



Kanoria PG Mahila Mahavidyalaya Jaipur

Notice

Date: 12-07-2022

Internal IQAC Meeting will be held on 13th July, 2022 at 12:30 pm in the Principal's Office.

All committee members are requested to attend this meeting.

Ranjana
12/7/22

Coordinator, IQAC

Seema
Principal

Kanoria PG Mahila Mahavidyalaya, Jaipur

Internal Quality Assurance Cell

Internal Meeting

13th July, 2022

Agenda

- To discuss about plan of action for the session 2022-23.
- To discuss about academic calendar for the session 2022-23.
- To discuss about FDP / Orientation for teachers on Code of Conduct.
- Discussion about AQAR filing for year 2021-22.
- To discuss about Academic and Administrative Audit (AAA) Committee for the year 2022-23.
- To discuss about action taken of previous meetings of session 2021-22.
- To discuss about feedback from stakeholders.
- Seeking suggestions for quality initiatives for the session 2022-23.
- Any other point with the permission of chairperson.


Principal

Kanoria PG Mahila Mahavidyalaya
JAIPUR



IQAC Coordinator
Kanoria PG Mahila Mahavidyalaya
Jaipur

Internal Quality Assurance Cell

Internal Meeting (13th July, 2022)

Attendance Sheet

Sr. No.	Name	Signature
1.	Dr. Seema Agrawal	Seema
2.	Dr. Ranjana Agrawal	Ranjana
3.	Dr. Ratna Saxena	ON LEAVE
4.	Dr. Sarla Sharma	Sarla Sharma
5.	Dr. Deeptima Shukla	Deeptima
6.	Dr. Ranjula Jain	Ranjula Jain
7.	Dr. Arti Mishra	Arti
8.	Dr. Sarika Kaul	ON LEAVE
9.	Dr. Priyanka Khurana	Priyanka
10.	Dr. Prerna Singh Lavania	Prerna
11.	Dr. Aparna B. Rathore	Aparna
12.	Dr. Aanchal Puri	Aanchal Puri

Kanoria PG Mahila Mahavidyalaya, Jaipur
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 13th July, 2022

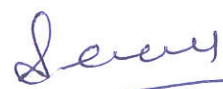
The Internal meeting of IQAC was held on 13th July 2022 at 12:30 PM in the Principal Office, chaired by Principal, Dr. Seema Agarwal.

The following members were present in the meeting:

Dr Seema Agrawal
Dr Ranjana Agarwal
Dr Ratna Saxena
Dr Deeptima Shukla
Dr Sarla Sharma
Dr Ranjula Jain
Dr Arti Mishra
Dr Sarika Kaul
Dr Priyanka Khurana
Dr Aparna B. Rathore
Dr Purna Singh Lavania
Dr Aanchal Puri
(Attendance attached)

- Minutes of the previous meeting were presented and approved by the Committee.
- Principal, Dr. Seema Agarwal suggested that IQAC should act as a guide and provide a common format to ensure quality enhancement.
- Members discussed the plan of action for the academic year 2022-23 and suggested many activities to be included in the Academic Calendar.
- Members also discussed the replacement of the student representative from the Committee, owing to her graduation completion.


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Principal
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- A meeting was planned with the AAA Committee for suggesting names of dignitaries for the External Member of AAA Committee.
- Members suggested that AAA should make a common format for departmental data collection and parameter checking.
- Members suggested the AQAR filling to be initiated for the year 2021-22 in a common format.
- Members suggested that an activity register needs to be maintained by IQAC for all the college and departmental activities. The documents pertaining to all the activities (Brochure, geo-tag photos, notices, newspaper cutting, report, feedback etc.) will be handed over to the IQAC in soft copy and hard copy for effective documentation.
- Principal, Dr. Seema Agarwal agreed to provide a desktop to IQAC for soft data documentation.
- Members reviewed the feedback forms for students, faculty, alumni, expert academicians and employers and gave suggestions for reframing them to enhance their qualitative approach.
- Members suggested that all feedback forms should be filled online. Student feedback can be filled at two levels- one at the beginning of the session (August end) seeking common difficulties faced by them, taking proper action, and the second feedback at the end of the session (mid-April) asking them whether the problem was resolved.
- Members discussed the topic for orientation to be conducted, topics like-code of Conduct, Team work, professional ethics etc. were suggested for the orientation to be planned from 3rd or 6th September 2022.
- Further suggestions were invited from all the Committee members regarding IQAC Plan of Action 2022-23.
- It was suggested that meetings should be held on a regular basis.
- The meeting concluded with Vote of thanks by the IQAC Coordinator.

Kanyana
 IQAC Coordinator
 Kanoria PG Mahila Mahavidyalaya
 Jaipur

Seema
 Principal
 Kanoria PG Mahila Mahavidyalaya
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Notice

Date: 27-10-2022

Internal IQAC Meeting will be held on 28th

October, 2022 at 11:00 am in the Principal's Office.

All committee members are requested to attend this meeting.

Ranjana

Coordinator, IQAC

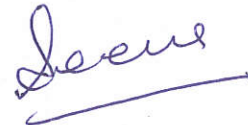
Deena
Principal

Kanoria PG Mahila Mahavidyalaya, Jaipur

Internal Quality Assurance Cell (IQAC)

Agenda of Meeting to be held on 28th October, 2022

- To brief the members about the visit of the NAAC Peer Team.
- Work delegation for the purpose of NAAC Peer Team Visit



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Kanoria PG Mahila Mahavidyalaya
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IQAC Coordinator
Kanoria PG Mahila Mahavidyalaya
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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 28th October, 2022

The meeting of Internal Quality Assurance Cell (IQAC) of the college organized on 28th October, 2022 at 11 am in the college campus. The meeting was chaired by Principal, Dr. Seema Agrawal.

The following members were present in the meeting-

1. Dr. Seema Agrawal
2. Dr. Ranjana Agrawal
3. Dr. Deeptima Shukla
4. Dr. Sarla Sharma
5. Dr. Ranjula Jain
6. Dr. Arti Mishra
7. Dr. Sarika Kaul
8. Dr. Prerna Singh Lavania
9. Dr. Aanchal Puri

(Attendance attached)

- Meeting started with the welcome of all the members by Chairperson Dr. Seema Agrawal. She informed all the members about NAAC Peer Team Visit.

Action taken of previous meeting held on 13th July, 2022-

- IQAC Coordinator, Dr. Ranjana Agrawal presented the action taken of previous meeting held on 13th July, 2022 -
 1. Plan of action for the session 2022-23 was prepared.
 2. Academic calendar for the session 2022-23 was also prepared after the approval of Principal and Vice-Principals of all three streams and displayed on the website.
 3. Feedback forms for all the stakeholders reframed and displayed on the website and circulated among the stakeholders for their valuable inputs for the session 2021-22 and 2022-23.
 4. A register was kept in IQAC Room for data collection of different activities conducted in the college during the session 2022-23.
 5. As per the suggestions received in meeting, a Panel Discussion was organized on 'Preparedness of NEP 2020 in Higher Education Institutions' on 18th October, 2022.

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IQAC Coordinator
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- Members discussed to frame the layout for preparation of NAAC Peer Team visit.
- It was decided to conduct daily meetings with all the staff members to make them aware about the process.
- In the above context, the members discussed about-
 - The time of the meeting so that the regular classes will not be affected.
 - All staff members should know about different policies and code of conduct of the college and how to approach the other stakeholders.
 - Dr. Ranjana Agrawal will brief all the departments on 29th October, 2022, to prepare departmental files and presentation before 8th November, 2022. The files will be checked by Academic and Administrative Audit (AAA) Committee from 9th to 12th November, 2022.
 - On 31st October, Dr. Ratna Saxena, NAAC Coordinator will brief all the faculty members about the code of conduct and the attire during the NAAC Peer Team visit.
 - Thereafter, each criteria in sequence has to present a brief PowerPoint Presentation of the Matrices included in their criteria to make aware all the faculty members.

The meeting ended with a note that a clear picture of what is expected from the staff members should be created.



Principal

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IQAC Coordinator
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Notice

Date: 10-11-2022

Internal IQAC Meeting will be held on 12th November, 2022 at 1:00 pm in the Principal's Office.

All committee members are requested to attend this meeting.

Kanjana

Coordinator, IQAC

Seema
Principal

Kanoria PG Mahila Mahavidyalaya, Jaipur
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 12th November, 2022

The meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on 12th November, 2022 at 1:00 PM. The meeting was chaired by Principal, Dr Seema Agrawal.

The following members were present in the meeting:

Dr Seema Agrawal

Dr Ranjana Agarwal

Dr Arti Mishra

Dr Sarika Kaul

Dr Aparna Rathore

Dr Purna Singh Lavania

Dr Priyanka Khurana

Seema
Ranjana

ABSENT
Arti

Aparna
Purna

ABSENT

- In the meeting, the chairperson, Dr Seema Agrawal spoke about the UGC mandate.
- She asked all the members to arrange all the documents as preparation for the NAAC Peer team visit.
- She discussed the plan of action for the coming week with the members.
- She also suggested a National Workshop on organic farming and mental health Awareness to be organized in December/January
- Members suggested organizing a cyber security awareness session for the faculty members.
- All the members discussed the highlights of the presentation of IQAC to be made at the time of NAAC peer team visit.

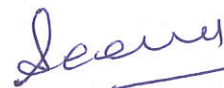
Ranjana
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Seema
Principal
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- The meeting concluded with Vote of thanks by the IQAC Coordinator.

Action taken of previous meeting held on 28th October, 2022

- IQAC Coordinator, Dr Ranjana Agarwal presented the action taken report of the previous meeting held on 28th October, 2022.
1. The activity register kept in the IQAC room was maintained and was insured by all members for regular entry of college and departmental activities.
 2. Documents were properly filed for NAAC peer team visit.
 3. All faculty members were introduced to code of conduct to be followed at the time of NAAC Peer team visit.



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Notice

Date: 17-02-2023

Internal IQAC Meeting will be held on **20th February, 2023** at 1:00 pm in the Principal's Office.
All committee members are requested to attend this meeting.

Ranjana

Coordinator, IQAC

Seema
Principal

Kanoria PG Mahila Mahavidyalaya, Jaipur
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 20th February 2023

The meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on 20th February 2023 at 1:00 PM. The meeting was chaired by Principal, Dr Seema Agrawal.

The following members were present in the meeting:

Dr Seema Agrawal

Dr Ranjana Agarwal

Dr Arti Mishra

Dr Sarika Kaul

Dr Aparna Rathore

Dr Priyanka Khurana

Dr Prerna Singh Lavania

Dr Aanchal Puri

Meeting agenda: Preparation regarding revisit of NAAC

- In the meeting, the chairperson, Dr Seema Agrawal spoke about the cross checking of the criteria documents.
- IQAC Coordinator, Dr Ranjana Agarwal, distributed the Criteria member wise for effective documentation:
- Criteria I and V by Dr Prerna S. Lavania and Dr Sarika Kaul
- Criteria II and III by Dr Aparna Rathore and Dr Aanchal Puri
- Criteria IV, VI and VII Dr Arti Mishra and Dr Sarika Kaul
- Members suggested that all checking needs to be coordinated by Dr Sarika Kaul, and the self appraisal forms are to be checked by Dr Priyanka Khurana, Dr Bharti Godhwani and Dr Vishnupriya

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Temani. The file of self appraisal needs to be arranged faculty wise, year wise and needs to be checked for Signature and seal.

- Criteria and DVV documents need to be re-checked.
- The strategic plan of 5 years needs to be reviewed by Dr Aanchal Puri and Dr Aparna B Rathore.
- The report of Panel discussion on NEP, FDP organized by the Physics department, workshop on organic farming and all FDP needs to be prepared.
- The meeting concluded with Vote of thanks by the IQAC Coordinator.

Action taken of previous meeting held on 12th November 2022:

- IQAC Coordinator, Dr Ranjana Agarwal presented the action taken report of the previous meeting held on 12th November 2022.
1. The IQAC members arranged all the documents Criteria wise, for the NAAC Peer team visit.
 2. A session on Cyber security awareness was organized on 24th December 2022 for the faculty members.
 3. A workshop on Mental Health Awareness was organized by the Department of Psychology in association with IQAC from 3rd to 9th January 2023.
 4. A two day National workshop & exhibition was organized on "Organic urban farming: Entrepreneurial Opportunities and challenges" on 27-28 January 2023.
 5. All the members discussed the highlights of the presentation of IQAC to be made at the time of NAAC peer team visit.

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Notice

Date: 27-03-2023

Internal IQAC Meeting will be held on **29th March, 2023** at 12:15 pm in the Principal's Office.
All committee members are requested to attend this meeting.

Ranjana

Coordinator, IQAC

Leena
Principal

Kanoria PG Mahila Mahavidyalaya, Jaipur
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 29th March, 2023

The meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on 29th March, 2023 at 12:15 PM. The meeting was chaired by Principal, Dr Seema Agrawal.

The following members were present in the meeting:

Dr Seema Agrawal

Dr Ranjana Agarwal

Dr Arti Mishra

Dr Sarika Kaul

Dr Aparna Rathore

Dr Priyanka Khurana

Dr Perna Singh Lavania

Dr Aanchal Puri

Seema

Ranjana

Arti

Sarika

Aparna

Priyanka

Perna

Aanchal

Agenda: Admission 2023-24

- In the meeting, the chairperson, Dr Seema Agrawal spoke about the admission 2023-24 as semester scheme would be implemented as per NEP 2020.
- IQAC Coordinator, Dr Ranjana Agarwal, asked all the IQAC members to inform all the departments, clubs, centers, cells, associations to prepare videos of the various activities conducted during the session 2022-23.
- Madam said that photographs for the session 2022-23 needs to be compiled for the programme of Trips, farewell, dandia, student activities (PTM), NSS, sports, decoration, career & placement, seminars, workshops and dignitaries.

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- Skill enhancement courses to be presented in a flex for admission 2023-24 process.
- Madam said that some more faculty members of the college will also be involved in the work: Dr Vishnupriya Temani, Dr Mrinali Kankar, Ritika and Dr Surbhi Mathur
- Madam said that Career Counseling for 2023-24 admissions will be made soon.
- External meeting has to be conducted.
- NAAC Pre-visit work needs to be finalized.
- All the documents of various criteria need to be rechecked and documents need to be properly arranged.
- The meeting concluded with Vote of thanks by the IQAC Coordinator.

Action taken of previous meeting held on 20th February, 2023

IQAC Coordinator, Dr Ranjana Agarwal presented the action taken report of the previous meeting held on 20th February 2023.

- All the IQAC members rechecked the documents Criteria wise and all the checking was coordinated by Dr Sarika Kaul.
- The self appraisal forms were checked by Dr Priyanka Khurana, Dr Bharti Godhwani and Dr Vishnupriya Temani. The files of self appraisal were arranged faculty wise, year wise and checked for Signature and seal.
- Criteria DVV documents were re-checked.
- The strategic plan of 5 years was reviewed by Dr Aanchal Puri and Dr Aparna B Rathore under the supervision of IQAC Co-ordinator.
- The report of Panel discussion on NEP, FDP organized by Physics department, workshop on organic farming and all FDP was prepared.

Ranjana
IQAC Coordinator
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Shruti
Principal
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