

Kanoria PG Mahila Mahavidyalaya  
IQAC (Internal) Meeting  
Dated 16.8.2019  
Venue - Director's Office  
Time 11.30 AM

Agenda of the Meeting:

1. Approval of the minutes of previous meeting held on 22.2.19
2. Assessment of admissions in the session 2019-20.
3. Preparations for academic and co-curricular/extra-curricular activities to be held in the college.
4. Students feedback forms (online and offline).
5. Work on college magazine. (Chronicles of Kanoria)
6. Planning for Newsletter of faculty of Humanities and Social Sciences of the college.

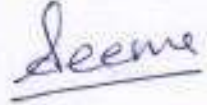


Director

Kanoria PG Mahila Mahavidyalaya  
Jaipur

Deepthi Shukla  
IQAC - Coordinator

Kanoria PG Mahila Mahavidyalaya  
JLN Marg, JAIPUR-04













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## Minutes and Compliance Report of the IQAC (Internal) Meeting held on 16. 8. 2019

The meeting was chaired by the Principal, Dr. Seema Agrawal. Nine out of ten members attended the meeting.

Dr. Seema Agrawal   
Dr. Ratna Saxena   
Dr. Sarla Sharma   
Dr. Ragini Sharma   
Dr. Kumud Tanwar   
Dr. Ranjana Agarwal   
Dr. Ranjula Jain   
Dr. Neetu Mathur   
Dr. Jayanti Goyal   
Dr. Deeptima Shukla 

### Minutes of the meeting:

1. The Chairperson – Principal, Dr. Seema Agrawal while giving details of the comments received on the minutes of the last meeting (22.2.19) by IQAC coordinator, sought the confirmation of the minutes. The members agreed to adopt the comments.
2. Data of admissions in various faculties were presented by the principal before the committee members and members showed their satisfaction towards the numbers of the admissions. Members were informed that 2530 new students were admitted which ensures the progress of college among higher education institutions in the city. Principal also expected to maintain the quality of education to sustain this admission advancement.
3. Members suggested that before mega event of the college – Kasturi is celebrated all the other activities such as national and international days celebrations, departmental field trips, departmental extension lectures, annual excursions, annual dandiya program and FDPs must be planned and all departments, committees and subject associations must be communicated to prepare for the same.
4. Members suggested that as per the precedence of the college yearly students' feedback (Teaching and Student Satisfaction Survey) must be collected and assessed. This time online feedback process was mandated by the members. An online Student Satisfaction Survey draft form was prepared by the committee members which was further passed to faculty members responsible for uploading it on college website and collecting and assessing the same.
5. As an important annual feature of the college the bringing out of college magazine – Chronicles of Kanoria, was discussed and suggestions were given to the committee convenor of the magazine to make it more informative, vibrant and comprehensive so that it represents the college in a best possible way. A committee was formed under the convenorship of Vice Principal to collect the information and report of all the activities

  
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carried out in the session, edit it and get it published as annual magazine of the college before the end of the session.

6. Members also suggested to bring out newsletters of various faculties. In this direction it was suggested that quarterly newsletter of Humanities and Social Sciences 'VARDA' can be brought out which would give opportunity to teachers and students to convey their thoughts and ideas should also prove informative to readers. Online mode of newsletter was also suggested by the members. Anticipated month of first issue of newsletter was March 2020.

The meeting ended with thanks from the coordinator IQAC.

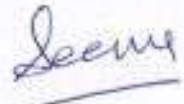


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Kanoria PG Mahila Mahavidyalaya  
Jaipur  
IQAC External Meeting  
16.11.19  
Venue – Office of the Director

**Agenda:**

Approval of minutes of previous meeting held on 15.12.18. The Chairperson while giving details of the comments received on the minutes of the last meeting (15.12.18) by the IQAC coordinator, sought the confirmation of the minutes. The members agreed to adopt the comments.

Action Taken report of previous meeting held on 15.12.18.

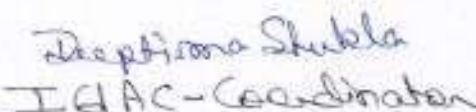
- a. Digital mode of receiving students' feedback on various entities such as – curriculum related feedback, feedback related to teaching - learning process and overall students' satisfaction has been adopted. An e format of feedback form has been circulated among students to fill it online. The data collected will be analyzed and action would be taken as per students' response.
- b. In order to meet the demand of more ICT equipped rooms, 5 rooms have been transformed into ICT furnished rooms/theatres and 12 computers installed in all labs of practical subjects.
- c. 61 teachers are appointed in various departments of the college in the session 2019-20. Two teachers - Dr. Prabha Bajaj and Dr. Arti Mishra were promoted to Associate professor. Teachers completing their probation period successfully – Ms. Manvi Adha (Maths) and Dr. Sarla Sharma (Physics) were stated as confirmed.
- d. In the process of enriching library books of total value of Rs. 392519/ (Text) and Rs. 138652/- (Reference) are added to library repository. Journals and magazines of worth Rs. 351108/- are also supplemented to make library more research friendly.
- e. Inspection was held on 6.7.2019 and affiliation was granted on 21<sup>st</sup> July, 2019 for opening of new courses – BA Hons. Political Science, BA Statistics, B Sc. Home Science and MA Hindi. Further extension in broadening of the scope of study options, opening of skill enhancement courses is decided.
- f. The proposal and recommendation for applying for Atal Innovation Centre for enhancing entrepreneurial skills amongst the students is accepted and approved by the management committee of the college.

**New agenda items:**

**Academic Development Activities –**

- Encouraging Student Research Project especially in the faculty of Science.
- Enhancement of College – Government association, plan to form a Biodiversity Indexing Committee to work in collaboration with State Biodiversity Board – Department of Environment.
- An institutional drive to motivate faculty members to publish at least one research paper annually.

  
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College development/Infrastructure

- Renovation of science labs
- Building of an auditorium
- Installation of De composting Unit
- Construction of Toilets near sports complex.
- Expansion of ICT Facilities

Student Activities

- As a strategy to enhance teaching learning in the college roadmap for Field Trips and Internships of the students.
- Annual cultural/co curricular/extracurricular activities to be carried out in January and February 2020.

Reporting Item:

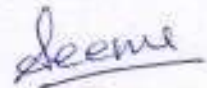
Planning for Upcoming Seminar – As per the requirement of NAAC institutions are expected to orient their faculty members for patenting their work and for that programs on IPR expected from institutions. In this direction college plans to organize Seminar on IPR in collaboration with Rajasthan State Biodiversity Board – Department of Environment.



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IQAC- Coordinator

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IQAC

Minutes of the Meeting held on 16.11.19

IQAC meeting held on 16.11.19 was chaired by Dr. Rashmi Chaturvedi, Director, Kanoria Girls College. Eleven members attended the meeting.

Members:

1. Dr. Rashmi Chaturvedi *R Chaturvedi*
2. Dr. Rashmi Jain *R Jain*
3. Ms. Reeta Kuhad *R Kuhad*
4. Ms. Manju Sharma (Absent)
5. Dr. Seema Agrawal *Seema*
6. Dr. Sarla Sharma *Sarla Sharma*
7. Shri Sanjeev Surolia *Sanjeev*
8. Dr. Jyotsana Jain (on leave)
9. Dr. Jayanti Goyal *Jayanti*
10. Dr. Kumud Tanwar *Kumud*
11. Shri Sanjay Mathur *Sanjay*
12. Ms. Heena Vyas *Heena Vyas*
13. Dr. Deeptima Shukla *Deeptima*

1. Minutes of new agenda items.

- With view to develop inclination of students towards research it was suggested that student research projects can be funded through DST and Inspire and students, especially of science faculty can be motivated to send their research proposals to DST and Inspire.
- It was decided that an internal committee along with advisors/experts from State Biodiversity Board – Department of Environment will be created for the purpose of Biodiversity Indexing of college biodiversity. As internal members names of Dr. Sunita Shekhawat, Dr. Ritu Jain and Ms. Anamika Singh was suggested.
- Members agreed upon motivating faculty members to publish their research papers especially in UGC listed journals.
- Almost all the science labs have been renovated but it was suggested by the members that the remaining work like developing of botany garden (part of botany lab), psychology lab etc. can be taken up.
- Committee members proposed for building a new auditorium as the requirement for the same is seen with increasing co and extracurricular activities in the college. Members also supported the demand of construction of toilets near sports ground so as to facilitate the students as well as teachers and coaches active in sports ground.

*R*  
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*Deeptima Shukla*  
IQAC - Coordinator  
Kanoria PG Mahila Mahavidyalaya  
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*R*  
*Seema*  
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- Members were of opinion that a de - composting unit is required to deal with garbage and waste product disposal and management. Opinion of an expert from the field should be taken. It was decided that Infrastructure Development Committee of the college will contact Rajasthan State Pollution Control Board and Rajasthan State Solid Waste Management Department for expert viewpoint.
- Since the dependence on computer and internet is increasing manifolds therefore it was suggested by the committee members to make the campus wi fi enabled. Members suggested to work on the options of premium internet connectivity leased lines.
- Committee members viewed that an Alumni directory should be prepared. Information sharing with students should be complimented through college website. More Inter college activities should be promoted. It was also resolved that team looking into student activities will find more options for the students to participate in national and international extra-curricular level activities.
- It was suggested that college should send a proposal for collaboration and sponsorship to fulfill NAAC requirement for organizing IPR information generating programme/seminar. Members appreciated the efforts to collaborate with State Biodiversity Board – Department of Environment or any other organization for the same.
- Meeting ended with thanks from the chair.



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Deepa Arora Shukla,  
IQAAC - Coordinator

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Recommendations made by IQAC (Meeting held on 16.11.19)

Following recommendations are made by IQAC committee in the meeting held on 16.11.19, to be deliberated by the college administration and management

1. Facilitating biodiversity indexing of the college biodiversity.
2. Development of Botanical Garden area and labs requiring renovation.
3. Washrooms in sports ground.
4. Comprehensive WI Fi installation across the college campus.
5. Installation of de composting unit for garbage disposal and recycling.
6. Establishment of an ICT based teaching- learning center and increase in ICT enabled class rooms.
7. Applying for affiliation for skill development courses.



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Kanoria PG Mahila Mahavidyalaya  
IQAC (Internal) Meeting  
Dated 14.2. 2020  
Venue - Director's Room

Agenda of the Meeting:

1. Confirmation of the minutes of previous meeting of IQAC (internal) held on 16.8.19.
2. Preparation of upcoming University annual examinations.
3. Designating various shifts of exams to shift supervisors and members of flying.
4. Assigning the work of preparation of timetables for new session.
5. Assessment of teachers' annual appraisal forms and departmental activities formats.

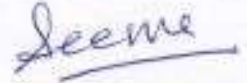


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## Minutes and Compliance Report of the IQAC (Internal) Meeting held on

14. 2. 2020

Eight out of ten members attended the IQAC (internal) meeting held on 14.2.20. The meeting was chaired by the Principal, Dr. Seema Agrawal.

### Members:

Dr. Seema Agrawal *Seema*  
Dr. Ratna Saxena *R*  
Dr. Sarla Sharma *Sarla Sharma*  
Dr. Ragini Sharma *Ragini Sharma*  
Dr. Kumud Tanwar *D.L.*  
Dr. Ranjana Agarwal *Leave*  
Dr. Ranjula Jain *Ranjula Jain*  
Dr. Neetu Mathur *PL*  
Dr. Jayanti Goyal *JG*  
Dr. Deeptima Shukla *Dr.*

### Minutes of the meeting:

1. The Chairperson – Principal, Dr. Seema Agrawal while giving details of the comments received on the minutes of the last meeting (16.8.19) by IQAC coordinator, sought the confirmation of the minutes. The members agreed to adopt the comments.
2. Members suggested that as the university annual exam matter is becoming highly sensitive because of the complaints received by university of negligence in other centers, therefore to ensure confidentiality and to avoid any trouble strong rooms, CCTV cameras and other infrastructural facilities should be revisited and improved. Invigilators for exam duties should be assigned their duties beforehand.
3. Centre Superintendent and Assistant Superintendent should be designated the work of supervising all the shifts of exams and shift supervisors should be appointed to look after the three shifts in which examinations will be conducted.
4. Members were of view that timetable committees of all the 3 faculties should be created and assigned duties to create timetables for their respective faculties. Three time - table committees were formed under the convenorship of senior faculty members.
5. It was suggested that senior faculty members should be assigned work of assessing the annual appraisal forms filled by teachers and prepare its report so as to facilitate administration to keep check on the academic and other growth of the teachers. It was also suggested that to keep track of the activities taken up by departments senior faculty members should be designated to assess their annual reports and verify them.
6. The meeting ended with thanks from IQAC coordinator,

*Dr.*  
Director  
Kanoria PG Mahila Mahavidyalaya  
Jaipur

*Deeptima Shukla*  
IQAC - Coordinator  
Kanoria PG Mahila Mahavidyalaya  
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*Seema*  
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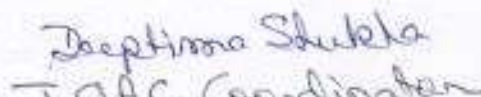
Kanoria PG Mahila MahaVidyalaya, Jaipur  
IQAC- Meeting (External) (online)  
Date – 6. 6.2020

Meeting of IQAC committee of Kanoria PG Mahila Mahavidyalaya, Jaipur will be held on online mode.

Agenda:

1. Approval of the minutes of previous meeting held on 16.11.19. The chairperson while giving details of the comments received on the minutes of the last meeting (16.11.19) by IQAC coordinator, sought the confirmation of the minutes. The members agreed to adopt the comments.
2. Action Taken Report on the discussions on recommendations made by IQAC committee:
  - a. Since it is important to promote and preserve species diversity and to understand how many different species exist in a college environment a committee of three faculty members of the college was created to organize biodiversity indexing of the college which will under the supervision and advise of State Diversity Board, Rajasthan.
  - b. The work to update/renovate psychology lab and development of botanical garden has been decided to taken up in next financial year.
  - c. College management has approved building funds to build washrooms near sports ground.
  - d. Rs. 145600/- have been sanctioned to build new de compositing unit in the college premises.
  - e. College is now furnished with 16 class rooms and 5 halls/theatres equipped with ICT facilities.
  - f. Management committee resolved to apply for NOC to Directorate of College Education, Rajasthan, for Garment Production and Export Management (GPEM) as one of the optional subjects for BA/B Com courses from session 2021-22.
  - g. In order to start skill development courses, management committee decided to apply for affiliation for B Voc. courses to Rajasthan ILD Skills, University, Jaipur for new courses.

  
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**New Agenda Items:**

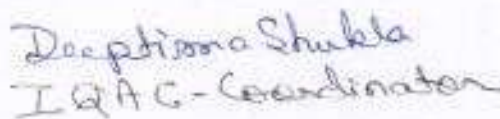
1. Introducing new skill enhancement courses (online) with affiliation from various other institutions.
2. Quality enhancement in the field of teaching and learning during changing scenario due to Corona Virus pandemic.
3. Strengthening of online teaching methodology for preparedness in the future of higher education.
4. Annual activities mode in case present covid situation persists.
5. Applying for NOC from Directorate of College Education, Rajasthan, Jaipur for introducing new course – Garment Production and export Management.

**Reporting Item:**

1. Online student feedback form was uploaded in the month of December, 2019 and students were given ample time till February 2020 to fill these feedback forms. The feedback of the students was analyzed and steps were taken for improvement and betterment.
2. Teaching Learning Centre of the college organized a seven days' workshop on training for online teaching to the teachers from 20<sup>th</sup> May to 26<sup>th</sup> May, 2020. The workshop consisted of several sessions on creating class rooms, taking live class, marking digital attendance, sharing ppts and other videos, audio and video recording of the lectures and uploading of lectures on class rooms.



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Minutes of the IQAC Meeting Held on 6.6.2020 (online)

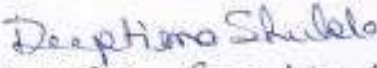
Meeting was chaired by Dr. Rashmi Chaturvedi, Director, Kanoria Girls College. Twelve members attended the meeting. Two members remained absent.

Members:

Ms. Reeta Kuhad	(Absent)
Dr. Rashmi Jain	(Present)
Ms. Manju Sharma	(Absent)
Dr. Rashmi Chaturvedi	(Present)
Shri Sanjeev Surolia	(Present)
Dr. Seema Agrawal	(Present)
Dr. Ratna Saxena	(Present)
Dr. Sarla Sharma	(Present)
Dr. Deeptima Shukla	(Present)
Dr. Kumud Tanwar	(Present)
Dr. Ranjula Jain	(Present)
Dr. Jyanti Goyal	(Present)
Ms. Heena Vyas	(Present)
Shri Sanjay Mathur	(Present)

1. Members suggested that that college should try to affiliate itself with portals like Swayam to initiate mooc courses. It was also suggested that college should prepare a proposal for registering itself and designing courses to be registered with UGC for Swayam Courses. It was resolved that faculty members would be asked to explore the possibilities of associating themselves with Swayam.
2. Members suggested that looking into pandemic and psychological stress due to lockdown situation small videos can be prepared and uploaded on college website for introducing life skills, psychological management and other issues of public interest. Department of Psychology and Students' Counselling cell of the college can take up the responsibility of carrying out such programs.
3. It was suggested that foreseeing the utility of job-oriented courses in the present Covid situation more e-commerce and e-marketing courses should be introduced to make students equipped with market demand. Looking at the demand of job-oriented courses from students and parents, members of cell suggested to start B Voc. courses and seek affiliation from Rajasthan

  
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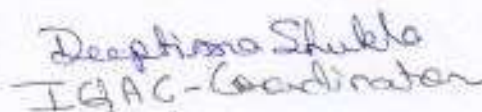
ILD Skills University, Jaipur. Cell suggested to start 7 courses in Graphic Design, Banking, Financial Services and Insurance skills, Soil and Water Testing Lab Analyst, Fashion Design, Dietetics and Office Management.

4. Suggestion came from the members to request University of Rajasthan to make necessary changes in its syllabi –  
All the subjects should have at least 30% practical content and remaining 70% should be theoretical in nature.
5. Members agreed that University can also be suggested to consider login attendance the classes may continue on online mode in near future.
6. Suggestions came from members to create a You Tube channel of the college so that e content like videos and slide presentations of the lectures can be uploaded on it for the benefit of the students.
7. It was discussed that college should make use of Google class room and Google meet as this would ensure attendance of the students as soon as they will log in.
8. The committee was informed that the teachers of all the subjects are preparing e content of the complete syllabus of the University and thus create a repository of online material for the benefit of the students.
9. It was resolved that in case the present situation of covid continues as anticipated by medical fraternity then we can move to virtual mode so that activities and connect with the students is not hampered.
10. The committee resolved that college in order to give a market driven study option to the students will apply for NOC to Government, for GPEM as one of the optional subjects for BA/B Com courses from session 2021-22 and make preparations for its inspection.

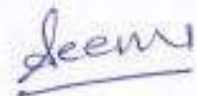
The meeting ended with thanks to the members.



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Recommendations made to College Administration/Management Committee  
IQAC Meeting (6.6.2020)

1. Tools required by the teachers for e – teaching. This would require purchase of e portals to carry out classes on online mode.
2. Purchase of You Tube space for uploading recorded lectures for benefit of students for future viewing.
2. Develop e - teaching-learning center in the college to impart knowledge within and outside the college.
3. Probe on requirements of Swayam portal and motivate faculty members to design courses to upload on the portal for the session 2020-2021.
4. Inspection and Commencement of skill enhancement courses.



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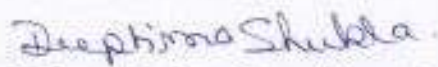
Action Taken Report of IQAC meeting held on 6.6.2020

1. E teaching tools required for online classes have been provided to teachers. College provides G – Suit (Google Drive) for classes. College has an Institutional subscription of G – Suit. It is being used to take online classes through Google Classroom during Covid 19 pandemic period and lockdown.
2. College has created an account on You Tube with the name “Kanoria PG Mahila Mahavidhyalaya, Jaipur” to upload lectures on You Tube. All the Departments of the college have uploaded their lectures both on Google Class Room as well as You Tube. This has created substantial repository of class lectures which can be viewed by all the students whenever it is convenient to them.
3. The College has made an exemplary initiative by creating a teaching – learning center and transforming it into an e teaching – learning center. It has played a major role on enhancing online teaching methodology and furnishing technical skills regarding virtual teaching of faculty members as well as students. The center has already organized a week-long FDP on ‘Know How of Virtual Learning’, practical training of which was imparted in college from 6.7.2020 to 11.7.2020. Second FDP by the center was organized from 10.8.2020 to 17.8.2020. An Online Orientation for Students regarding how to attend online classes was organized on 17.7.2020 the videos of which are also available on college website.
4. A team has been setup under the convenorship of Dr. Sarla Sharma, Vice Principal, to investigate the possibilities of linking college with Swayam portal of MHRD. Team has invited proposals from faculty members who wish to develop course and modules for the same to be submitted to MHRD. Three faculty members have successfully completed FDP through Swayam e – learning portal.
5. Inspection team from Directorate of College Education, Jaipur has visited college for providing NOC for opening of GPEM as a subject option in BA and B Com. Inspection team from University of Rajasthan for providing affiliation for GPEM is awaited.



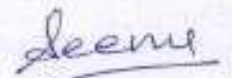
Director

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