



MAA BHARTI PG COLLEGE, KOTA

MINUTES OF THE IQAC MEETING HELD ON 3rd JULY 2019

The meeting of Internal Quality Assurance Cell (IQAC) was held on 3rd July 2019 at 1:30 pm in the IQAC room.

Agenda

1. A brief discussion on the previous agenda by principal
2. To prepare the academic calendar and teaching plan for the next session.
3. Promote student centric activities.
4. Conducting value -added course.
5. Regarding smooth conduction by various committees of NAAC.
6. Admission for the new session and plan for orientation of the new students.
7. To conduct the CIA as per the Academic Calendar.

Minutes

1. A brief discussion on the previous agenda by principal

The quick feedback and follow-up were taken from principal related to preceding meeting agenda. Principal Dr. Shweta Saxena informed all that college will be closed due to Covid19 pandemic till the next circular from the government. All the faculty members have to train themselves for online teaching.

2. To prepare the academic calendar and teaching plan for the next session

Head of Education department Dr. Arshi Abbasi suggested to develop academic calendar and department wise teaching plan for the next session.

3. Promote student centric activities

The discussion was held regarding the student centric activities conducted in the college. It was discussed and decided to promote various activities for the development of the students in the next academic year.

4. Conducting value -added course.

It was decided to start and conduct value added course and certificate programme for the UG and PG students of college from 11-6-19 to 25-6-19.

5. Regarding smooth conduction by various committees of NAAC

Principal Dr. Shweta Saxena discussed about general guidelines how, the various committees should work for quality development of institute. Principal Dr. Shweta Saxena advised that all departments' head should take the follow-up of work conducted by members of concern committee and all the members should maintained the records.

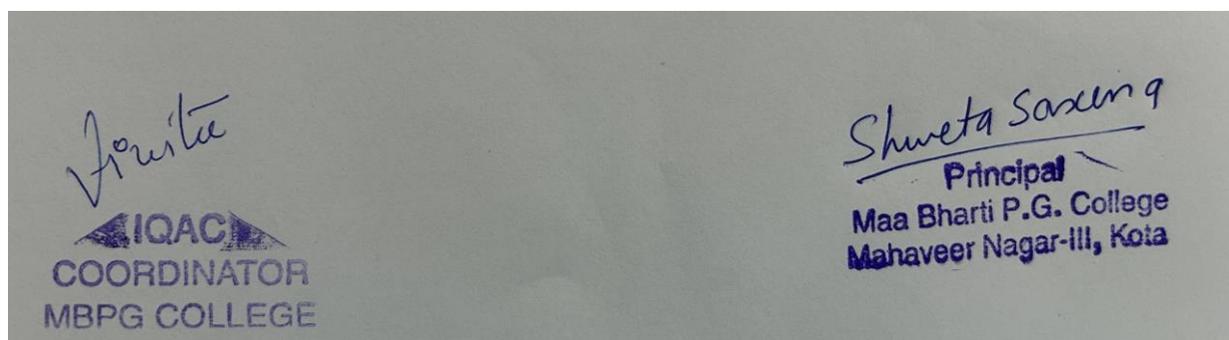
6. Admission for the new session and plan for orientation of the new students.

The principal and the IQAC member decide to adopt various strategies to increase the admission in the UG and PG Departments of the college. An Orientation program for the new students and parents was planned to be conducted in 2nd week of July.

7. To conduct the CIA as per the Academic Calendar

The principal and IQAC member discussed the preparations to be done to conduct the CIA exams for the UG and PG departments on time.

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 8th September 2019

The meeting of Internal Quality Assurance Cell (IQAC) was held on 8th September 2019 at 1:30 pm in the IQAC room.

Agenda

1. A brief discussion on the previous agenda.
2. To prepare for the College data to be sent to AISHE Portal.
3. To plan for the annual function
4. fire extinguishers to be installed
5. To open PG classes for arts department
6. To discuss about increasing the extension activities useful to the nearby area /society.
7. Grievance redressal for student.

Minutes

1. A brief discussion on the previous agenda.

The quick feedback and follow-up were taken from principal related to preceding meeting agenda. Principal Dr. Shweta Saxena informed all that college will be closed due to Covid19 pandemic till the next circular from the government. All the faculty members have to train themselves for online teaching.

2. To prepare for the College data to be sent to AISHE Portal

The principal allocated duties for the data collection for the submission of AISHE report for the session 2018-19 on AISHE portal.

3. To plan for the annual function

The college annual day preparations were discussed in details and the criteria for the section of deserving candidate for best student's award were decided, Duties for the preparation of award list, certificate writing were also allocated to different staff members.

4. Fire extinguishers to be installed

More fire extinguishers to be installed and old to be refilled, the safety measures are important and hence fire extinguishers to be refilled and replaced as per the need. Dr. Shanu Mathur suggested that the demonstration of use of fire extinguisher is important and staff should be trained for the same.

5. To open PG classes in arts department

Member Mr. Dinesh Vijay, said that post-graduate classes should be started in the faculty of arts, similar to the Science Faculty, for this, he expressed the need for post-graduate classes in the subjects of Geography, Sociology, English and Drawing.

6. To discuss about increasing the extension activities useful to the nearby area /society

To initiate Co-curricular, Extension, and value added and skill-oriented programmes. The meeting was held to discuss about initiating co-curricular and extension activities, value added and skill-based programmes and it was decided to introduce various programs for the students.

7. Grievance redressal for student.

It was decided to avail ample opportunities to avail platforms for students to register their grievance via online and grievance boxes.

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 11th February 2020

The meeting of Internal Quality Assurance Cell (IQAC) was held on 11th February 2020 at 11:30 am in the IQAC room.

Agenda

1. A brief discussion on the previous agenda.
2. Maintenance of botanical garden.
3. Feedback form by students.
4. Friendly Campus for Physically Disable
5. To incorporate extension activities under the program of NSS
6. Infrastructure development as CCTV installation
7. Online PAR Report submission

Minutes

1. A brief discussion on the previous agenda.

The quick feedback and follow-up were taken from principal related to preceding meeting agenda. Principal Dr. Shweta Saxena informed all that college will be closed due to Covid19 pandemic till the next circular from the government. All the faculty members have to train themselves for online teaching.

2. Maintenance of botanical garden.

as the campus of the college has been environment friendly since very beginning and it must be maintained in future following steps may be taken: pruning of the plants, digging of pits to produce compost, maintenance of tree with timely cropping.

3. Feedback form by students.

Dr. Shweta Saxena give responsibility to Dr, Sapana Sharma for feedback survey by students for the session 2019-2020.

4. Friendly Campus for Physically Disable

The facilities like wheel chair, ramp, CWSN toilets for physically challenged students should be improved. The students should know the facilities available in the campus for them.

5. To incorporate extension activities under the program of NSS

Mr. Kaushik suggested organizing more extracurricular, extension activities under NSS. All Committee members decided to plan more activities in National Social Scheme Special Camp such as Awareness about Digitization, Water harvesting, swach bharat abhiyan, Road Safety Awareness etc.

6. Infrastructure development as CCTV installation

Installation of CCTV facility in the campus is approved by members of Management and installations work is in Progress.

7. Online PAR Report submission

Principal, Dr. Shweta Saxena said that as per the National Council for Teacher Education (NCTE) issued a public notice on September 22, 2019, requiring all Teacher Education Institutions (TEIs) to submit a Performance Appraisal Report (PAR) annually, we successfully submitted PAR report online portal before last date 31 december 2019. Dr. Saxena give thanks and appreciation for cooperation of all staff member during filling PAR Performa.

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

