faculty members in each department to inquire about the progress of syllabus coverage.</li><li>➤ The chairperson of IQAC review the course outlines or syllabi for each department's courses to determine which topics have been covered and which are yet to be addressed.</li></ul>
3	Planning for the quality placement platform for UG and PG students.	<ul style="list-style-type: none"><li>➤ The chairperson of IQAC clearly defines the objectives of the placement platform.</li><li>➤ Provide personalized career counselling and guidance to students. This includes resume building workshops, mock interviews, personality assessments, and one-on-one counselling sessions to help students explore career options and make informed decisions.</li><li>➤ Placement officer should submit a yearly placement calendar to IQAC as well as department heads.</li></ul>
4	Green audit and environment audit.	<ul style="list-style-type: none"><li>➤ Green Audit focuses on assessing and improving environmental performance within the institution. It involves evaluating energy consumption, waste management practices, water usage, and the institution's overall carbon footprint.</li></ul>

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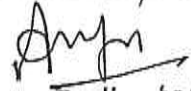
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		<ul style="list-style-type: none"><li>➤ Identify areas where the institution can reduce its environmental impact and achieve resource efficiency.</li></ul>
5	Motivation of all faculty members to publish their research work in quarterly journal and National / International conferences.	<ul style="list-style-type: none"><li>➤ The chairperson of IQAC tells the importance of research paper publish in National/International Conferences to all the members of IQAC.</li><li>➤ Publishing research papers in conferences can enhance faculty member's 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.</li></ul>


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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## Attendance

S. No.	Name	Position	Sign
1	Professor N.M.Sharma	Chairperson	
2	Mr. Laxmi Kant Pareek	Member(Sr. Administrative Officer)	
3	Mr. Gaurav Pareek	Member(Sr. Administrative Officer)	
4	Dr. Meghana Pareek	Member	
5	Dr. Mahesh Kumar Bhimwal	Member	
6	Dr. Rajneesh Kumar Mishra	Member	
7	Ms. Gixy Joon	Member	
8	Dr. Yogita Tyagi	Member	
9	Mr. Budhi Prakash Pareek	Member from Management	
10	Mr. Devendra Soni	Member (From Local Society)	
11	Abhinav Pareek	Member	
12	Khushi Dhankar	Member	
13	Ms. Jyotesh Kanwar	Member	
14	Ms. Deepali Jangid	Member	
15	Ms. Kirti Joon	Member	
16	Professor Anju Pareek	Coordinator	

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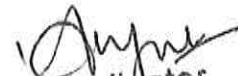
Dated -17/03/2023

A meeting of IQAC Cell Committee meeting will be held on 18/03/2023 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 17/12/2022.
2. Timely submission of course files of all faculty members.
3. Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.
4. Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.
5. Planning of Alumni-Meet and interaction with present students.

  
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IQAC Coordinator

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S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 20/08/2022.	➤ The minutes of IQAC Cell committee Meeting held on 20/08/2022 are confirmed.
2	Review the syllabus coverage.	➤ Reviewing course outlines, curriculum documents, teaching schedules, and feedback from faculty members and students. ➤ Identify any gaps or challenges in syllabus coverage, such as outdated content, insufficient time allocation, lack of resources, or inconsistencies across courses and departments.
3	Planning for the quality placement platform for UG and PG students.	➤ ICICI Bank, Axis Bank, ICICI Prudential Life Insurance campus drive done and the name of next companies will be submitted soon.
4	Green audit and environment audit.	➤ Conducting energy audits to identify areas for improvement and prioritize energy-saving measures. ➤ Implementing comprehensive waste segregation and recycling programs across campus. ➤ Providing recycling bins in all buildings and public spaces, along with educational campaigns to promote proper waste disposal practices.
5	Motivation of all faculty members to publish their research work in quarterly journal and National / International conferences.	➤ Provide training and mentorship to help faculty members improve their research and writing skills.

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		<p>➤ 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.</p>
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S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 17/12/2022.	<ul style="list-style-type: none"><li>➤ The minutes of IQAC Cell committee Meeting held on 17/12/2022 are confirmed.</li></ul>
2	Timely submission of course files of all faculty members.	<ul style="list-style-type: none"><li>➤ Emphasize the significance of timely submission of course files in upholding the standards of academic excellence and fulfilling the institution's commitment to quality education.</li><li>➤ Highlight the relevance of timely submission of course files in meeting accreditation standards and compliance requirements.</li></ul>
3	Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.	<ul style="list-style-type: none"><li>➤ IQAC plays a crucial role in ensuring the quality of academic activities within the institution. By collecting and reviewing papers published by faculty members in reputable journals indexed in UGC Care and presented at recognized conferences, IQAC can assess the quality and relevance of the research output.</li><li>➤ Submission of papers to IQAC can contribute to the institution's accreditation processes and rankings.</li><li>➤ Requiring faculty members to submit papers published in UGC Care and National/International conferences to IQAC benefits the institution by enhancing quality assurance, monitoring and evaluation, accreditation and ranking, strategic planning, and intellectual property management.</li></ul>

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4	Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.	➤ IQAC will analysis all feedbacks received by all stakeholders and IQAC also prepare the Action Taken Report of analysis report.
5	Planning of Alumni-Meet and interaction with present students.	➤ The chairperson of IQAC Identify the primary objectives of organizing the alumni meet and interaction with current students. These objectives could include fostering a sense of belonging among alumni, providing networking opportunities, sharing experiences and insights, and enhancing the overall academic and professional development of current students. ➤ Set a date and venue for the alumni meet, considering factors such as accessibility, convenience, and availability of resources. ➤ Design engaging activities and icebreakers to facilitate meaningful interactions between alumni and current students.

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

Co-Ordinator

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3	Mr. Gaurav Pareek	Member(Sr. Administrative Officer)	
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12	Khushi Dhankar	Member	
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14	Ms. Deepali Jangid	Member	
15	Ms. Kirti Joon	Member	
16	Professor Anju Pareek	Coordinator	

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