



VIVEK P.G. COLLEGE KALWAR, JAIPUR

(Affiliated to University of Rajasthan & Govt. of Rajasthan)

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CIRCULAR

20th Sep 2021

This is to inform all the members of IQAC cell that the 5th meeting of IQAC for the academic year 2021-22 is scheduled on 23rd Sep 2021 at 03:00 PM in the IQAC Cell. All the members are requested to attend the meeting.

Agenda of the Meeting

- To confirm the minutes of previous meeting.
- Analysis of the performance of students in add-on and value-added courses.
- Planning of online classes through google meet and zoom.
- All department heads should take feedback from students regarding syllabus coverage.
- Planning and execution of pending outreach and execution activities.
- Execution of faculty development program for teaching and non-teaching staff

Note: Strictly follow the COVID guidelines.



Copy to:

1. Chairman
2. All IQAC Members

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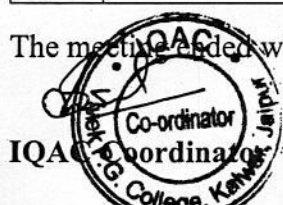
5th Meeting, Minutes of Meetings of IQAC

Meeting Title : IQAC Meeting
Date : 23 Sep 2021
Time : 03:00 PM
Venue : IQAC Cell

The agenda and outcome of the IQAC Committee meeting was held on 23rd Sep 2021. The meeting commenced at 03:00 PM with all the committee members. Chairperson welcomed all the committee members.

Ser No	Agenda	Discussion
1.	To confirm the minutes of previous meeting.	The minutes from the IQAC meeting held on 9 th Apr 2021, were reviewed and approved without any objections.
2.	Analysis of the performance of students in add-on and value-added courses	Dr Nimba Ram Bhakar reviewed feedback from faculty concerning possible updates to the curriculum. Committee members identified areas for improvement and enhancement, taking into account emerging legal trends.
3.	Planning of online classes through google meet and zoom	Dr Nimba Ram Bhakar examined opportunities for extracurricular activities, such as establishing research club and organizing student-led events.
4.	All department heads should take feedback from students regarding syllabus coverage	The committee members discussed various activities aimed at benefiting society. First Aid Camps are organized periodically on the college campus, and annual plantation drive involves participation from both teaching and non-teaching staff. Currently, priority is given to COVID control programs. Additionally, activities such as Save Soil Day, Blood Donation Camps, and Traffic Awareness Camps will be organized as circumstances allow.
5.	Planning and execution of pending outreach and execution activities	Two dustbins are to be installed on the college campus for the separate disposal of dry and wet waste, in line with the Swachh Bharat Mission. Efforts are underway to establish collaborations with appropriate Degree Colleges in the Jaipur—Jhotwara region to coordinate academic and cultural activities for students.
6.	Execution of faculty development program for teaching and non-teaching staff	Mr Vishal Dhaka (management nominee) examined ways to improve the overall quality of teaching and student support services. Dr Nimba Ram Bhakar discussed methods for gathering student feedback and implementing necessary improvements.

The meeting ended with a vote of thanks to the chair.



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ATTENDANCE

Ser No	Name of Members	Designation	Signature
1.	Dr Nimba Ram Bhakar	Chairperson	
2.	Dr Sunita Bedwal	IQAC Coordinator	
3.	Mr Vishal Dhaka	Management Nominee	
4.	Mrs Jyoti Choudhary	Management Nominee	
5.	Dr Indu Bala Choudhary	Teaching Representative	
6.	Mr.K L Yadav	Teaching Representative	
7.	Dr Anita	Teaching Representative	
8.	Imran Khan	Non-Teaching Representative	
9.	Ratan Lal Sharma	Non-Teaching Representative	
10.	Dr Satyendra Sing	Legal Representative	
11.	Susheela Choudhary	Social Worker Representative	
12.	Dr Anil Bansal	Educationist	
13.	Bhumika Rathore	Student Representative	
14.	Mahendra Dhaka	Alumni Representative	
15.	Manju Jngu	Local Society	
16.	Mahesh Chopra	Employers Representative	

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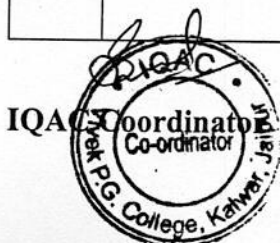
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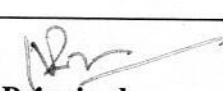
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Action taken report of IQAC committee meeting held on 23rd Sep 2021

Ser No	Agenda	Discussion
1.	To confirm the minutes of previous meeting.	The minutes from the IQAC meeting on 9 th Apr 2021, were reviewed and approved with no objections.
2.	Analysis of the performance of students in add-on and value-added courses	The analysis of student performance in add-on and value-added courses was conducted to assess their effectiveness and impact. Based on this analysis, targeted actions were implemented to enhance the courses. This included revising course content to better meet students' needs, improving teaching methods, and providing additional resources and support. Feedback from students and faculty was utilized to make these adjustments, ensuring that the courses offer maximum benefit and contribute effectively to students' overall learning experience.
3.	Planning of online classes through google meet and zoom	The college will involve students in various committees, such as the Representatives' Committee and the Volunteers' Committee.
4.	All department heads should take feedback from students regarding syllabus coverage	Feedbacks from students regarding syllabus coverage were asked and it ascertained that the syllabus coverage is desired level.
5.	Planning and execution of pending outreach and execution activities	Two large concrete dustbins have been installed in the shaded area next to the canteen. One is designated for dry waste, and the other for wet waste. These dustbins have been labeled for easy identification before disposal. Jaipur Municipal Corp is responsible for emptying these dustbins. Additionally, meetings are being held regularly with several nearby degree colleges to coordinate academic and cultural activities for students.
6.	Execution of faculty development program for teaching and non-teaching staff	The faculty development program for both teaching and non-teaching staff was successfully executed, focusing on enhancing their skills and knowledge. The program included a series of workshops, training sessions, and seminars designed to address various aspects of professional growth. For teaching staff, the sessions covered advanced teaching methodologies, curriculum development, and student engagement strategies. Non-teaching staff participated in training aimed at improving administrative skills, technology use, and communication. Feedback from participants was collected to evaluate the program's effectiveness and identify areas for further improvement, ensuring that the development needs of all staff members were met comprehensively.




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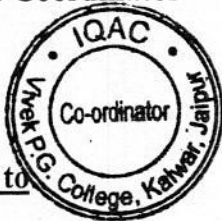
05th Mar 2022

This is to inform all the members of IQAC cell that the 6th meeting of IQAC for the academic year 2021-22 is scheduled on 09 Mar 2022 at 03:00 PM in the IQAC Cell. All the members are requested to attend the meeting.

Agenda of the Meeting


- To confirm the minutes of the previous meeting.
- Strictly follow the COVID-19 guidelines in the college campus.
- Online teaching practices, teaching material and video (ERP).
- Use of teaching tools.
- Discussion on project work.
- Discussion on annual gender sensitization plan.
- Focus on outreach activities which are already scheduled and pending.


IQAC Coordinator

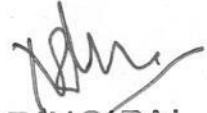


Copy to

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2. All IQAC Members


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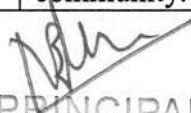
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6th Meeting, Minutes of Meetings of IQAC

Meeting Title : IQAC Meeting
Date : 09th Mar 2022
Time : 03:00 PM
Venue : IQAC Cell

The agenda and outcome of the IQAC Committee meeting held on 9th Mar 2022. The meeting commenced at 03:00 PM with all the committee members. Chairperson welcomed all the committee members:-

Ser No	Agenda	Discussion
1.	To confirm the minutes of the previous meeting	The minutes from the IQAC meeting held on 23 rd Sep 2021, were reviewed and approved with no objections.
2.	Strictly follow the COVID-19 guidelines in the college campus	The COVID guidelines are being strictly adhered to both on and off the college campus. These practices will continue with the same level of care for the coming months until the situation improves.
3.	Online teaching practices, teaching material and video (ERP)	Responsibilities were assigned to the members as follows:- <ul style="list-style-type: none">• Dr Indu Bala Choudhary – Coordination with IT team• Mr.K L Yadav-Provide ID & Password to everyone
4.	Use of teaching tools	Each faculty should follow the proper teaching rules by using the zoom app and their link should be provided them .
5.	Discussion on project work	No additional issues were raised by the committee members.
6.	Discussion on annual gender sensitization plan	The discussion on the annual gender sensitization planner focused on creating a comprehensive strategy to address gender issues and promote awareness throughout the year. The planner includes a series of workshops, seminars, and awareness campaigns designed to educate students and staff on gender equality, prevent discrimination, and support a respectful and inclusive environment. Key topics covered in the planner involve understanding gender stereotypes, addressing sexual harassment, and fostering gender-sensitive communication. The committee emphasized the importance of regular evaluations and feedback to ensure the effectiveness of the program and to make necessary adjustments based on the needs of the community.


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7.	Focus on outreach activities which are already scheduled and pending	The discussion on outreach activities emphasized the importance of engaging with the wider community to extend the institute's impact beyond its immediate environment. The focus was on developing initiatives that connect students and faculty with external organizations, such as local NGOs, community centers, and professional networks. Key outreach activities discussed included organizing community service projects, hosting public lectures and workshops, and establishing partnership with industry leaders for collaborative events. The goal is to enhance the practical experience of students, foster mutual learning, and contribute to societal development. The committee also highlighted the need for strategic planning and regular assessment of these activities to maximize their effectiveness and ensure they align with the institute's mission and values.
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The meeting ended with a vote of thanks to the chair.


IQAC Coordinator



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Action taken report of IQAC committee meeting held on 09th Apr 2021

Ser No	Agenda	Action Taken
1.	To confirm the minutes of the previous meeting	The minutes from the IQAC meeting on 23 Sep 2021, were reviewed and approved by the committee.
2.	Strictly follow the COVID-19 guidelines in the college campus	COVID-19 guidelines are being followed strictly in the college campus
3.	Online teaching practices, teaching material and video (ERP)	ID & Password have been provided to everyone and every faculty uploaded the study material on their ID
4.	Use of teaching tools	Responsibilities and tasks were delegated to the faculty members.
5.	Discussion on project work	No additional issues were raised by the committee members.
6.	Discussion on annual gender sensitization plan	Gender sensitization planner has been created in the college to address gender issues and promote awareness throughout the year. The planner includes workshops, seminars, and awareness campaigns designed to educate students and staff on gender equality, prevent discrimination, and support a respectful and inclusive environment.
7.	Focus on outreach activities which are already scheduled and pending	Various activities have been decided and co-ordinator has made the contact with the organization.



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