

IQAC
Minutes of Meeting
for
Academic
Session 2021-22



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



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(Affiliated to the University of Rajasthan)
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Dated -22/09/2021

A meeting of IQAC Cell Committee meeting will be held on 23/09/2021 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 IQAC Cell committee 13/03/2021.
2. Strictly follow the Covid-19 guidelines in the college campus.
3. Online Teaching practices.
4. Use of Teaching tools.
5. Review the lesson plan of teachers as per course outcomes.
6. Regarding regular meetings of all committee.

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

Kanti Chandra Road, Banipark, Jaipur-302016 (Raj.)
Tel. : 0141-2202167

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S.S.G. PAREEK PG COLLEGE -
JAIPUR (RAJASTHAN)



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Action taken report of IQAC meeting held on 13/03/2021.

| 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. | ➤ Sitting Charts are ready for the assign seat for each student. |
| 3 | Analysis the performance of students in Add-on and Value Added courses. | ➤ Assess the usefulness of these courses in improving students' abilities and competencies beyond the usual curriculum. ➤ Evaluate the long-term effects of these courses on students' careers and personal development. |
| 4 | All department heads should take a feedback from students regarding syllabus coverage. | ➤ All department syllabus was 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 | Counseling activities for all UG and PG students. | ➤ Staff and counsellors underwent specialized training to address the diverse needs of UG and PG students effectively. ➤ Investments were made in both physical and digital infrastructure to facilitate counselling services. |

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| | | |
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| | | ensuring privacy and accessibility. |
| 7 | Focus on research /placement/field visit collaboration activities. | <ul style="list-style-type: none">➤ Assigned responsibility to the Research Committee to identify areas for research enhancement.➤ Assigned responsibility to the Research Committee to identify areas for research enhancement.➤ Assigned responsibility to the Research Committee to identify areas for research enhancement. |
| 8 | Timely complete the all pending FDP and activities. | <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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The agenda and outcome of the IQAC Cell Committee meeting held on 23/09/2021.

| S. No. | Agenda | Discussion |
|--------|--|--|
| 1 | To confirm the minutes of IQAC Cell committee 13/03/2021. | ➤ The minutes of IQAC Cell committee Meeting held on 13/03/2021 are confirmed. |
| 2 | Strictly follow the Covid-19 guidelines in the college campus. | ➤ The foremost priority is the health and safety of everyone within the college. |
| 3 | 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. |
| 4 | 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 active engagement and academic success among students |
| 5 | Review the lesson plan of teachers as per course outcomes. | ➤ Discuss how effectively teachers have integrated course outcomes into their lesson plans. |

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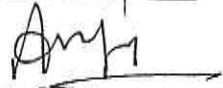
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| | | <ul style="list-style-type: none">➤ Evaluate how well the lesson plans align with the overarching goals and objectives of the institution. |
| 6 | Regarding regular meetings of all committee. | <ul style="list-style-type: none">➤ Regular meetings of committees are essential for ensuring effective communication, collaboration, and decision-making within an organization.➤ Provide a platform for members to share updates, progress reports, and important information related to the committee's objectives or projects, |

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) | |
| 3 | Mr. Bajrang Lal Pareek | Member(Sr. Administrative Officer) | |
| 4 | Dr. Vinita Choudhary | Member | |
| 5 | Dr. Kulvindar 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 | |
| 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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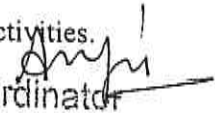
Dated -14/12/2021

A meeting of IQAC Cell Committee meeting will be held on 15/12/2021 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 IQAC Cell committee 23/09/2021.
2. Review the syllabus coverage.
3. Regular conduction of faculty development program of teaching & non-teaching staff.
4. After Covid-19 second wave regular schedule the extension and outreach activities.



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Action taken report of IQAC meeting held on 23/09/2021.

| S. No. | Agenda | Action Taken |
|--------|---|---|
| 1 | To confirm the minutes of IQAC Cell committee 23/09/2021. | ➤ The minutes of IQAC Cell committee Meeting held on 23/09/2021 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 | Regular conduction of faculty development program of teaching & non-teaching staff. | ➤ "ज्ञानार्जन" faculty development programmes will be decided for teaching staff. ➤ "परिमार्जन" Training program will be decided for non-teaching staff. |
| 4 | After Covid-19 second wave regular schedule the extension and outreach activities. | ➤ Successfully completed the pending activities for the rest session and many students were participated in all activities. |

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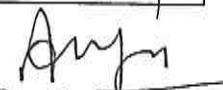




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The agenda and outcome of the IQAC Cell Committee meeting held on 15/12/2021

| S. No. | Agenda | Discussion |
|--------|---|---|
| 1 | To confirm the minutes of IQAC Cell committee 23/09/2021. | ➤ The minutes of IQAC Cell committee Meeting held on 23/09/2021 are confirmed. |
| 2 | Review the syllabus coverage. | ➤ Reach out to faculty members in each department to inquire about the progress of syllabus coverage. ➤ 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. |
| 3 | Regular conduction of faculty development program of teaching & non-teaching staff. | ➤ 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. |
| 4 | After Covid-19 second wave regular schedule the extension and outreach activities. | ➤ NSS, NCC, and Activity coordinator should be plan all pending and upcoming activities for rest academic session. |

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) | |
| 3 | Mr. Bajrang Lal Pareek | Member(Sr. Administrative Officer) | |
| 4 | Dr. Vinita Choudhary | Member | |
| 5 | Dr. Kulvindar 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 | |
| 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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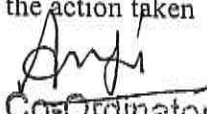
Dated -15/04/2022

A meeting of IQAC Cell Committee meeting will be held on 16/04/2022 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 15/12/2021.
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. Review the Add-on and Value-Add courses those are offered to the students.
5. Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.


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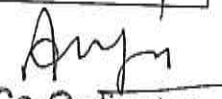
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The agenda and outcome of the IQAC Cell Committee meeting held on 15/12/2021

| S. No. | Agenda | Discussion |
|--------|---|---|
| 1 | To confirm the minutes of IQAC Cell committee 23/09/2021. | ➤ The minutes of IQAC Cell committee Meeting held on 23/09/2021 are confirmed. |
| 2 | Review the syllabus coverage. | ➤ Reach out to faculty members in each department to inquire about the progress of syllabus coverage. ➤ 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. |
| 3 | Regular conduction of faculty development program of teaching & non-teaching staff. | ➤ 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. |
| 4 | After Covid-19 second wave regular schedule the extension and outreach activities. | ➤ NSS, NCC, and Activity coordinator should be plan all pending and upcoming activities for rest academic session. |

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


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The agenda and outcome of the IQAC Cell Committee meeting held on 16/04/2022.

| S. No. | Agenda | Discussion |
|--------|--|---|
| 1 | To confirm the minutes of IQAC Cell committee 15/12/2021. | <ul style="list-style-type: none">➤ The minutes of IQAC Cell committee Meeting held on 15/12/2021 are confirmed. |
| 2 | Timely submission of course files of all faculty members. | <ul style="list-style-type: none">➤ 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.➤ Highlight the relevance of timely submission of course files in meeting accreditation standards and compliance requirements. |
| 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">➤ 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.➤ Submission of papers to IQAC can contribute to the institution's accreditation processes and rankings.➤ 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. |

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| 4 | Review the Add-on and Value-Add courses those are offered to the students. | <ul style="list-style-type: none">➤ Add-on and Value-add courses play a crucial role in complementing students' academic programs and preparing them for future success.➤ Ensuring relevance, alignment with industry needs, quality teaching and learning experiences, practical application, continuous improvement, accessibility, and recognition, institutions can maximize the value of these courses and contribute to students' holistic development. |
| 5 | Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports. | <ul style="list-style-type: none">➤ All nominated members from teaching and non-teaching staff should be collecting all feedbacks responses from all stakeholders. |

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

Co-Ordinator

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Attendance

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|--------|--------------------------|------------------------------------|------|
| 1 | Professor N.M.Sharma | Chairperson | |
| 2 | Mr. Kashi Purohit | Member(Sr. Administrative Officer) | |
| 3 | Mr. Bajrang Lal Pareek | Member(Sr. Administrative Officer) | |
| 4 | Dr. Vinita Choudhary | Member | |
| 5 | Dr. Kulvindar 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 | |
| 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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