

2017-18

**Kanoria PG Mahila Mahavidyalaya, Jaipur**  
**IQAC (Internal) Meeting**  
**9.7.17**

IQAC Committee (Internal) meeting will be held on 9.7.17 in Director's office.

Agenda of Internal meeting of IQAC:

1. Confirmation of minutes of IQAC meeting (internal) held on 15.2.17
2. Welcome of new principal in new session of the college
3. Review of NAAC report with principal
4. Formation of new committees for coming session
5. Department wise social responsibility activities.
6. Review of Admission process

*Deepa Sharma Shukla*  
IQAC Coordinator  
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Jaipur

  
**Principal**  
Kanoria PG Mahila Mahavidyalaya  
JLN Marg, Jaipur-302015

## Minutes and Compliance Report: Internal IQAC. 9.7.17

The internal committee meeting of IQAC was held on 9.7.17. Fourteen members attended the meeting. The meeting was chaired by the Principal Dr. Mini T C.

### Members:

Dr. Mini T C

Ms. Ranju Mehta

Dr. Ratna Saxena

Dr. Seema Agrawal

Dr. Sarla Sharma

Dr. Neetu Mathur

Dr. Ragini Sharma

Dr. Ranjula Jain

Dr. Deeptima Shukla

Dr. Jyotsana Jain (On Leave)

Dr. Ranjana Agarwal

Dr. Jayanti Goyal

Dr. Ritu Gupta

Dr. Ritu Jain

Mr. Sanjay Mathur

### Minutes of the meeting:

1. Minutes of the previous meeting were confirmed and accepted by the committee.
2. All the members present decided to host a small welcome meeting for new principal and resolved to cooperate with her in running the administration of the college smoothly. It was also resolved that the college will prepare itself for next cycle of NAAC under the guidance of new principal.
3. The members decided to go through the NAAC report given by peer team and to work for compliance of short comings pointed out by NAAC peer team. Principal suggested few shortcomings and gave several ideas such as – more CSR activities have to be undertaken, number of research projects have to be increased and research methodology workshops will be held to train teachers for preparing research proposals, structured peer learning has to be formulated, national and international days have to be celebrated for generating awareness among students etc.
4. It was decided that members in consultation with director and principal of the college will form NAAC coordination and IQAC team for forthcoming and future sessions. Both the team members along with coordinators were decided upon.
5. Members suggested to form various academic, co-curricular and infra structure related committees for smooth functioning of all the activities of the college.

Deeptima Shukla

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- Committees for all activities have to be created and displayed on notice board. The yearlong committees were formed with consensus of members.
6. Members suggest that feedback collected from students and other stakeholders regarding completion of syllabus shall be analyzed by the team for betterment of teaching learning process.
- The meeting ended with thanks from the coordinator.

*Deepthima Shukla*

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*[Signature]*  
**Principal**

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2017-18

## External Meeting of IQAC

Date: 23.9.17

Venue: Director's Office


Time 11.am

Meeting of IQAC (external) will be held on 23.9.17. Meeting will be chaired by the Director, Dr. Rashmi Chaturvedi.

Agenda of the meeting:

1. Confirmation of Minutes of IQAC meeting held on 5.4.17.
2. Action Taken Report of the Meeting held on 5.4.17
  1. Selections of teaching staff were made by the college in the department of Political Science, Economics, Statistics, History, English, Math, Physics, Chemistry, Botany, Zoology, Biotechnology, Computer Science and Commerce. 11 new faculty members have been appointed as permanent staff, 17 as temporary and 20 on period basis.
  2. In matter relating to the requirement of non-teaching staff, it was felt that there is an urgent need for having administrative officer/finance officer who would be efficient enough to run the office of the college both administratively and financially. Mr. Pushpendra Choudhary was appointed as finance officer on part time basis
  3. Management committee agreed upon the online admission process to be started in the college with nominal fee increase of 10% in all the courses.
  4. a) extension of library, in terms of books, journals and online material and infrastructure b) plans are made to expand the area of the library, possibilities of its air conditioning and further computerization of the library. c) A separate place has been allocated for the research centre in the library with infrastructural facilities and reference books. d) Requirements of Departments of Political science and English for book, journals and e resources for research centre have been met.
  5. In order to develop self-employment skills and to improve the employability of the students of the college, Rs. 10.00 lakhs were allotted to initiate a self-financing skill development centre.
  6. 24 desert coolers along with their pipe and other fittings were installed in the hostel rooms. Pest control was also done in college hostel.
  7. Management committee approved the construction of language lab in the college with all the peripherals required to set it up. Budget for the same was decided by building and finance committees of the management. Construction and furnishing of Language Lab along with air conditioning and purchase of all technical equipment is almost complete.
  8. Teachers were motivated to explore the possibilities of availing consultancy programs both in governmental and non-governmental sectors. It was also decided that such programs will be provided with all facilities which college could provide. Faculty members

  
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along with the students have taken up various research and consultancy activities through college as central unit.

**Ongoing research and consultancy activities:**

- Soil Health Card Scheme (Department of Agriculture, Government of Rajasthan)
  - Governance and Management in Higher Education Institutions (NUEPA - MHRD)
  - Water Quality of Jaipur District - in Respect of Hardness and Fluoride Content and its Impact on Health with GIS (Greenh Envirotech)
  - Splendid History of Wall City of Jaipur: Lanes and Havelies (Rajasthan Education Trust)
  - Asian Patients Perspective Regarding Oncology Care and Health (Bhagwan Mahaveer Cancer Hospital, Jaipur)
  - Comprehensive Traffic and Transportation Study for Jaipur (JDA, Larsen and Tuobro)
  - Effect of Rising Temperature Stress on Growth and Physiology of Domestic Crops of Rajasthan (Rajasthan Rajya Tilam Utpadan Sangh Ltd.)
9. Coaching classes for entry in services was started on SFS mode. 210 students registered for the coaching classes.
10. Organizing of FDPs is made regular feature in the college and mandatory for teachers to attend. a) One major (4 days) and around 4 minor FDPs (one day) were organized. b) Teachers actively attended FDPs in other institutions like ICFAI and Vanasthali Vidhyapeeth.
11. Teachers could avail small research projects from various governmental and non-governmental agencies. (Details in 8.4.18 meeting of Kanoria Girls College Trust, Executive Committee Meeting.)
12. Purchases of computers and K Yans and computers along with smart boards; use of IT in teaching facility is provided to teachers.
13. a) Crèche has been established b) Labs requiring immediate renovation have been constructed c) deans' rooms have been constructed d) labs for research and consultancy purpose are been constructed. e) Plans are made to convert more and more class rooms into smart or ICT class rooms f) purchase of laptops and computers is in pipe line.
14. Infrastructure development included reconstruction of water tank, pain work, acoustic work in language lab, renovation of science labs, construction of research and development lab (Details in 8.4.18 meeting of Kanoria Girls College Trust, Executive Committee Meeting.)
15. Companies like AAyat Softech Pvt. Limited, Teleperformance, TCS, Digitalk Advertising Pvt. Limited, Genpact, Infosys, Aladdin Technology Pvt. Limited, Maverick Mindz, Spencer Hills Consultancy Pvt. Limited, Absas Solution visited campus and around 71 students were finally selected in session 16-17.
16. Applied for Affiliation for M Sc Botany, Chemistry and Zoology on 16.2.16 (Affiliation received)

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17. Applied for Affiliation for new course PGDCA to university of Rajasthan on 21.1.17  
(Affiliation received)

18. Applied for Research Centre to University of Rajasthan on 10.7.17.

3. New Agenda Items:

- Students' enrollment in skill-based courses. (Skill enhancement)
- Systematic collection and analysis of the student feedback forms and method to collect feedback from other stakeholders. (Making effective use of feedback.)
- Refurnishing of science laboratories and modernizing them.
- Planning of student section disbursement system so as to improve student teacher ratio.
- Addressing the learning outcomes of the courses to the students (both, offered by university and by the college).
- Organizing Lectures by identifying experts in the subject to improve understanding of teachers and students on current researches.
- Mentoring system rejuvenation.
- Registration of Alumni Association/PTA
- Sports Development
- Green and Clean campus (Green Audit)
- NAAC Re accreditation.
- Opening of new courses and seeking affiliation from University of Rajasthan



Director  
Kanoria PG Mahila Mahavidyalaya  
Jaipur



IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
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Principal  
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Minutes of IQAC Meeting

23.9 2017

1. Meeting started by introduction of the Cell members and welcome note from the Director of the college. 15 members of the cell were present in the meeting.

Members:

Dr. Rashmi Chaturvedi (Director)



Dr. Mini T C (Principal)

Mr. Sanjeev Surolia (Management Representative)

Ms. Ranju Mehta



Dr. Seema Agrawal



Dr. Sarla Sharma



Ms. Reeta Kuhad (External Member)

Ms. Manju Sharma (External Member)

Dr. Rashmi Jain (External Member)



Ms. Ganga Devi Sharma (Student Representative)

Dr. Jyotsana Jain



Dr. Jayanti Goyal



Dr. Kumud Tanwar



Dr. Deeptima Shukla



Mr. Sanjay Mathur



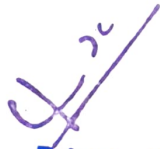
2. Minutes of previous meeting confirmed by the cell

3. Action taken as per the discussion on agenda in previous meeting with external members discussed.

4. Cell reviewed add on courses offered by the college. It was suggested that market research on the type of courses that can be introduced would produce better results and enhance the skills of students and help in their employability. Web and online classes, small software and applications designing for BCA students, internship in the area of business management for Commerce and BBA students, health care and business and training programs for students of applied sciences, internship and training in development sector and data collection and content writing for social science students was suggested. It was also suggested that students can be hired for some work by the college with credit and recognition. Committee members suggested to start Spanish language classes along with other foreign language classes.



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5. It was suggested that the feedback data collected has to be analyzed and presented before teachers so as to convey the areas where improvement is required. Feedback should serve as prescription to the problem.
6. Discussion was made as to the construction and renovation efforts made by the college so as to refurbish and modernizing laboratories.
7. Cell was informed regarding the new appointments of teaching faculty and proper, balanced and rational distribution of sections to the students was discussed.
8. Cell members suggested that since the State is rolling over from its responsibility of assisting the institutions therefore college will have to search for alternative agencies to fund research projects. Hospital like EHCC in Jaipur offered to fund scientific research projects.
9. College informed the committee members that each department has been given the task to organize lectures of subject experts. Members suggested carrying out research training programs for all the faculties.
10. Cell members opined to organize mentoring sessions for students by the concerned teachers. Counseling and Guidance Centre of the college can also be a part of mentoring system.
11. Cell suggested declaring one day of the year as Alumni Day of the college and an annual meeting of Alumni should be held on that day. PTA meet should be made mandatory feature of the college and feedback and outcomes of the meet should be used to improve the areas requiring improvement.
12. Community service and sports were opined as two areas where students should be motivated to come forward to participate. Cell members suggested providing additional funds and facilities to good sports persons of the college.
13. Cell members were informed about the efforts made in the direction of making college a green campus. They were also informed about the participation of college in MHRD Green Campus Competition.
14. Cell members were informed about the present system of online admissions. Members suggested improving and developing software to make admission procedure more students friendly.
15. Cell members suggested to prioritize the work to be done before going for NAAC Re accreditation and prepare a excel sheet of the work done and achievements made.
16. Cell members suggested to broaden up the scope of subject choice and to expand the academic framework of the college more courses in demand such as Economic Honors, M Sc. Mathematics and Physics should be opened. It was also recommended that looking into high demand for admissions in M Sc. Zoology, Botany and Chemistry, college should apply for increase in seats in these PG subjects.

Meeting ended with vote of thanks by the Director and Principal of the college.

*Dr. Pooja S. Shukla*  
 IQAC Coordinator  
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 Jaipur

*[Signature]*  
**Principal**  
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Recommendations made to College Management Committee by IQAC (23.9.17)

1. Add on and Skill Development courses.
2. Upgradation of Science Labs for to accommodate more PG students with increase in seats in PG departments.
3. Appointment of Full-time faculty member for physical education.
4. Construction of Water Harvesting system, bio compost plant and inception of operational college nursery.
5. Seeking possibility of introducing new courses and applying to University for affiliation.

*Deepshona Shukla*

IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
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*[Signature]*  
**Principal**

Kanoria PG Mahila Mahavidyalaya  
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Kanoria PG Mahila Mahavidyalaya, Jaipur

**IQAC (Meeting with External Members)**

**Venue Director's Office**

**Agenda for the Meeting dated 19<sup>th</sup> April 2018**

**1. Confirmation of minutes of the meeting:**

The Chairperson while giving details of the comments received on the minutes of the last meeting (23.9.17) by the IQAC Coordinator, sought the confirmation of the minutes. The members agreed to adopt the comments.

**2. Action taken on the recommendation of IQAC meeting held on 23.9.17:**

- A. Add-on courses and Skill Development Courses like Certificate Course in Tally, Organic Farming, Functional English, French/ German Language, Diploma in Art & Craft Design, Music & Dance, Nutrition and Dietetics, Hindi Language Skills and Certified Accounting Technician are added in curricula of the college. Courses in collaboration with TISS and iECEN, Milano are included in college curricula.
- B. Systematic collection of Student Feedback was made. Analysis of Feedback was done and teachers were guided accordingly for the betterment of their performance.
- C. Laboratories of Botany, Chemistry, Physics, Zoology, Biotechnology were renovated and modernized as per the requirements of the Departments and also for future accommodation of increase in seats in the PG Departments of the Science Subjects.
- D. Proper planning and subject coding system were revolved to improve student-teacher ratio in the classrooms. Disbursement of Sections was planned to be made in a balanced manner. Admission committee under the convenorship of Dean, Students' Affairs planned the complete admission procedure beforehand. Online admission procedure was planned.
- E. Students of the college took admissions in PG and other courses in various Universities in India and abroad. 45 Students have received campus placements in

  
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session 2017-18. 45 students are trained for soil testing to provide them further job opportunities.

- F. Teachers were motivated to send their research proposals at various Governmental and Non-Governmental agencies for funding and 6 research proposals received funding from outside sources.
- G. All the departments of the college organised at least 4 Extension/ Guest Lectures by the experts of the subjects. Research methodology workshops, 2 in each Faculty (Science, Arts and Commerce) were held.
- H. Mentoring of students was taken up by a counselling cell with a trained counsellor and Department of Psychology.
- I. Data regarding alumni was collected. A parents teachers meeting was held and responses of the parents and teachers were analysed and as an action taken, principal of the college briefed the responses of the parents to teachers and suggested further improvement.
- J. Full time faculty member for Physical Education appointed. 7 to 8 part time coaches are appointed for coaching in various games. Scholarships are being provided to sports girls who have shown achievements in various games.
- K. College campus is best taken care of for saving environment in all aspects. Water harvesting system is installed. Bio compost plant is operational. College nursery is functional. College has applied for green campus competition in the Ministry of Environment, Forest and Climate Change.
- L. College agreed for opening of new courses and apply for affiliation from university of Rajasthan. Courses:
  - 1. BA Honours Economics
  - 2. M Sc. Physics and Mathematics
  - 3. Increase intake in M Sc. Zoology, Botany and Chemistry
- M. Regular meetings of IQAC are being organized. College plans for re-assessment in 2019.

New Agenda items:

- 3. Introducing new subjects and courses in the college.
- 4. Construction and renovation of Labs as per requirement.
- 5. Requirement of computers and other technical instruments.

*Deepam Shukla*  
IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur

6. Receiving Annual Academic Appraisal from teachers.
7. Assessment of expected workload and requirement for new staff for the coming session.
8. Appointment of teaching and non-teaching staff for coming session.
9. Purchase of books and subscription/ renewal of journals, magazines etc. in Library.
10. Analysis of teachers' feedback received from the students.
11. Website updating, proper monitoring and counselling during online admissions and submission of online fee.

**Reporting Item:**

Affiliation for new courses and increase in intake of seats in various PG courses granted by University of Rajasthan.

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Minutes of Meeting held on 19.4.18

Meeting started with the Director of the college, Dr. Rashmi Chaturvedi welcoming the Members of the cell. 12 members were present in the meeting held on 19.4.18


Members:

Dr. Rashmi Chaturvedi (Director) 

Dr. Vartika Arora (Principal) 

Ms. Ranju Mehta (Vice Principal) (Absent)

Mr. Sanjeev Surolia (Management Representative) 

Dr. Seema Agrawal 

Dr. Sarla Sharma 

Ms. Reeta Kuhad (External Member)

Ms. Manju Sharma (External Member) (Absent)

Dr. Rashmi Jain (External Member) 

Ms. Ganga Devi Sharma (Student Representative)

Dr. Ranjula Jain 


Dr. Jayanti Goyal 


Dr. Kumud Tanwar 

Mr. Sanjay Mathur 

Dr. Deeptima Shukla 

1. In order to encourage students and to give them more options in the college the committee appreciated opening of new courses new courses MJMC, PG in Mathematics and Physics and Economics honours UG level. Members also appreciated the efforts made to increase seats in M Sc. Zoology, Botany and Chemistry and suggested to apply for more new courses like B Sc. Home Science, BA Hons. Political Science, Statistics as a subject option in BA pass course and skill development course such as Fashion Designing (Apparel and Textile)
2. Members viewed that college should establish and refurnish its labs, library and teaching staff as per the requirements of the courses where increase in seats in the departments of Zoology, Botany, Chemistry would need refurnishing and Soil Testing Lab updation should be ensured.
3. Committee suggested that with the expansion of courses there would be requirement of more computers and other equipment (technical and non-technical) before the college goes for inspection for opening new courses.
4. Committee members viewed that a simple, self-sufficient and smooth process of online admissions has to be adopted. A software for the same is required to be developed by the professional dealing with admissions in other such institutions. Similarly, it was suggested that all fee and cash transactions should be made online and college office

  
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should also be trained to meet the requirements and queries in online admissions and fee collection.

5. Committee discussed that academic progress of teachers and their association in college activities should be received annually.
6. There was a consensus in the opinion of committee members that heads of each department should give the requirement of teaching staff in their department beforehand so that new teaching staff is recruited before starting of the new session.
7. Non-Teaching staff recruitments also have to be made before the beginning of new session.
8. Good library is required to supplement class teaching therefore committee members suggested that books have to be purchased from time to time to upgrade library. Budget for the same needs to be sanctioned beforehand.
9. Members felt that feedback from students is of utmost importance for improving teachers' performance in class room. Feedback should be analysed and should be shared with students for their betterment.
10. A counselling committee needs to be appointed so as to guide students regarding add on courses offered by the college and choices that can be made as regards these courses.
11. It was suggested that the website should be updated from time to time and lists of admissions updated. Proper monitoring from admission committee and college office is required so as to ensure that no problem arises during admissions.

Meeting ended with thanks from the chair.

*Deepanshu Shukla*

IQAC Coordinator  
Kanoria PG Mahila Mahavidyalaya  
Jaipur

*Ataa*  
Principal  
Kanoria PG Mahila Mahavidyalaya  
JAIPUR

## Recommendations made to Management Committee

### IQAC Meeting (19.4.18)

1. Apply for more affiliation from University of Rajasthan for new courses like B Sc. Home Science, BA Hons. Political Science, Statistics as a subject option in BA pass course and skill development course such as Fashion Designing (Apparel and Textile).
2. Renovation of Labs.
3. Purchase of computers.
4. Promotion of teachers on the basis of API scores.
5. Confirmation of teachers after successful completion of probation period.

*Deep Hara Shukla*

IQAC Coordinator  
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*Aruna*

Principal  
Kanoria PG Mahila Mahavidyalaya  
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IQAC Committee (Internal) Meeting

Date 4.4.2018

Venue – Director's Office

Time 11 Am.

Meeting of IQAC Committee (Internal) will be held on 4.4.18. The meeting will be chaired by the principal Dr. Vartika Arora.

Agenda of Meeting:

1. Confirmation of minutes of previous meeting held on 9.7.17.
2. Internal Audit – verification of various labs.
3. Internal Audit - verification and sorting of library books.
4. Admission procedure and online process revision.
5. Requisitions for labs requirements.
6. Formation of various committees – admission, prospectus and time table committees.

*Deepthi Shukla*

IQAC Coordinator  
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Jaipur

*Arora*





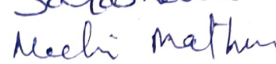

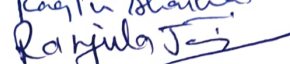

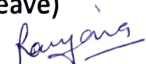



Principal  
Kanoria PG Mahila Mahavidyalaya  
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### Minutes and Compliance Report : Internal IQAC. 4.4.18


The internal committee meeting of IQAC was held on 4.4.18. Thirteen members attended the meeting. The meeting was chaired by the Principal Dr. Vartika Arora.


#### Members:

Dr. Vartika Arora   
Dr. Ratna Saxena   
Dr. Seema Agrawal   
Dr. Sarla Sharma   
Dr. Neetu Mathur   
Dr. Ragini Sharma   
Dr. Ranjula Jain   
Dr. Deeptima Shukla   
Dr. Jyotsana Jain (On Leave)  
Dr. Ranjana Agarwal   
Dr. Jayanti Goyal  
Dr. Kumud Tanwar   
Dr. Ritu Jain   
Mr. Sanjay Mathur 

#### Minutes of IQAC (Internal) Meeting – 4.4.18

1. Minutes of the previous meeting were confirmed and accepted.
2. It was discussed that internal auditing of labs and library is an essential element so as to ensure internal control process and effective operations. Committees for verification of labs and library books were made and were expected to finish their assigned work by end of May. The books to be discarded from library and equipment that required any repair or needed to be discarded were to be identified and handled accordingly.
3. Members were of opinion that though the admission process will be online yet, like previous years separate admission committees for arts, science and commerce should be formed for verification of forms and documents so that admission procedure may start from 1<sup>st</sup> of July 2018. A counseling committee was constituted by the members to assist the new comers regarding selection of subjects and inform them about add on/skill enhancement courses. Tested and experienced vendor for online admission should be hired.
4. Members suggested that prerequisites should be taken from all departments with labs so that college is equipped well in advance for the coming session. Committee

  
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members advised to prepare a format for requisition for lab requirements and on the basis of their requirements funds would be allotted to each department for the purchases to be made.

5. Members were of opinion that since there is growing importance of ICT in teaching and learning process therefore, computers will have to be allotted to all practical based departments.
6. Members were of view that different committees have to be formed for taking up various activities of the college in the session 2018-19. Members formed committees/associations. In charges/conveners of the same were made responsible to hold various activities in the college along with their team members. In charge and team to carry out NSS is also created.
7. Members suggested to reviewing the work of NAAC criteria writing committees so that progress and hurdles in this direction could be identified and proper resolutions made. Committee members discussed the outcome of a meeting of NAAC steering committee held to review the work of criteria writing committees. Members resolved to give these committees full support and would facilitate them through the support from administration and office.

The meeting ended with thanks from the coordinator.

*Deepa Hone Shukla*

IQAC Coordinator

Kanoria PG Mahila Mahavidyalaya  
Jaipur

*Arora*

Principal

Kanoria PG Mahila Mahavidyalaya  
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