

IQAC
Minutes of Meeting
for
Academic
Session 2018-19



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



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CIRCULAR

Dated -13/08/2018

A first meeting of IQAC Cell Committee meeting will be held on 18/08/2018 at 02:00 PM in the central hall.

All the members are requested to attend the meeting.

Agendas of the Meeting

1. Explain the objective of IQAC Cell to all members
2. Discussion of vision & mission of IQAC Cell
3. Total department total teaching load
4. New Faculty requirement as per calculated teaching load in agenda number 3
5. Planning of Value Added courses (VAC's)
6. Review the academic and physical facility of the college
7. Placement Calendar for new academic sessions
8. Planning of the Faculty Development Program for Teaching and Non-teaching faculty members
9. Discuss about sports, cultural and women safety activity

Co-Ordinator
IQAC, S.S.G. Pareek P.G. 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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The agenda and outcome of the IQAC Cell Committee meeting held on 18/08/2018.

S. No.	Agenda	Discussion
1	Explain the objective of IQAC Cell to all members	<ul style="list-style-type: none">➤ Formation of IQAC was completed in month of July, 2018.➤ IQAC constituted an objective and function. IQAC Coordinator explains the all objective to other members of IQAC.
2	Discussion of Vision & Mission of IQAC Cell	<ul style="list-style-type: none">➤ The chairperson of IQAC elaborates the Vision and Mission of IQAC Cell to all members. As well as the future importance of IQAC Cell.
3	Total department total teaching load	<ul style="list-style-type: none">➤ In the current session college have five departments, Department of Arts, Department of Commerce & Management, Department of Science and, Department of Computer Application.➤ All department head should calculate the total teaching load of the department and they have to submit it in IQAC Cell.
4	New Faculty requirement as per calculated teaching load in agenda number 3	<ul style="list-style-type: none">➤ As per calculated teaching load in agenda number 3, if any department required new faculty members they should submit their requirement to IQAC.➤ As per new faculty requirement received IQAC will sanctioned the teaching and non-teaching posts.
5	Planning of Value Added courses (VAC's)	<ul style="list-style-type: none">➤ Value Added Course 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.

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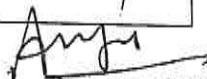
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6	Review the academic and physical facility of the college	<ul style="list-style-type: none">➤ As we know that college established in year 1955.➤ Current Teaching Practices have many tools like online as well as offline.➤ So, we should review the academic facility as per current teaching scenario.➤ IQAC instruct the maintenance officer to review the all physical facilities and submit report to IQAC Cell.
7	Placement Calendar for new academic sessions	<ul style="list-style-type: none">➤ Placement cell plays as important role in college enrolled students.➤ College provides many placement platforms to students. So, placement officer should submit a yearly placement calendar to IQAC as well as department heads.
8	Planning of the Faculty Development Program for Teaching and Non-teaching faculty members.	<ul style="list-style-type: none">➤ 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.
9	Discuss about sports, cultural and women safety activity	<ul style="list-style-type: none">➤ Sports Coordinator, Cultural Activity Coordinator, NCC Coordinator and NSS Coordinator should be submit their calendar to all departments as well as IQAC Cell.

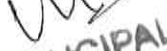
The meeting ended with a vote of thanks to the chair.


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

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Attendance

S.No.	Name of the Members	Position	Sign
1	Dr. (Prof) N.M. Sharma	Chairperson	
2	Dr. Meghna Pareek	Member	
3	Dr. Mahesh Kumar Bhimwal	Member	
4	Dr. Rajneesh Kumar Mishra	Member	
5	Mrs. Gixy Joon	Member	
6	Dr. O.P. Nair	Member	O. P. Nair.
7	Dr. Yogita Tyagi	Member	
8	Dr. K.K. Sharma	Member	
9	Dr. Anju Pareek	IQAC Coordinator	

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Dated -19/12/2018

A meeting of IQAC Cell Committee meeting will be held on 20/12/2018 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 18/08/2018.
2. Review the research facility in the campus.
3. Value added courses offered.
4. Motivate the faculty members to publish research paper in national / international conference.
5. Status of syllabus coverage of all departments.
6. As per decided in the previous meeting Value added course and Ad-on course offered so IQAC will check the status and student interest.
7. Next placement planner.
8. Review the class test and mid-term test/seminar/workshop/conference/international conference/webinar.

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Action taken report of IQAC meeting held on 18/08/2018.

S. No.	Agenda	Action Taken
1	Explain the objective of IQAC Cell to all members	➤ IQAC objectives copy handover to all IQAC members.
2	Discussion of Vision & Mission of IQAC Cell	➤ IQAC Vision and Mission are framed and supplied a copy to all IQAC members.
3	Total department total teaching load	➤ All department head calculated the total teaching load of the department and submitted a copy to IQAC Cell.
4	New Faculty requirement as per calculated teaching load in agenda number 3	➤ All Recruitments and selection process completed.
5	Planning of Value Added courses (VAC's)	➤ Basic computer, Digital Marketing, Yoga and Meditation, Journalism News Writing, Role of leadership in organizational effectiveness, Water Quality Analysis these courses are finalized.
6	Review the academic and physical facility of the college	➤ Current Teaching Practices tools established online as well as offline. ➤ The maintenance officer reviewed the all physical facilities and submits report to IQAC Cell.
7	Placement Calendar for new academic sessions	➤ Tata Motors and MetLife insurance planned for campus drive and the name of next companies will be submitted soon.
8	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.
9	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 20/12/2018.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 18/08/2018.	➤ The minutes of IQAC Cell committee Meeting held on 18/08/2018 are confirmed.
2	Review the research facility in the campus.	➤ The chairperson of IQAC reviews the research facility in the campus. As well as the future importance of research.
3	Value added courses offered.	➤ In the current session college have finalized these value added course. Like:-Basic computer, Digital Marketing, Yoga and Meditation, Journalism News Writing, Role of leadership in organizational effectiveness, Water Quality Analysis.
4	Motivate the faculty members to publish research paper in national / international conference.	➤ The chairperson of IQAC tells the importance of research paper publish in national / international conference to all the members of IQAC. ➤ 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.
5	Status of syllabus coverage of all departments.	➤ Reach out to faculty members in each department to inquire about the progress of syllabus coverage.

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		<ul style="list-style-type: none">➤ 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.
6	As per decided in the previous meeting Value added course and Add-on course offered so IQAC will check the status and student interest.	<ul style="list-style-type: none">➤ Many Value added and Add-on courses are offered in the college. Student participation is also good in all courses.
7	Next placement planner.	<ul style="list-style-type: none">➤ The chairperson of IQAC discuss with the placement officer next placement schedule.➤ Placement officer should submit a yearly placement calendar to IQAC as well as department heads.
8	Review the class test and mid-term test/seminar/workshop/conference/international conference/webinar.	<ul style="list-style-type: none">➤ The chairperson of IQAC discusses reviewing these tests allow students to reflect on their understanding of recent course material.➤ Mid-term tests are more comprehensive assessments conducted midway through the academic term. Reviewing these tests serves a similar purpose to reviewing class tests but on a broader scale.➤ Reviewing seminars and workshops allows participants to consolidate their learning and reflect on how the new knowledge or skills can be applied in their academic or professional pursuits.➤ Conferences provide platforms for researchers, academics, and professionals to share their latest findings, insights, and innovations within their respective fields.

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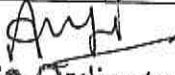
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		➤ Webinars offer a convenient and accessible means of accessing educational content remotely.
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The meeting ended with a vote of thanks to the chair.


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2	Dr. Meghna Pareek	Member	
3	Dr. Mahesh Kumar Bhimwal	Member	
4	Dr. Rajneesh Kumar Mishra	Member	
5	Mrs. Gixy Joon	Member	
6	Dr. O.P. Nair	Member	
7	Dr. Yogita Tyagi	Member	
8	Dr. K.K. Sharma	Member	
9	Dr. Anju Pareek	IQAC Coordinator	

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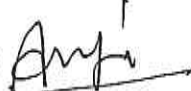
Dated -14/03/2019

A meeting of IQAC Cell Committee meeting will be held on 15/03/2019 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 20/12/2018.
2. Review the total Value added courses and ad-on courses offered in this year.
3. Review the pre-university examination.
4. Status of syllabus complete of all departments.
5. Preparation of university examination and performance of the students.
6. Review on guest lecture.


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Action taken report of IQAC meeting held on 20/12//2018.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 18/08/2018.	➤ The minutes of IQAC Cell committee Meeting held on 18/08/2018 are confirmed.
2	Review the research facility in the campus.	➤ Create a committee comprising relevant such as faculty members, researchers, administrators, and technical staff. This ensures diverse perspectives and expertise in assessing different aspects of the facility.
3	Value added courses offered.	➤ 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	Motivate the faculty members to publish research paper in national / international conference.	➤ 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.

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5	Status of syllabus coverage of all departments.	<ul style="list-style-type: none">➤ 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.
6	As per decided in the previous meeting Value added course and Add-on course offered so IQAC will check the status and student interest.	<ul style="list-style-type: none">➤ Many Value added and Add-on courses are offered in the college. Student participation is also good in all courses.
7	Next placement planner.	<ul style="list-style-type: none">➤ Tata Motors and MetLife insurance campus drive done and the name of next companies will be submitted soon.
8	Review the class test and mid-term test/seminar/workshop/conference/international conference/webinar.	<ul style="list-style-type: none">➤ Class test and mid-term test done timely.➤ Assessment of class test and mid-term test will be done and report submitted to IQAC cell.

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The agenda and outcome of the IQAC Cell Committee meeting held on 15/03/2019.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 20/12/2018.	<ul style="list-style-type: none">➤ 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.	<ul style="list-style-type: none">➤ All department Head and Professors should be design required Add-on courses and Value added courses.
3	Review the pre-university examination.	<ul style="list-style-type: none">➤ The chairperson of IQAC reviews the pre-university examination.➤ Review the assessment methods used in the examination. Are they varied and comprehensive enough to assess different types of knowledge and skills, including critical thinking, problem-solving, and application of concepts.
4	Status of syllabus complete of all departments.	<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	Preparation of university examination and performance of the students.	<ul style="list-style-type: none">➤ The chairperson of IQAC reviews the seating arrangements for the examination.➤ Effective preparation for university examinations requires a combination of strategic planning, active engagement.

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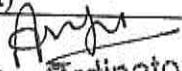
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6	Review on guest lecture.	<ul style="list-style-type: none">➤ Planning of export lecture on research methodology.➤ Lecture on IPR (Intellectual Property Right)
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The meeting ended with a vote of thanks to the chair.


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