

IQAC
Minutes of Meeting
for
Academic
Session 2020-21



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



(Affiliated to the University of Rajasthan)

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Dated -19/10/2020

A meeting of IQAC Cell Committee meeting will be held on 20/10/2020 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 05/03/2020.
2. Discuss the replacement of members within the IQAC cell.
3. Stricly follow the Covid-19 guidelines in the college campus.
4. Online teaching pratices.
5. Use of teaching tools.
6. Classes of experts in all the departments.
7. Discussion on annual gender sensitization planner.
8. Focus on outreach activities.

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 05/03//2020.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 18/12/2019.	➤ The minutes of IQAC Cell committee Meeting held on 18/12/2019 are confirmed
2	Review the preparation of examination.	➤ Students performance was analysis and IQAC observe that many students are performed good and attendance in Pre University Examination was also good.
3	Analysis the performance of students in Add-on and Value Added courses.	➤ In this year more than 80% students are enrolled and Add-on and Value-added courses and around 77% students was successfully completed.
4	All department heads should take a feedback from students regarding syllabus coverage.	➤ All department syllabuses were completed on time.
5	Planning and execution of pending outreach and execution activities.	➤ Institutions can effectively plan and execute pending outreach and execution activities. ➤ Maintain comprehensive documentation of all outreach and execution activities, including plans, schedules, budgets, reports, and evaluations and submitted to IQAC cell.
6	Placements officer should be provide more opportunities to the students.	➤ Collaboration between academia and industry is done for promoting innovation, knowledge exchange, and workforce development.
7	Review the waste management system and MOU's with vendors.	➤ College management was successfully organized many cleanliness drives and awareness session on waste management as well as 2 MOU was signed with

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		Vendors for collection of Solid and E-Waste.
8	Execution of faculty development program for teaching & non-teaching.	<ul style="list-style-type: none">➤ Faculty development program for teaching and non-teaching staff successfully done.➤ In the same manner calendar and reports for this year faculty development program should be submit to IQAC Cell.

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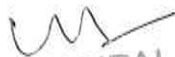
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The agenda and outcome of the IQAC Cell Committee meeting held on 20/10/2020.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 05/03/2020.	➤ The minutes of IQAC Cell committee Meeting held on 05/03/2020 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	Strictly follow the Covid-19 guidelines in the college campus.	➤ The foremost priority is the health and safety of everyone within the college. ➤
4	Online teaching practices.	➤ How to provide training and support for faculty to effectively utilize educational technology tools, ensuring they can navigate platforms like Learning Management Systems (LMS), video conferencing software, and online assessment tools. ➤ Discuss strategies for designing and developing online courses that are well-structured, accessible, and aligned with learning objectives. ➤ The importance of fostering student engagement and interaction in online learning environments.
5	Use of teaching tools.	➤ The use of teaching tools plays a pivotal role in facilitating effective instruction and enhancing student engagement in both traditional and online learning environments. ➤ Incorporating teaching tools into instructional practices can enrich the learning experience, cater to diverse learning preferences, and promote

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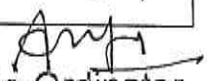
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		active engagement and academic success among students
6	Classes of experts in all the departments.	<ul style="list-style-type: none">➤ Classes or sessions with experts in various departments are a valuable strategy for enhancing the quality and effectiveness of an educational institution's operations, as well as for enriching the experiences of faculty and students.➤ By engaging with experts from diverse fields, faculty members can gain insights into interdisciplinary connections, emerging trends, and interdisciplinary research opportunities, enriching their teaching and scholarly activities.
7	Discussion on annual gender sensitization planner.	<ul style="list-style-type: none">➤ Due to Covid-19 first wave many annual gender base activities was not conducted from July to till date so Woman cell should plan all activity and also frame a sensitization planner.
8	Focus on outreach activities.	<ul style="list-style-type: none">➤ Outreach activities help promote the institution's mission, values, and contributions to society, while also providing opportunities for collaboration, mutual learning, and social impact.


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


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IQAC Coordinator

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Dated -20/01/2021

A meeting of IQAC Cell Committee meeting will be held on 21/01/2021 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 meeting held on committee 20/10/2020.
2. Motivate the faculty members to publish research paper in national / international conference/UGC Care/Scopus Journals.
3. Timely collection of the feedback forms all stakeholders.
4. Assessment report of each student of all programs should be shared to all parents of students.
5. If weak students need extra classes then remedial classes should be planned in each program.
6. Review the HR policy.
7. Strictly follow the Covid-19 appropriate behaviour.

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Action taken report of IQAC meeting held on 20/10/2020.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 05/03/2020.	➤ The minutes of IQAC Cell committee Meeting held on 05/03/2020 are confirmed
2	Strictly follow the Covid-19 guidelines in the college campus.	➤ Collaboration with local health authorities can provide valuable guidance and support in implementing effective COVID-19 mitigation strategies. ➤ Implement mask mandates for indoor spaces, included classrooms, libraries, and common area as recommended by health authorities.
3	Online teaching practices.	➤ Evaluate and upgrade the institution's technology infrastructure to support online teaching and learning, including reliable internet connectivity, learning management systems (LMS), video conferencing tools, and online assessment platforms. ➤ Implement and enhance online teaching practices, fostering student engagement, learning outcomes, and institutional excellence in online education.
4	Use of teaching tools.	➤ College can effectively implement and leverage teaching tools to create dynamic, engaging, and inclusive learning environments that empower students and support faculty in achieving their educational goals.
5	Classes of experts in all the departments.	➤ Develop a schedule for classes with experts, ensuring regular sessions throughout the academic year. ➤ Reports of each department classes submitted to the IQAC cell.

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6	Discussion on annual gender sensitization planner.	➤ Woman cell successfully design the Annual Gender Sensitization Plan.
7	Focus on outreach activities.	➤ Develop a calendar of outreach events and activities. ➤ Calendars of each department submitted to the IQAC cell. ➤ Regularly monitor and evaluate the effectiveness of outreach activities, collecting feedback from participants and stakeholders to inform continuous improvement efforts.

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The agenda and outcome of the IQAC Cell Committee meeting held on 21/01/2021.

S. No.	Agenda	Discussion
1	To confirm the minutes of meeting held on committee 20/10/2020.	➤ The minutes of IQAC Cell committee Meeting held on 20/10/2020 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 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.
3	Timely collection of the feedback forms all stakeholders.	➤ As previous year members was nominated for collection of feedbacks from all stakeholders. So feedback committee decide that response should be collected from same persons.
4	Assessment report of each student of all programs should be shared to all parents of students.	➤ Sharing assessment reports of each student with their parents can be a valuable initiative.
5	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.

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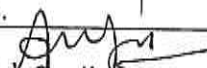
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
6	Review the HR policy.	➤ HR Policy should be review by management and central leadership.
7	Strictly follow the Covid-19 appropriate behavior.	➤ Physical Trainer Instructor and other department coordinator should be strictly following the covid-19 guidelines.

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


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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	Dr. Vinita Choudhary	Member	
5	Dr. Kulvinder Singh	Member	
6	Ms. Ati Jain	Member	
7	Ms. Iram Sahar	Member	
8	Dr. Shweta Jaiman	Member	
9	Mr. Satya Prakash Pareek	Member from Management	S.P. Pareek
10	Dr. Vijay Laxmi Pareek	Member (From Local Society)	
11	Mr. Aniket Pareek	Member	
12	Mr. Ayush Dadhich	Member	
13	Ms. Deepali Jangid	Member	
14	Mr. Priyank	Member	
15	Ms. Kirti Joon	Member	
16	Professor Anju Pareek	Coordinator	

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Dated -12/03/2021

A meeting of IQAC Cell Committee meeting will be held on 13/03/2021 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 meeting held on 21/01/2021.
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. Career counselling activities for all UG and PG students.
7. Focus on research /placement/field visit collaboration activities.
8. Timely complete the all pending FDP and activities.

Co-Ordinator

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Action taken report of IQAC meeting held on 21/01/2021.

S. No.	Agenda	Action Taken
1	To confirm the minutes of meeting held on committee 20/10/2020.	➤ The minutes of IQAC Cell committee Meeting held on 20/10/2020 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	Timely collection of the feedback forms all stakeholders.	➤ Feedback responses timely collected and submitted to IQAC.
4	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. ➤ Providing parents with detailed information about their child's academic performance, strengths and area for improvement.
5	If weak students need extra classes then remedial classes should be planned in each program.	➤ Time table changed for the weak students. ➤ Extra notes and question papers will arranged for the remedial classes.
6	Review the HR policy.	➤ Successfully reviewed the HR Policy and shared with all Teaching and Non-Teaching Staff Members.
7	Strictly follow the Covid-19 appropriate behavior.	➤ Strictly Covid-19 guidelines followed by staff and students.

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The agenda and outcome of the IQAC Cell Committee meeting held on 13/03/2021.

S. No.	Agenda	Discussion
1	To confirm the minutes of meeting held on 21/01/2021.	<ul style="list-style-type: none">➤ The minutes of IQAC Cell committee Meeting held on 21/01/2021 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 students 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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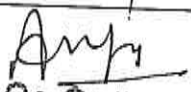
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6	Counseling activities for all UG and PG students.	<ul style="list-style-type: none">➤ Ensure the counsellors are well trained to address the unique needs of UG and PG students, including being aware of the stressors related to higher education and career pressure➤ Allocate resources for both physical spaces for counselling and digital platforms, ensuring privacy and accessibility.
7	Focus on research /placement/field visit collaboration activities.	<ul style="list-style-type: none">➤ The Chairperson of IQAC review the research facility in the campus as well as the future importance of research.➤ Field Visits are maximized their impact on institutional quality.➤ Collaboration with the companies and institutions.
8	Timely complete the all pending FDP and activities.	<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.


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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	Dr. Vinita Choudhary	Member	
5	Dr. Kulvinder Singh	Member	
6	Ms. Ati Jain	Member	
7	Ms. Iram Sahar	Member	
8	Dr. Shweta Jaiman	Member	
9	Mr. Satya Prakash Pareek	Member from Management	Satya
10	Dr. Vijay Laxmi Pareek	Member (From Local Society)	Vijay
11	Mr. Aniket Pareek	Member	Aniket
12	Mr. Ayush Dadhich	Member	Ayush
13	Ms. Deepali Jangid	Member	Deepali
14	Mr. Priyank	Member	Priyank
15	Ms. Kirti Joon	Member	Kjoon
16	Professor Anju Pareek	Coordinator	Anju

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