



# MAA BHARTI PG COLLEGE, KOTA

## MINUTES OF THE IQAC MEETING HELD ON 19<sup>TH</sup> JULY 2018

The meeting of Internal Quality Assurance Cell (IQAC) was held on 19<sup>th</sup> July ,2018 at 2:30 pm in the IQAC room.

### Agenda

1. A brief discussion on the previous agenda.
2. University result analysis of previous year.
3. To open new PG course and history subject in UG level.
4. To Promote Academic and Research activities.
5. Discussion with Anti ragging committee.
6. To plan Internal audit.
7. Planning of NSS activities.

### Minutes

- 1. A brief discussion on the previous agenda.**

IQAC Coordinator read the minutes of last meeting. Principal Dr. Shweta Saxena has recapitulated the points discussed in the previous meeting. The quick feedback and follow-up were taken from principal related to preceding meeting agenda.
- 2. University result analysis of previous year.**

The University results of B.A., B.Sc., BCA and PG Classes analyzed and discussed. A review of previous Academic years results was taken. It is discussed and decided by all members of IQAC that university examination results should analyzed by all subject teachers and present it to HOD of department concerned. The Head of concerned department should give feedback of result analysis to IQAC for the further action.
- 3. To open new PG course and history subject in UG level.**

Dr. Shweta Saxena said that after getting NOC from the college directorate, college management will start the process of submitting application to Kota University to start MSc. Physics and M.Sc. (Zoology) course from the academic session 2019-2020 all preparation for inspection from Kota University for approval of affiliation is going on in college.
- 4. Discussion with Anti ragging committee.**

Discussed to plan anti- ragging awareness among students. Committee head decided to paste poster regarding ant-ragging awareness and helpline no of committee members will be displayed on each notice board, canteen area, library etc.
- 5. To conduct internal audit.**

Principal Dr. Saxena suggested to conduct stock register verification of all UG and PG departments by the Internal audit committee every year.

**6. Discussion of Academic and Research activities.**

Principal Dr. Shweta Saxena motivate all faculty members to published more research papers in journals of National and International repute. Webinars and Exhibition may be organized. Educationalist Mr. C.M. Kaushik suggested that the institution should increase the number of seminars and expert lectures in order to inbuilt the knowledge in faculty and student about latest technologies and recent development in various organizations

**7. Planning of NSS activities**

Dr. Anjali Sharma suggested to conduct more NSS activities namely Tree Plantation, Blood Donation Camp, Clean and Green campus and Road Safety program in the session.

IQAC meeting was concluded with permission of chair and Coordinator proposed vote of thanks.





# MAA BHARTI PG COLLEGE, KOTA

## MINUTES OF THE IQAC MEETING HELD ON 25<sup>TH</sup> NOVEMBER 2018

The meeting of Internal Quality Assurance Cell (IQAC) was held on 25<sup>TH</sup> November 2018 at 12:30 pm in the IQAC room.

### Agenda

1. A brief discussion on the previous agenda.
2. Preparation of Various College Committee's.
3. Updating the College website.
4. To conduct stock verification of library
5. To organize the Annual function.

### Minutes

**1. A brief discussion on the previous agenda by principal.**

IQAC Coordinator read the minutes of last meeting. Principal Dr. Shweta Saxena has recapitulated the points discussed in the previous meeting. The quick feedback and follow-up were taken from principal related to preceding meeting agenda.

**2. Preparation of Various College Committee's.**

The IQAC coordinator Vinita Sharma announced the names of various academic committees, their head and members for smooth functioning of the college and enriches the co-curricular and extra-curricular activities. Principal Dr. Shweta Saxena guide to the all-committee head and members about the function of that particular committee and suggest them to do the best work under the committee. Various committees for extension activities, sports, culture, NSS, Student development and other related issues.

**3. Updating the College website.**

Principal Dr. Shweta Saxena asked to all departments head to provide their updated information to the Computer Science department for updating the information on website.

**4. To conduct stock verification of library.**

Principal Dr. Shweta Saxena asked to all department's heads for stock verification of library subject wise within the stipulated time period.

**5. To organize the Annual function.**

The members discussed regarding organize the Annual function. Various activities were suggested like Awards ceremonies, Cultural events and Arrange Sports Activities.

IQAC meeting was concluded with permission of chair and Coordinator proposed vote of thanks.



# MAA BHARTI PG COLLEGE, KOTA

## MINUTES OF THE IQAC MEETING HELD ON 5<sup>TH</sup> March 2019

The meeting of Internal Quality Assurance Cell (IQAC) was held on 5<sup>TH</sup> March 2019 at 4:00 pm in the IQAC room.

### Agenda

1. A brief discussion on the previous agenda by principal
2. Instructions related to Library.
3. Introduction of Certificate/Value added courses.
4. NAAC committee work distribution and Feedback.
5. Involvement of teachers into remedial teaching.
6. Planning of seminar on Education.
7. Student centric methods

### Minutes

#### 1. A brief discussion on the previous agenda by principal

IQAC Coordinator read the minutes of last meeting. Principal Dr. Shweta Saxena has recapitulated the points discussed in the previous meeting. The quick feedback and follow-up were taken from principal related to preceding meeting agenda

#### 2. Instructions related to Library.

The information related to purchasing of books and various research journals in the various disciplines was discussed by members. Library committee head Dr. Bharti Sharma suggested to all departments head to provide the list of new reference books that are essential for various classes and competitive examinations.

#### 3. Introduction of Certificate/Value added courses

The IQAC coordinator suggested to introduce additional skill oriented, value-added certificate courses and to guide the students for online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and completed the course through online mode

#### 4. NAAC committee work distribution and Feedback.

Principal Dr. Shweta Saxena discussed various important issues related to NAAC. She also taken quick feedback of work and documentation completed by concern NAAC committees. IQAC Coordinator Vinita sharma explain the detail work and documentation completed each committee for concern criteria and also explain the future planning that will helpful to the committees and advice to complete the documentation related NAAC criteria

## 5. Involvement of teachers into remedial teaching

Vice Principal Dr. Vandana Verma explained that how to decrease the dropout rate for B. A, B.Sc, BCA students. She advised that, after completion of syllabus of every faculty member, should prepared a separate time table for the purpose of remedial teaching and every concern teacher should get involved into remedial teaching. So, that all slow learned and advanced learners from various faculty and subject will get benefitted from the remedial teaching and the dropout rate of students will decrease.

## 6. Planning of seminar on Education

Committee members planning for organizing a seminar on “New trends in teacher education” in the month of April. Dr. Shanu Mathur told that Objective of seminar is to discuss the major perspective of teacher education in India, role of organization and progress of teacher education towards current classroom etc.

## 7. Student centric methods

Member suggested that, student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process in the classes.

IQAC meeting was concluded with permission of chair and Coordinator proposed vote of thanks.

