

2016/17

IQAC Meeting (External)

<sup>a</sup>Knoria PG Mahila Mahavidyalaya, Jaipur

Venue – Director's Office

Time – 2 pm

A meeting of IQAC members held on 28.11.16 at 2 pm. in Director's office.

Agenda:

1. Discussion on vision document.
2. Future plans for college.
3. Quality assurance mechanisms in college.








*Deepthi Shukla*

IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur

## Minutes of the IQAC Meeting (External) Held on 28.11.16

Nine members attended the meeting. Meeting was chaired by Dr. Rashmi Chaturvedi, Director, Kanoria Girls College.

### Members:

Dr. Rashmi Chaturvedi (Chairperson)   
Shri Rajan Mathur (Secretary and Representative of Management) (Absent)  
Dr. Rima Hooja (External member)  
Prof. Ashok Nagawat (External member) (Absent)  
Ms. Meenakshi Tyagi  
Ms. Ranju Mehta (Coordinator)   
Dr. Ranjula Jain   
Dr. Deeptima Shukla   
Dr. Jyotsana Jain   
Dr. Jayanti Goyal   
Shri. Sanjay Mathur 

### Minutes of the Meeting:

- Members introduced themselves at the beginning of the meeting for benefit of external members.
- Members suggested to discuss the vision document of the college with college faculty members to get an idea of their perception over the document.
- A suggestion of 'Buddy Group' was floated wherein a pair of senior and junior can be formed to help each other enhance their personalities and imbibe leadership skills through peer mentoring.
- To relate classroom teaching to the outside world and make it interesting, the teachers should motivate to do so. Looking at the high demand from society and in order to expand the college vertically, members reviewed the process and requirements for opening Post Graduate Courses in all the four major subjects of faculty of science – Zoology, Botany, Physics and Chemistry.
- Committee suggested to invite experts from various fields to share their perception for the holistic development of the students.
- Committee showed its concern towards the young students who take admission in the college and can go haywire in new open environment. It was suggested that psychometric tests should be conducted for the students. Members also agreed to form a new prospectus committee for upcoming session and discussed on arranging counselling sessions to guide students regarding subject choices and other add on courses.
- Emphasis was laid on making concentrated efforts on areas of development and improvement suggested by IQAC. Members suggested to upgrade the science and computer labs. Funds for the same would be decided in the meeting of college management. Members also suggested to renovate the computer lab and equip it with required peripherals.
- Committee suggested to start various certificate/diploma courses for skill development of students.
- Preparation of well-structured feedback forms for all the stakeholders was considered by the members. Members were of opinion that this would help in betterment of not only teaching learning process but also the infrastructure and other facilities.

  
Director

  
IQAC Coordinator

Recommendations made by IQAC Committee (External) Meeting held on 28.11.16

1. A committee with external member and some faculty members to be appointed to work on vision document of the college.
2. Development of structured method of peer learning amongst faculty members.
3. Renovation of science and computer labs.
4. Procuring feedback from various stakeholders.

*Deepthi Shukla*

IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur

## Kanoria PG Mahila Mahavidyalaya, Jaipur

## Internal Committee Meeting of IQAC

15.2.17

## Agenda:

Meeting of internal members of IQAC will be held on 15.2.17 with the purpose to focus on the following agenda items for winding up the current session and preparedness for upcoming session/activities.

1. Planning for university annual examinations.
2. Setting up of prospectus committee for publication of prospectus for next session.
3. Setting up of time table committee for upcoming session.
4. Research Projects and publications by teachers.
5. Collection of feedback to get the views of various stake holders.



IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur

## Minutes and Compliance Report of the meeting of IQAC (Internal Committee) - 15.2.17

The internal committee meeting of IQAC held on 15.2.17 was attended by thirteen members.

### Members:

Ms. Ranju Mehta	<i>Ranju Mehta</i>
Dr. Ratna Saxena	<i>RS</i>
Dr. Seema Agrawal	<i>Seema</i>
Dr. Sarla Sharma	<i>Sarla Sharma</i>
Dr. Neetu Mathur	<i>Neetu Mathur</i>
Dr. Ragini Sharma	<i>Ragini Sharma</i>
Dr. Ranjula Jain	<i>Ranjula Jain</i>
Dr. Deeptima Shukla	<i>Deeptima</i>
Dr. Ranjana Agarwal	<i>Ranjana</i>
Dr. Jayanti Goyal	<i>Jayanti</i>
Dr. Ritu Gupta	<i>Ritu Gupta</i>
Dr. Ritu jain	<i>Ritu Jain</i>
Mr. Sanjay Mathur	<i>Sanjay Mathur</i>

### Minutes of the meeting:

1. Since University has announced the dates of its annual examinations and college being a big center for university exams the committee decided upon the planning and arrangements to be made. Centre In charge and Shifts in charges for all the three shifts were decided. Members suggested to adhere upon the guidelines provided by the university for smooth running of the examinations.
2. Members discussed about the creation of prospectus committee for preparing prospectus for next session. Members were informed about the college policy of admissions and fee return in case of cancellation of the admission which had to be made part of the information being provided in new prospectus.
3. The committee viewed that time tables of all the three faculties have to be prepared by three separate committees. Convenors and Members of all the three-time table committees were decided upon. Members suggested to prepare and spread the time tables in such a manner so as to make maximum utilization of rooms and faculty members efficiently and convenience of students is taken into consideration.
4. Members discussed that teachers have to be motivated to apply for funding for research projects to various agencies – UGC, ICSSR, ICHR, ICMR, DST etc. It was also discussed that since promotion and academic development involves publications of research papers therefore faculty members should try to get their papers published in reputed journals and edited books.
5. NAAC criteria committee convenors were advised to collect feedback from various stakeholders in well-structured feedback forms. Members were of opinion that this would not only fulfill the requirement of NAAC SSR but also facilitate college administration to make improvements wherever necessary.

The Meeting ended with thanks from the coordinator IQAC

*Deeptima Shukla*  
IQAC Coordinator



Kanoria PG Mahila Mahavidyalaya

IQAC (External)

Date: 5.4.2017

Agenda for the Meeting

1. Confirmation of minutes of the previous meeting (28.11.16). The chairperson while giving details of the comments received on the minutes of the last meeting (28.11.16) by the IQAC coordinator, sought the confirmation of the minutes. The members agreed to adopt the comments.

2. Action Taken Report:

Action Taken Report of IQAC Meeting (28.11.16):

1. A committee headed by Prof. N D Mathur is appointed to work on the vision document of the college.
2. A structured format is provided to all the departments of the college to mark the peer learning sessions they had undertaken in their departments. All the departments took the assignment earnestly and organized such sessions.
3. Management committee approved renovation and air conditioning of computer labs.
4. Various NAAC criteria dealing committees are advised to prepare feedback forms to collect feedbacks from various stakeholders and analyze them for better understanding of outcome of the responses.

New Agenda Items:

3. Assessment of workload and appointments of teaching and non teaching staff.
4. Online admissions.
5. Conception of research center, campus infrastructure development including hostel facilities and development.
6. Language Learning.
7. Exploring Consultancy Programs.
8. Improvement of Teaching – Learning process and teaching Innovations
9. Organizing coaching classes.
10. FDPs.
11. Training Programs for Research Development
12. Effectiveness of Placement Cell.

Reporting Item:

New Programs started in the session 2016-17 -

- M Sc – Botany, Zoology and Chemistry
- Certificate course in Digital Marketing in collaboration with TISS, Mumbai
- Certificate course in Fashion Designing with iECEN, Milan, Italy

*Deepika Shukla*  
IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur

## Minutes of the Meeting: 5.4.2017

Ten members attended the meeting. Meeting was chaired by Dr. Rashmi Chaturvedi, Director, Kanoria Girls College.

Members:

Dr. Rashmi Chaturvedi

Dr. Varsha Sharma

Dr. Rima Hooja

Prof. Ashok Nagawat

Ms. Ranju Mehta

Dr. Ranjula Jain

Dr. Deeptima Shukla

Dr. Jyotsana Jain

Dr. Jayanti Goyal

Shri. Sanjay Mathur

2. In order to ensure the smooth running of the teaching and miscellaneous works of the college, the cell suggested to have new appointments made before commencement of the new academic session. After assessing the situation following requirement was suggested:

Chemistry – 5

Computer Science – 5

Botany – 2

Environment Science – 1

Economics – 1

Math – 1

Political science – 1

Physics – 1

Administrative Officer - 1

3. Members agreed upon the point of making admission procedure online as this would facilitate students as well as college in procuring data regarding applications (local and outstation), registrations (local and outstation) and fees and preparation of merit lists.

4. NAAC peer team's comments on betterment of library were taken seriously and cell suggested expanding the seating capacity in the library, installation of more computers in the library, procuring more reading material in the form of books, journals and e reading material.

5. Hostel being an important unit of the college and inmates occupying it during summers as well, due to semester system, was well discussed in the committee meeting and a suggestion was made to make cooling facility available in the hostel.

6. Language Lab with modern technical facilities and was recommended by the cell members which could assist student to learn a language with proficiency to communicate.

7. It was agreed that teachers would be motivated to explore Government and other sectors to obtain consultancies that would make use of the knowledge and skills of the teachers.

Director

Kanoria PG Mahila Mahavidyalaya  
Jaipur

Deeptima Shukla

IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur

8. Since the funding from UGC for organizing coaching classes has been stalled therefore it was suggested that coaching classes could be conducted on SFS mode. Subsidised fees can be taken from the students.

9. It was felt that since teachers require learning and brushing up of their knowledge on regular basis which would ultimately help in their research and teaching, therefore, FDPs should be organized at regular basis and teachers should be motivated to attend FDPs at other places as well.

10. Emphasis was laid on research and project work of the teachers and involvement of students in them. Training teachers for project proposal writing, report writing and journal article writing to be made regular feature.

11. Peer learning for teachers, use of ICT in classes, class tests for students, enrollment of teachers and students in other courses, organizing and attending workshops and seminars, publications in the form of reference books and research articles, seeking membership in various academic organizations were the areas which committee members suggested to pursue.

12. Renovation and up gradation of labs, appropriate class room furniture, availability wi fi facility, well equipped and conducive work environment in college office, provision for further expansion of labs for research and consultancy purpose was recommended by the committee. Members also suggested to open a crèche in the college campus itself as this would facilitate younger teachers to take up their college and maternal duties comfortably.

13. Since the college runs non technical courses therefore the problem of campus placement was taken up by the committee. Suggestions were made to register students seeking placement and invite companies and employers. It was also suggested to gear up the students first so that they can meet the requirements of the employers.

*Deepshikha Shukla*  
IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur



External Meeting IQAC (5.4.17)

Recommendations made by IQAC Meeting held on 5.4.17

1. Appointment of teachers in various departments.
2. Appointment of Administrative Officer.
3. Vendor for online admission process.
4. Expansion of library in terms of books, journals and e sources and infrastructure.
5. Provision for cooling in hostel.
6. Construction of language lab
7. Creche facility for teaching and non-teaching staff members.
8. Apply to University of Rajasthan for NOC and affiliation for opening research center (English and Political Science) in the college.
9. Apply to Directorate of College Education and University of Rajasthan for starting new program - PGDCA

*Deepika Singh*

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