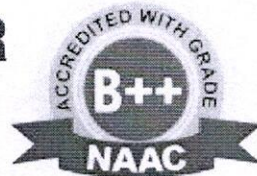




# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

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VPGM/2026/7/75

## Circular

Date: 12.03.2026

This is to inform all members of the IQAC cell that the 16th meeting of the IQAC for the academic year 2025-26 is scheduled for March 18, 2025, at 1:00 PM in the IQAC cell. All are requested to attend the meeting.

### Agenda of the Meeting: -

1. Confirmation of 15<sup>th</sup> Meeting, minutes of the meeting held on 10<sup>th</sup> October 2025.
2. To discuss and finalise Continuous Internal Evaluation, including scheduling internal tests, assignments, and student presentations.
3. To plan and review the collection of feedback from stakeholders and prepare an action taken report for necessary improvement in the system.
4. Discussion on autonomous work.
5. Evaluation of odd semester results of all courses in UG and PG.
6. Focus on the initiative on slow, average and advanced students.
7. Review the initiatives of different institutional committees.
8. Instruct the research cell to submit the last calendar year's research data of all faculty and students.
9. To review and plan the **Academic and Administrative Audit (AAA)** process for all departments.
10. Any other matter with the permission of the chair

(Dr. Sanita Bedwal)

**IQAC Coordinator**



(Dr. N.R. Bhaker)

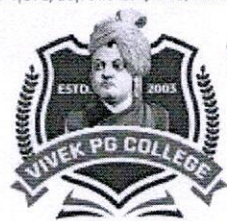
**Principal**

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कालवाड, जयपुर, कोड-0464  
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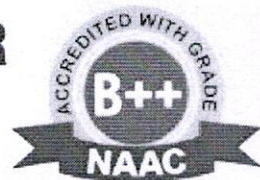
1. Director
2. IQAC Members





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## Minutes of Meetings

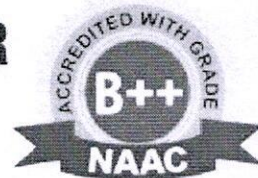
| S. No. | Agenda                                                                                                                                      | Discussion                                                                                                                                                                                                                                                                                        |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Confirmation of 15 <sup>th</sup> Meeting, minutes of the meeting held on 10 <sup>th</sup> October 2025                                      | The committee successfully shared and confirmed the action taken report of the 13 <sup>th</sup> meeting of IQAC held on 19 <sup>th</sup> March 2025.                                                                                                                                              |
| 2      | To discuss and finalise Continuous Internal Evaluation, including scheduling internal tests, assignments, and student presentations.        | It was discussed that class tests will be conducted after completion of each topic, while mid-term examinations for UG/PG odd semesters will be held after 80% syllabus coverage, likely in December, and individual student records will be systematically maintained for continuous evaluation. |
| 3      | To plan and review the collection of feedback from stakeholders and prepare an action taken report for necessary improvement in the system. | It was discussed that feedback from all stakeholders will be collected through an online Google Form. The collected feedback will be systematically analysed, and an Action Taken Report will be prepared to implement necessary improvements.                                                    |
| 4      | Discussion on autonomous work.                                                                                                              | Autonomous portal data should be collected by all respective team members. Collected data should be verified by the principal, sir and other departments.                                                                                                                                         |
| 5      | Evaluation of odd semester results of all courses in UG and PG.                                                                             | Odd semester UG and PG results reviewed; however, results are awaited, and final analysis will be done after declaration.                                                                                                                                                                         |





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|    |                                                                                                          |                                                                                                                                                                                                                                                    |
|----|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6  | Focus on the initiative of slow, average and advanced students.                                          | It was discussed that slow and average students were identified based on class tests and mid-term examinations. Remedial classes, Swayam courses, NPTEL lectures, etc., should be offered for slow and advanced learner students.                  |
| 7  | Review the initiatives of different institutional committees.                                            | The initiatives of IQAC, ICC, SGRC, Library, IP Cell, and Social Media Committee were reviewed based on organised activities and other initiatives.                                                                                                |
| 8  | Instruct the research cell to submit the last calendar year's research data of all faculty and students. | Research Cell work of last session activities was discussed and evaluated, focusing on data collection, publication records, faculty research output, documentation quality, data submission, and motivating students through research activities. |
| 9  | To review and plan the Academic and Administrative Audit (AAA) process for all departments.              | The Academic and Administrative Audit (AAA) process was explained, and important documents were shared with all heads of department.                                                                                                               |
| 10 | Any other matter with the permission of the chair                                                        | No other matter was discussed.                                                                                                                                                                                                                     |

(Dr. Sunita Bedwal)  
IQAC Coordinator



(Dr. N.R. Bhaker)

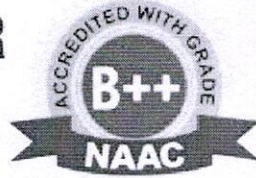
Principal  
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## Attendance

18/03/26

| S. No. | Name of Members         | Designation                  | Signature |
|--------|-------------------------|------------------------------|-----------|
| 1.     | Dr N.R. 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.     | Mr. Imran Khan          | Teaching Representative      |           |
| 9.     | Mr. Ratan Lal Sharma    | Non-Teaching Representative  |           |
| 10.    | Dr Satyendra Singh      | Legal Representative         |           |
| 11.    | Mrs. Susheela Choudhary | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal         | Educationist                 |           |
| 13.    | Mr. Kamlesh Kumawat     | Student Representative       |           |
| 14.    | Mr. Mahendra Dhaka      | Alumni Representative        |           |
| 15.    | Mrs. Manju Jangu        | Local Society                |           |
| 16.    | Mr. Mahesh Chopara      | Employers Representative     |           |

(Dr. Sunita Bedwal)  
IQAC Coordinator

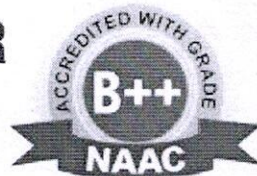
(Dr. N.R. Bhakar)  
Principal  
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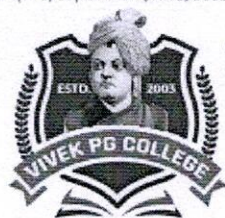


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## Action Taken Report

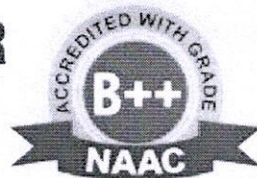
| S. No. | Agenda                                                                                                                                      | Action Taken                                                                                                                                                                                                                            |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Confirmation of 15 <sup>th</sup> Meeting, minutes of the meeting held on 10 <sup>th</sup> October 2025                                      | The committee members confirm the 15th meeting, minutes of the meetings held on 10th October 2025                                                                                                                                       |
| 2      | To discuss and finalise the Continuous Internal Evaluation, including scheduling internal tests, assignments, and student presentations.    | It was decided that class tests will be conducted after each topic, mid-term examinations for UG/PG odd semesters after 80% syllabus coverage in December, and individual student records will be maintained for continuous evaluation. |
| 3      | To plan and review the collection of feedback from stakeholders and prepare an action taken report for necessary improvement in the system. | It was decided that feedback from all stakeholders would be collected through an online Google Form. The feedback committee prepared and shared the form, and the analysis report will be submitted to IQAC promptly for improvements.  |
| 4      | Discussion on autonomous work.                                                                                                              | Autonomous work preparation for all criteria was thoroughly reviewed for documentation. Preparations are nearly complete, and the portal will be updated and submitted on time.                                                         |
| 5      | Evaluation of odd semester results of all courses in UG and PG.                                                                             | The odd semester UG and PG results were reviewed; however, as the results are awaited, all departments have been directed to complete the analysis immediately after declaration for further academic review and improvement planning.  |





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|    |                                                                                                          |                                                                                                                                                                                                                                                   |
|----|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6  | Focus on the initiative on slow, average and advanced students.                                          | Slow and average students were identified and listed. Initiatives such as remedial classes, enrichment programs, and personalised academic support strategies were implemented to improve learning outcomes and academic performance.             |
| 7  | Review the initiatives of different institutional committees.                                            | The initiatives of IQAC, ICC, SGRC, Library, IP Cell, and Social Media Committee were reviewed for autonomous work. All committee work has been completed.                                                                                        |
| 8  | Instruct the research cell to submit the last calendar year's research data of all faculty and students. | Research, Cell work and last session activities were reviewed and evaluated. Data collection, publication records, faculty research output, documentation, and submission were completed, and the Research Cell has submitted the report to IQAC. |
| 9  | To review and plan the <b>Academic and Administrative Audit (AAA)</b> process for all departments.       | The Academic and Administrative Audit (AAA) has been planned and scheduled for May. It was decided that all departments will begin preparations for AAA and ensure timely documentation, evaluation, and compliance with the audit process.       |
| 10 | Any other matter with the permission of the chair                                                        | No other matter was raised, and the meeting concluded after completion of all agenda items. The coordinator extended a vote of thanks to all members.                                                                                             |

(Dr. Sunita Bedwal)

IQAC Coordinator



(Dr. N.R. Bhaker)

Principal

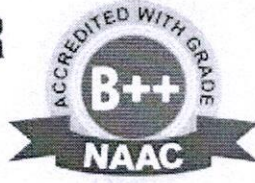
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VPGM/2025/7066

## Circular

Date: 05.10.2025

This is to inform all the members of the IQAC cell that the 15th meeting of IQAC for the academic year 2025-26 is scheduled for 10th October 2025 at 1:00 PM in the IQAC cell. All are requested to attend the meeting.

### Agenda of the Meeting: -

1. Confirmation of the 14<sup>th</sup> meeting, minutes of the meeting held on 16th June 2025.
2. Planning and scheduling of FDP for teaching and non-teaching staff.
3. Planning of educational visit and field trip for UG students.
4. Planning of extension and outreach activities for community engagement.
5. Collection of students' Feedback on syllabus coverage and curriculum delivery effectiveness.
6. Planning and scheduling midterm examinations for odd semester UG and PG students across all departments.
7. Motivate the faculty members to publish their research papers in peer-reviewed journals.
8. Motivate the UG and PG students to register in the SWAYAM or NPTEL courses.

(Dr. Sunita Bedwal)  
IQAC Coordinator

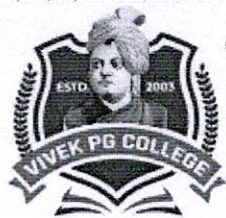
Copy to:

1. Director
2. IQAC Members

(Dr. N.R. Bhaker)  
Principal

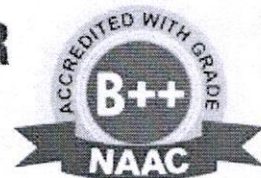
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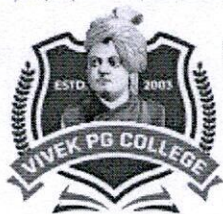


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## Minutes of Meetings

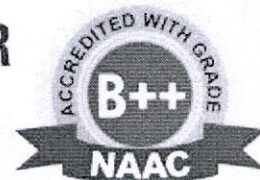
| S. No. | Agenda                                                                                                   | Discussion                                                                                                                                                                                                                                                                                         |
|--------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Confirmation of the 14 <sup>th</sup> meeting, minutes of the meeting held on 16 <sup>th</sup> June 2025. | The committee members confirmed the 14 <sup>th</sup> meeting minutes of the meetings held on 16 <sup>th</sup> June 2025. The detailed action taken report is supplied to all committee members.                                                                                                    |
| 2      | Planning and scheduling of FDP for teaching and non-teaching staff.                                      | The committee deliberated on FDP goals, participant categories, expert selection, scheduling, venue logistics, budget planning, communication strategy, and feedback mechanisms to ensure effective execution for teaching and non-teaching staff.                                                 |
| 3      | Planning of educational visit and field trip for UG students.                                            | The committee discussed educational trip objectives, academic relevance, suitable locations, safety, budget, transport, faculty coordination, and student engagement.                                                                                                                              |
| 4      | Planning of extension and outreach activities for community engagement.                                  | The committee discussed extension activity objectives, identified target communities, planned outreach activities formats, scheduled timelines, allocated resources, coordinated faculty-student roles, and designed an impact assessment to ensure meaningful and sustained community engagement. |
| 5      | Collection of students' Feedback on syllabus coverage and curriculum delivery effectiveness.             | The committee noted that 60% of the syllabus had been covered. While effective delivery and interactive teaching methods were appreciated, the committee emphasised that all department heads must actively monitor curriculum progress to ensure timely and complete execution.                   |
| 6      | Planning and scheduling midterm examinations for odd semester UG                                         | The committee discussed scheduling midterm exams for odd-semester undergraduate and                                                                                                                                                                                                                |





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|   |                                                                                          |                                                                                                                                                                                                                                                                 |
|---|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | and PG students across all departments.                                                  | postgraduate students across all departments in December, focusing on uniform timelines, timely syllabus coverage submission, and active coordination by all departmental heads for effective implementation.                                                   |
| 7 | Motivate the faculty members to publish their research papers in peer-reviewed journals. | The committee encouraged all faculty to publish research papers in peer-reviewed, national, and international journals to enhance academic quality and reputation.                                                                                              |
| 8 | Motivate the UG and PG students to register in the SWAYAM or NPTEL courses.              | The committee encouraged UG and PG students to enrol in SWAYAM or NPTEL courses to enhance subject knowledge, earn national certifications, and explore interdisciplinary learning through nationally recognised platforms for academic and career advancement. |

(Dr. Sunita Bedwal)

IQAC Coordinator



(Dr N. R. Bhaker)

प्राचार्य  
Principal

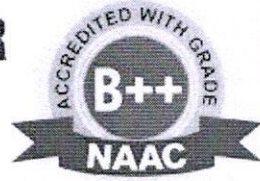
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## Attendance

10 oct 2025

| S. No. | Name of Members         | Designation                  | Signature |
|--------|-------------------------|------------------------------|-----------|
| 1.     | Dr N.R. 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.     | Mr. Imran Khan          | Teaching Representative      |           |
| 9.     | Mr. Ratan Lal Sharma    | Non-Teaching Representative  |           |
| 10.    | Dr Satyendra Singh      | Legal Representative         |           |
| 11.    | Mrs. Susheela Choudhary | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal         | Educationist                 |           |
| 13.    | Mr. Kamlesh Kumawat     | Student Representative       |           |
| 14.    | Mr. Mahendra Dhaka      | Alumni Representative        |           |
| 15.    | Mrs. Manju Jangu        | Local Society                |           |
| 16.    | Mr. Mahesh Chopara      | Employers Representative     |           |

  
(Dr. Sunita Bedwal)  
Co-ordinator  
IQAC  
Vivek P.G. College, Kalwar, Jaipur

  
(Dr. N.R. Bhakar)  
Principal  
विवेक पी.जी. महाविद्यालय  
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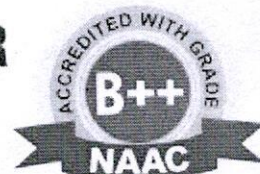
|   |                                                                                                          |                                                                                                                                                                                                                                                                                                         |
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|   |                                                                                                          | rallies, and interactive engagement programs to promote public well-being and education.                                                                                                                                                                                                                |
| 5 | Collection of students' Feedback on syllabus coverage and curriculum delivery effectiveness.             | Offline student feedback was collected via printed forms and classroom surveys, revealing 60% syllabus coverage. Responses were compiled, shared with faculty, and Heads of Departments were instructed to monitor progress for improved curriculum delivery and student engagement.                    |
| 6 | Planning and scheduling midterm examinations for odd semester UG and PG students across all departments. | Midterm examinations for odd-semester UG and PG students will be systematically planned and conducted in December across all departments. Faculty will finalize exam dates, submit question papers to the Principal on time, and coordinate seating, timetables, and invigilation for smooth execution. |
| 7 | Motivate the faculty members to publish their research papers in peer-reviewed journals.                 | The committee appreciated the faculty for submitting papers to the August international conference with ISPIRA and the college, encouraging further journal publications.                                                                                                                               |
| 8 | Motivate the UG and PG students to register in the SWAYAM or NPTEL courses.                              | UG and PG students were actively encouraged to enroll in SWAYAM and NPTEL courses through classroom promotions, visual displays, and faculty guidance. Mr. Manoj                                                                                                                                        |





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|  |  |                                                                                                           |
|--|--|-----------------------------------------------------------------------------------------------------------|
|  |  | Kumar Sepat was appointed as the SWAYAM coordinator to assist students and oversee registration progress. |
|--|--|-----------------------------------------------------------------------------------------------------------|

(Dr. Suhita Bedwal)

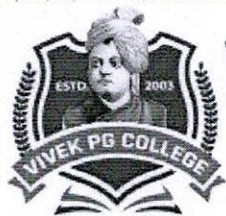
IQAC Coordinator



(Dr N. R. Bhaker)

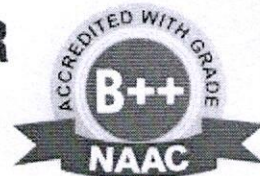
Principal  
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VPGM/2025/6810-B

## Circular

Date: 12.06.2025

This is to inform all members of the IQAC cell that the 14th meeting of the IQAC for the academic year 2025-26 is scheduled for June 16, 2025, at 1:00 PM in the IQAC cell. All are requested to attend the meeting.

### Agenda of the Meeting: -

1. Confirmation of 13<sup>th</sup> Meeting, minutes of the meeting held on 19<sup>th</sup> March 2025.
2. Planning of academic calendar for the upcoming academic session (2025-26).
3. Assessment and calculation of new faculty requirements for the upcoming academic session (2025-26).
4. To initiate the planning of organizing an international conference.
5. Planning and implementation of Orientation and Counselling for newly admitted UG and PG students.
6. To review the academic framework for the semester structure in the PG program.
7. Planning of value-added courses for UG and PG students.
8. Timely organization and supervision for the conduction of all committee meetings.
9. Registration of College under Unnat Bharat Abhiyan (UBA).
10. To share the feedback of all stakeholders with the affiliating university.

(Dr. Sunita Bedwal)  
IQAC Coordinator



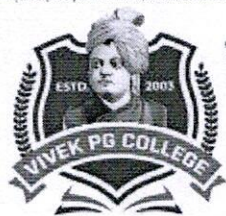
(Dr. N.R. Bhaker)  
Principal

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### Copy to:

1. Director
2. IQAC Members





# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

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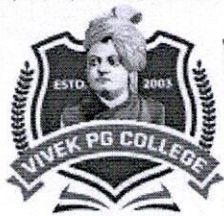


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## Minutes of Meetings

| S. No. | Agenda                                                                                              | Discussion                                                                                                                                                                                                                                                                                                                       |
|--------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Confirmation of the 13th Meeting, including minutes from the meeting held on 19 March 2025.         | The committee successfully shared and confirmed the action taken report of the 13th meeting of IQAC held on 19th March 2025.                                                                                                                                                                                                     |
| 2      | Planning of the academic calendar for the upcoming academic session (2025-26).                      | The committee discussed the proposed academic calendar for the 2025-26 academic session, including commencement dates, semester breaks, examination schedules, and co-curricular activities.                                                                                                                                     |
| 3      | Assessment and calculation of new faculty requirements for the upcoming academic session (2025-26). | The committee reviewed students' enrolment, curriculum changes, and workload distribution for 2025-26. Members agreed on the need for recruitment of new faculty members to maintain academic standards, ensure balanced teaching loads, and support institutional growth. Final recommendations will be submitted for approval. |





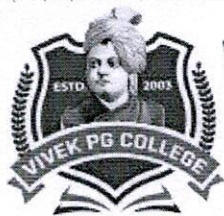
# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

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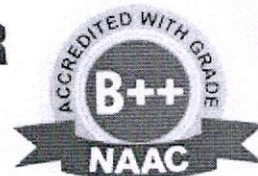
Tel: 0141-2589596, 2589665 | Mob.: +91-9928144609 | Email: info@vivekpgcollege.com

|   |                                                                                                   |                                                                                                                                                                                                                                                                                                 |
|---|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | To initiate the planning of organizing an international conference.                               | The committee discussed initiating plans for an International Conference in collaboration with academic and industry partners. It will be held in hybrid mode—online and offline—focusing on theme, budget, venue, speakers, and timeline.                                                      |
| 5 | Planning and implementation of Orientation and Counselling for newly admitted UG and PG students. | The committee emphasised integrating career-focused guidance into Orientation and Counselling for new UG and PG students. Plans include sessions on industry trends, skill-building, internship pathways, and alumni talks to help students align academic choices with long-term career goals. |
| 6 | To review the academic framework for the semester structure in the PG program.                    | Committee convened to evaluate PG semester framework. Members discussed curriculum balance, credit allocation, assessment methods, and interdisciplinary integration. Recommendations include enhanced flexibility, research emphasis, and alignment with global academic standards.            |
| 7 | Planning of value-added courses for UG and PG students.                                           | The committee discussed value-added courses for UG and PG students for the upcoming session 2025-26, focusing on topic identification and expert engagement.                                                                                                                                    |



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|    |                                                                                |                                                                                                                                                                                                                                                                                              |
|----|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | Timely organization and supervision for the conduct of all committee meetings. | The committee emphasised the timely organisation and supervision of all meetings, ensuring proper scheduling, circulation of agendas, tracking of attendance, and follow-up actions to maintain accountability, transparency, and efficiency in academic and administrative decision-making. |
| 9  | Registration of the College under Unnat Bharat Abhiyan (UBA).                  | The committee discussed registering the college under the Unnat Bharat Abhiyan to foster rural development, encourage student participation in village outreach programs, and initiate formal documentation through the IQAC for successful enrollment.                                      |
| 10 | To share the feedback of all stakeholders with the affiliating university.     | The committee discussed sharing stakeholder feedback with the affiliating university to improve curriculum, enhance quality, and support collaborative academic development initiatives.                                                                                                     |

(Dr. Sunita Bedwal)  
IQAC Coordinator



(Dr N.R. Bhaker)  
Principal

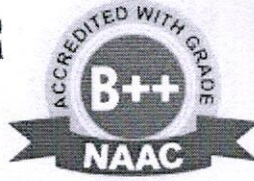
विवेक पी.जी. महाविद्यालय  
कालवाड, जयपुर, कोड=8484  
303706





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## Attendance

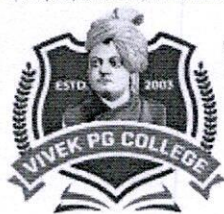
16 June 25

| S. No. | Name of Members         | Designation                  | Signature |
|--------|-------------------------|------------------------------|-----------|
| 1.     | Dr N.R. 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.     | Mr. Imran Khan          | Teaching Representative      |           |
| 9.     | Mr. Ratan Lal Sharma    | Non-Teaching Representative  |           |
| 10.    | Dr Satyendra Singh      | Legal Representative         |           |
| 11.    | Mrs. Susheela Choudhary | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal         | Educationist                 |           |
| 13.    | Mr. Kamlesh Kumawat     | Student Representative       |           |
| 14.    | Mr. Mahendra Dhaka      | Alumni Representative        |           |
| 15.    | Mrs. Manju Jangu        | Local Society                |           |
| 16.    | Mr. Mahesh Chopara      | Employers Representative     |           |

(Dr. Sunita Bedwal)  
IQAC Coordinator

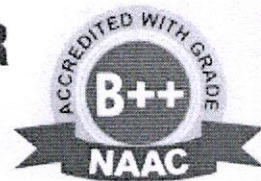
(Dr. N.R. Bhakar)  
Principal  
कालवाड, जयपुर, का. 303706  
303706





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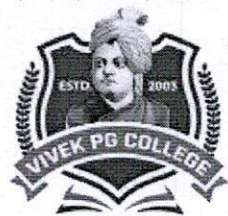


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## Action Taken Report

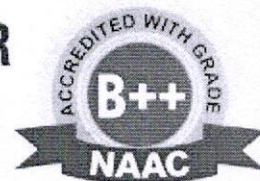
| S. No. | Agenda                                                                                              | Action Taken                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Confirmation of 13th Meeting, minutes of the meeting held on 19th March 2025.                       | The committee members confirm the 13th meeting, minutes of the meetings held on 19th March 2025.                                                                                                                                                                                                                                                                                                                                                     |
| 2      | Planning of the academic calendar for the upcoming academic session (2025-26).                      | Academic calendar for 2025-26 finalized according to affiliating university guidelines; holidays, term dates, exams, and breaks scheduled; circulated to departments and published online for student reference.                                                                                                                                                                                                                                     |
| 3      | Assessment and calculation of new faculty requirements for the upcoming academic session (2025-26). | Faculty requirements for the academic session 2025-26 were determined through a comprehensive workload analysis, student intake review, and planned program expansion. Subject-wise vacancies were identified, and recommendations were submitted to the concerned authorities for recruitment. As part of this initiative, <b>10 new faculty members</b> are proposed to be added to strengthen academic delivery and support institutional growth. |
| 4      | To initiate the planning of organizing an international conference.                                 | An International Multidisciplinary Conference is being planned for August 2025 in collaboration with Inspira Research Association, focusing on recent advancements                                                                                                                                                                                                                                                                                   |





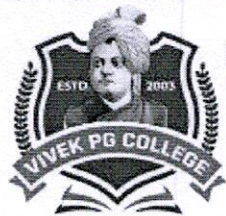
# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

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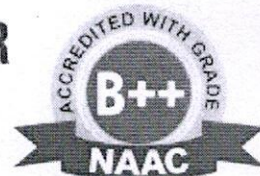
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|   |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                                                   | in Education, AI, Humanities, Social sciences, and Sciences to support Sustainable Development Goals. The organizing committee includes patrons Sh. Padam Singh Dhaka, Founder, (Vivek PG College), Sh. Vishal Dhaka, Director, (Vivek PG College), and Prof. (Dr.) S.S. Modi, President of IRA& senior professors. The conference scope covers interdisciplinary research, innovation, policy impact, and academic-industry collaboration.                                                                                                 |
| 5 | Planning and implementation of Orientation and Counselling for newly admitted UG and PG students. | The committee successfully planned and implemented the Orientation and Counselling program for newly admitted UG and PG students in July. The event commenced with a welcome note and an academic briefing by the Principal, followed by interactive sessions conducted by Heads of Departments (HODs) and faculty members. These sessions were designed to familiarize students with campus life, academic expectations, departmental insights, and available support services, fostering a smooth transition into their academic journey. |
| 6 | To review the academic framework for the semester structure in the PG program.                    | The committee reviewed the academic framework for semester structure in the PG program according to the affiliating university norms by evaluating curriculum design, credit                                                                                                                                                                                                                                                                                                                                                                |



# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

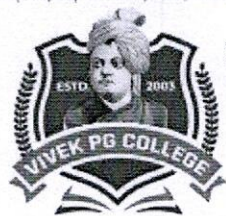
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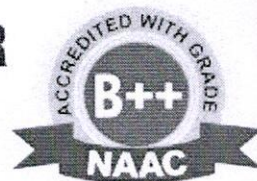
|   |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                                   | distribution, assessment methods, and compliance; recommendations were proposed for enhancement and alignment.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 7 | Planning of value-added courses for UG and PG students.                           | The committee has planned value-added certificate courses for UG and PG students in 2025-26, covering Artificial Intelligence Tools, Cyber Security and Ethical Hacking, and GST & Taxation, with expert guidance to enhance practical skills and industry readiness                                                                                                                                                                                                                                                                                          |
| 8 | Timely organization and supervision for the conduction of all committee meetings. | All committee meetings were timely organized and supervised to maintain effective coordination, documentation, and follow-up actions for institutional development.                                                                                                                                                                                                                                                                                                                                                                                           |
| 9 | Registration of the College under Unnat Bharat Abhiyan (UBA).                     | The college has successfully registered under the Unnat Bharat Abhiyan initiative, adopting five villages—Sundariyawas, Kapariyawas, Sarang Ka Bas, Kanwar Ka Bas, and Durjaniyawas—to advance rural development. Coordinated by IQAC, the program featured impactful activities such as disease awareness campaigns, sanitation drives, digital literacy workshops, and health camps. Student teams actively participated in outreach efforts, fostering community engagement and promoting sustainable development in collaboration with local authorities. |





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|    |                                                                            |                                                                                                                                          |
|----|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | To share the feedback of all stakeholders with the affiliating university. | Feedback from all stakeholders was successfully compiled and communicated to the affiliating university for review and necessary action. |
|----|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|

(Dr. Sunita Bedwal)

IQAC Coordinator



(Dr. N.R. Bhaker)

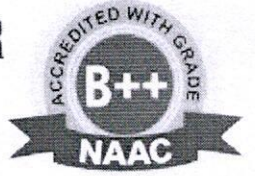
Principal

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303706



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VPQM/2025/6625

## Circular

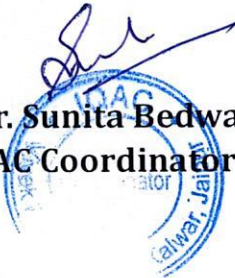
Date: 12.03.2025

This is to inform all the members of the IQAC cell that the 13th meeting of IQAC for the academic year 2024-25 is scheduled for 19<sup>th</sup> March 2025 at 3:00 PM in the IQAC cell. All are requested to attend the meeting.

### Agenda of the Meeting: -

1. Confirmation of 12<sup>th</sup> Meeting, minutes of meeting held on 2<sup>nd</sup> December 2024.
2. Review the Syllabus coverage of all UG and PG programs for NEP and the old scheme program.
3. Preparation of upcoming faculty development program for Teaching staff members and non-teaching staff.
4. Remedial classes for UG and PG students.
5. Feedback analysis report, as feedback received by all stakeholders and shared with the university.
6. To organization of all festivals and Day's celebrations, ensure the maximum participation of all UG and PG students.
7. Preparation of students for competitive examination, and guidance of students for higher education.

(Dr. Sunita Bedwal)  
IQAC Coordinator



(Dr. N.R. Bhaker)  
Principal

प्राचार्य  
विवेक पी.जी. महाविद्यालय  
कालवाड, जयपुर, कोड-0484  
303706

### Copy to:

1. Director
2. IQAC Members





# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

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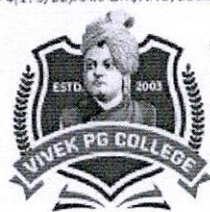


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## Minutes of Meetings

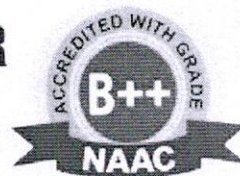
| S. No. | Agenda                                                                                                | Discussion                                                                                                                                                                                                                                                                                                                                  |
|--------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Conformation of 12 <sup>th</sup> Meeting, minutes of meeting held on 2 <sup>nd</sup> December 2024.   | The committee successfully shared and confirmed the action taken report of the 12 <sup>th</sup> meeting of IQAC held on 2 <sup>nd</sup> December 2024.                                                                                                                                                                                      |
| 2      | Review the Syllabus coverage of all UG and PG programs for NEP and the old scheme program             | As all committee members know, the yearly scheme and the semester scheme both run in the college. So that syllabus coverage status of all UG and PG courses should be taken by the HoD and class mentors. If any course is running below average then they should instruct the respective faculty members and complete the syllabus timely. |
| 3      | Preparation of upcoming faculty development program for Teaching staff members and non-teaching staff | The faculty development program for teaching and non-teaching faculty members is scheduled in the coming days. Both faculty development program will be 7 days.                                                                                                                                                                             |
| 4      | Remedial classes for UG and PG students                                                               | In the final year and semester scheme the remedial classes of slow learner students should be conducted as per the requirement of UG and PG students. The record of remedial classes should be maintained by respective faculty member of these class.                                                                                      |
| 5      | Feedback analysis report, as feedback received by all                                                 | The feedback is the routine process of college, every year college collect the                                                                                                                                                                                                                                                              |





# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

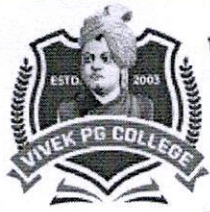
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|   |                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | stakeholders and shared with the university                                                                         | feedback forms from all stakeholders of college, then they analysis it. After the analysis report they prepare the action plan on every weak part. As the previous same process this year also, they collect the feedback forms and prepare an analysis report with the help of committee members. As per the students suggestion committee members prepare the action plan to improvement. The copy of analysis and action plan will be share with the university. |
| 6 | To organization of all festivals and Day's celebrations, ensure the maximum participation of all UG and PG students | Every year college celebrate the all festivals and day's celebrations. For the same remaining year college will celebrate the all-festivals Days. IQAC cell instruct all members for maximum participation of UG and PG students. Cell also recommends that committee for each celebration should be taken a geo-tagged photographs and submit to the office and IQAC as well.                                                                                      |
| 7 | Preparation of students for competitive examination, and guidance of students for higher education                  | Cell suggests that a faculty members should prepare a plan for coming competitive examination for UG and PG students and start a class on it. Some students are also wants to take an admission for different university or colleges either in India or abroad. So, college should provide a brief knowledge                                                                                                                                                        |





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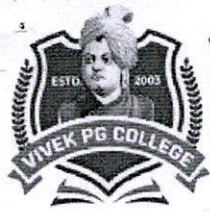
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|  |  | on higher admission as well as the future scope of program and industry demands. |
|--|--|----------------------------------------------------------------------------------|

(Dr. Sunita Bedwal)  
IQAC Coordinator



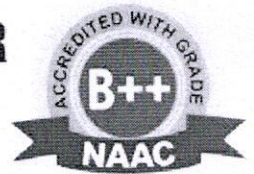
(Dr. N.R. Bhaker)  
Principal

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## Attendance

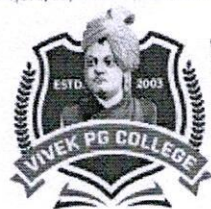
19 March 25

| S. No. | Name of Members         | Designation                  | Signature |
|--------|-------------------------|------------------------------|-----------|
| 1.     | Dr N.R. 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.     | Mr. Imran Khan          | Teaching Representative      |           |
| 9.     | Mr. Ratan Lal Sharma    | Non-Teaching Representative  |           |
| 10.    | Dr Satyendra Singh      | Legal Representative         |           |
| 11.    | Mrs. Susheela Choudhary | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal         | Educationist                 |           |
| 13.    | Mr. Kamlesh Kumawat     | Student Representative       |           |
| 14.    | Mr. Mahendra Dhaka      | Alumni Representative        |           |
| 15.    | Mrs. Manju Jangu        | Local Society                |           |
| 16.    | Mr. Mahesh Chopara      | Employers Representative     |           |

(Dr. Sunita Bedwal)  
IQAC Coordinator  
Co-ordinator  
Vivek P.G. College, Kalwar, Jaipur

(Dr. N.R. Bhakar)  
Principal  
कालवाड, जयपुर-0464  
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## Action Taken Report

| S. No. | Agenda                                                                                                              | Action Taken                                                                                                                                                                               |
|--------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Conformation of 12 <sup>th</sup> Meeting, minutes of meeting held on 2 <sup>nd</sup> December 2024.                 | The committee members confirm the 12 meeting, minutes of the meetings held on 19 March, 2025.                                                                                              |
| 2      | Review the Syllabus coverage of all UG and PG programs for NEP and the old scheme program                           | The syllabus coverage report of both UG and PG is taken by the HoD. The syllabus of PG students is almost completed, and UG 50% syllabus of UG students.                                   |
| 3      | Preparation of the upcoming faculty development program for teaching staff members and non-teaching staff           | The faculty development program was held on "Outcome-Based Education on 21-27 April 2025, and the non-teaching staff on "Technology tools for administrative efficiency on 7-12 April 2025 |
| 4      | Remedial classes for UG and PG students                                                                             | The remedial classes of UG and PG students are timely scheduled                                                                                                                            |
| 5      | Feedback analysis report, as feedback received by all stakeholders and shared with the university                   | The feedback from all stakeholders has been received. The analysis and action taken report is also prepared by the coordinator and shared with the affiliating university.                 |
| 6      | To organization of all festivals and days' celebrations, ensure the maximum participation of all UG and PG students | The college celebrates Yoga Day on 21 June the 2025, Mahaveer Jayanti, Ambedkar Jayanti, etc                                                                                               |
| 7      | Preparation of students for competitive examinations, and guidance of students for higher education                 | The preparation classes for different competitive examinations are taken by Mr. K.L. Yadav, Mr. Manoj Choudhary and Dr. Shiv Pratap Choudhary.                                             |

(Dr. Sunita Bedwal)  
IQAC Coordinator



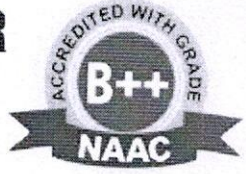
(Dr. N.R. Bhaker)  
Principal

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VPQM/2024/6475

## Circular

Date: 27.11.2024

This is to inform all the members of the IQAC cell that the 12th meeting of IQAC for the academic year 2024-25 is scheduled for 02<sup>nd</sup> December 2024 at 3:00 PM in the IQAC cell. All are requested to attend the meeting.

### Agenda of the Meeting: -

1. Confirmation of 11<sup>th</sup> meeting, minutes of meeting held on 25<sup>th</sup> July 2024.
2. Planning of 1<sup>st</sup> Mid-term examination of all UG students, as per the academic calendar of the College and affiliating University.
3. Accreditation process: - Peer Team Visit Preparation.
4. Student feedback on respective courses.
5. Planning of extension activities for UG and PG students.
6. Review the ERP/LMS for students and Teaching staff.
7. Discussion on the Placement calendar for UG and PG students.

(Dr. Sumita Bedwal)  
IQAC Coordinator



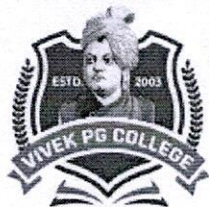
Copy to:

1. Director
2. IQAC Members

(Dr. N.R. Bhaker)  
Principal

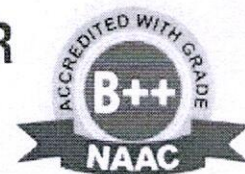
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विवेक पी.जी. महाविद्यालय  
कालवाड, जयपुर, कोड-0464  
303706





# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

Affiliated to University of Rajasthan & Govt. of Rajasthan  
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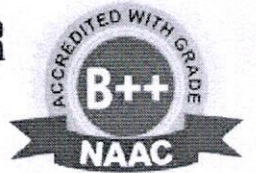
## Minutes of Meetings

| S. No. | Agenda                                                                                                                       | Discussion                                                                                                                                                                                                                                                                                                                                                                       |
|--------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Confirmation of 11 <sup>th</sup> meeting, minutes of meeting held on 25 <sup>th</sup> July 2024.                             | The committee members confirmed the 11 <sup>th</sup> meeting minutes of the meetings held on 2 <sup>nd</sup> December 2024. The detailed action taken report is supplied to all committee members.                                                                                                                                                                               |
| 2      | Planning of Mid-term examination of all UG students, as per the academic calendar of the College and affiliating University. | As per the odd semester scheme, college must conduct the midterm (sessional) examinations for first and third semester students as per the academic calendar of college. The examination cell should ensure the timely submission of question papers of each paper.                                                                                                              |
| 3      | Accreditation process: - Peer Team Visit Preparation                                                                         | Accreditation is under process, IQAC cell happy to share that college successfully clear the pre-qualifier of NAAC and submitted fee as well as three tentative dates for Peer Team Visit. The preparation of visit and data of running year till date should be update by all accreditation team members.                                                                       |
| 4      | Student feedback on respective courses                                                                                       | All HoD should take feedback of all courses from UG and PG students. Collected feedback should be shared with IQAC and take a necessary action, if any course needs special attentions or extra lectures then arrange timely.<br><br>If the feedback of any course is below then they should replace the faculty of discuss with respective course faculty member to improve it. |
| 5      | Planning of extension activities for UG and PG students                                                                      | As all members know that extension activity is important part of college, college also have a NSS                                                                                                                                                                                                                                                                                |



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|   |                                                             |                                                                                                                                                                                                                                |
|---|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                             | Cell to timely organize extension activities in whole year. IQAC instruct the NSS coordinator and team members that they must organize a NSS activities in near by villages.                                                   |
| 6 | Review the ERP/LMS for students and Teaching staff          | Committee recommend that the ERP facility of the college should be improve and attainment tools should be added into it.                                                                                                       |
| 7 | Discussion on the Placement calendar for UG and PG students | The placement officer of college should prepare a placement calendar for UG and PG final year students. The placement form should also review by the officer so he can submit latest information of students to the companies. |

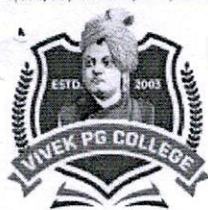
(Dr. Sunita Bedwal)  
IQAC Coordinator



(Dr. N.R. Bhaker)  
Principal

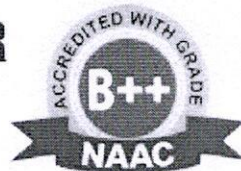
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कालवाड, जयपुर, कोड-0464  
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## Attendance

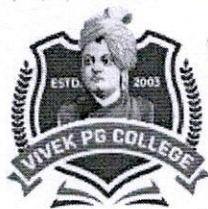
02 Dec. 2024

| S. No. | Name of Members         | Designation                  | Signature |
|--------|-------------------------|------------------------------|-----------|
| 1.     | Dr N.R. 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.     | Mr. Imran Khan          | Teaching Representative      |           |
| 9.     | Mr. Ratan Lal Sharma    | Non-Teaching Representative  |           |
| 10.    | Dr Satyendra Singh      | Legal Representative         |           |
| 11.    | Mrs. Susheela Choudhary | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal         | Educationist                 |           |
| 13.    | Mr. Kamlesh Kumawat     | Student Representative       |           |
| 14.    | Mr. Mahendra Dhaka      | Alumni Representative        |           |
| 15.    | Mrs. Manju Jangu        | Local Society                |           |
| 16.    | Mr. Mahesh Chopara      | Employers Representative     |           |

(Dr. Sunita Bedwal)  
IQAC Coordinator

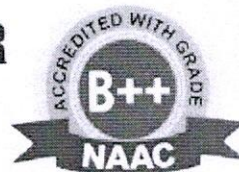
(Dr. N.R. Bhakar)  
Principal  
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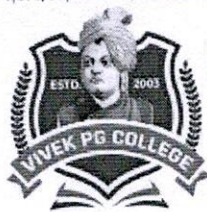


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## Action Taken Report

| S. No. | Agenda                                                                                                                       | Action Taken                                                                                                                                                                                                                                                                                                                                                 |
|--------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Confirmation of 11 <sup>th</sup> meeting, minutes of meeting held on 25 <sup>th</sup> July 2024.                             | Committee successfully shared and confirm the action taken report of 11 <sup>th</sup> meeting of IQAC held on 25 <sup>th</sup> July 2024.                                                                                                                                                                                                                    |
| 2      | Planning of Mid-term examination of all UG students, as per the academic calendar of the College and affiliating University. | Examination cell timely organized a midterm examinations of all odd semester UG students. The evaluation process of the copies of UG student are also completed. Award list of all courses was submitted in the examination cell.                                                                                                                            |
| 3      | Accreditation process: - Peer Team Visit Preparation                                                                         | Peer Team visit was scheduled on 8-9 January, 2025. The PTV was good. All faculty members are performed his/her duties as explained and suggested by IQAC as well as accreditation team members. Peer Team Members also given some suggestions to college management as well as faculty members during the meeting of faculty members as well as management. |
| 4      | Student feedback on respective courses                                                                                       | All courses feedback of students of UG and PG was collected by HoD and feedback committee members. After the feedback process some special lectures and extra classes was conducted in required courses. Now the students are satisfied with the teaching of all faculty members.                                                                            |
| 5      | Planning of extension activities                                                                                             | Extension activities were conducted timely by                                                                                                                                                                                                                                                                                                                |





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|   |                                                             |                                                                                                                                                        |
|---|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | for UG and PG students                                      | NSS Cell in the nearby villages. The participation of students is also very high. Many persons from nearby society are benefitted by these activities. |
| 6 | Review the ERP/LMS for students and Teaching staff          | As per discussion with ERP vender, they will give a trial of attainment tool as early as possible.                                                     |
| 7 | Discussion on the Placement calendar for UG and PG students | The placement officer prepares the placement calendar for the final year students and 3-4 companies visited the campus for recruitment.                |

(Dr. Sunita Bedwal)  
IQAC Coordinator



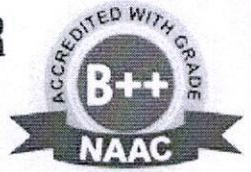
(Dr. N.R. Bhaker)

Principal  
विवेक पी.जी. महाविद्यालय  
कालवाड, जयपुर, कोड-0464  
303706



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VPGM/2024/6390-B

## Circular

Date: 23.7.24

This is to inform all the members of IQAC cell that the 11<sup>th</sup> meeting of IQAC for the academic year 2024-25 is scheduled for 25<sup>th</sup> July 2024 at 3:00 PM in the IQAC cell. All are requested to attend the meeting.

### Agenda of the Meeting:-

1. To review the minutes of 10<sup>th</sup> meeting of IQAC held on 9<sup>th</sup> Feb 2024.
2. Replacement of student nominee and add a new teaching stakeholder.
3. Planning of Academic calendar for upcoming academic session.
4. Calculate the new faculty requirement from each Department.
5. Schedule the orientation program for faculty members.
6. Timely submission of the Self Study Report for accreditation and ranking.

  
(Dr. Sunita Bedwal)  
IQAC Coordinator

  
(Dr. N.R. Bhaker)  
Principal  
विवेक पी.जी. महाविद्यालय  
कालवाड, जयपुर, फ़ोन-0464  
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### Copy to:

1. Director
2. IQAC Members

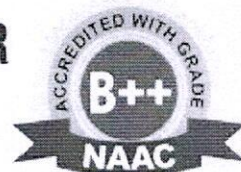






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## Minutes of Meetings

| S. No. | Agenda                                                                                          | Discussion                                                                                                                                                                                                      |
|--------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | To review the minutes of 10 <sup>th</sup> meeting of IQAC held on 9 <sup>th</sup> February 2024 | The previous IQAC meeting was held on 09/02/2024, in the meeting hall. Asst. professor Dr. Anita read the last proceedings and proposed a motion for their approval, which was supported by the cell members.   |
| 2.     | Replacement of student nominee and add a new teaching stakeholder                               | Committee replace the student nominee Miss Madhvi Raj Kanwar with Mr. Kamlesh Kumawat and committee increase one teaching nominee Mr. Imran Khan.                                                               |
| 3.     | Planning of Academic calendar for upcoming academic session 2024-2025.                          | A detailed discussion took place on committee-wise planning for the academic year 2024-2025. It was also decided to gather feedback on the plans.                                                               |
| 4.     | Calculate the new faculty requirement from each department.                                     | The discussion covered the faculty requirement from each department according to student ratio and guideline of University of Rajasthan.                                                                        |
| 5.     | Schedule the orientation program for faculty members.                                           | Detailed discussion on the Schedule the orientation program for faculty members like faculty resources and support services, teaching and learning strategies, research opportunities and grants etc.           |
| 6.     | Timely submission the Self Study Report for accreditation and ranking.                          | A detailed discussion on various points for timely submission of SSR like important deadlines and milestones, Evaluate the current status of the report, Identify and assign action items, Accuracy checks etc. |

(Dr. Sunita Bedwal)  
IQAC Coordinator



(Dr. N.R. Bhaker)  
Principal  
विवेक पी.जी. महाविद्यालय  
कालवाड, जयपुर, का.उ.-0484  
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25/07/24

## Attendance

| S. No. | Name of Members         | Designation                  | Signature |
|--------|-------------------------|------------------------------|-----------|
| 1.     | DrNimba Ram Bhakar      | Chairperson                  |           |
| 2.     | DrSunitaBedwal          | IQAC Coordinator             |           |
| 3.     | Mr. Vishal Dhaka        | Management Nominee           |           |
| 4.     | Mrs.JyotiChoudhary      | Management Nominee           |           |
| 5.     | DrInduBalaChoudhary     | Teaching Representative      |           |
| 6.     | Mr. KL Yadav            | Teaching Representative      |           |
| 7.     | Dr Anita                | Teaching Representative      |           |
| 8.     | Mr. Imran Khan          | Teaching Representative      |           |
| 9.     | Mr. RatanLal Sharma     | Non-Teaching Representative  |           |
| 10.    | DrSatyendra Singh       | Legal Representative         |           |
| 11.    | Mrs. Susheela Choudhary | Social Worker Representative |           |
| 12.    | Dr.Anil Bansal          | Educationist                 |           |
| 13.    | Mr. Kamlesh Kumawat     | Student Representative       |           |
| 14.    | Mr. Mahendra Dhaka      | Alumni Representative        |           |
| 15.    | Mrs. ManjuJangu         | Local Society                |           |
| 16.    | Mr. Mahesh Chopara      | Employers Representative     |           |

(Dr. Sunita Bedwal)  
IQAC Coordinator



(Dr. N.R. Bhaker)  
Principal

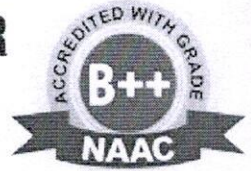
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## Action Taken Report

| Sr. No. | Agenda                                                                                          | Action taken                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | To review the minutes of 10 <sup>th</sup> meeting of IQAC held on 9 <sup>th</sup> February 2024 | Committee successfully shared and confirm the action taken report of 11 <sup>th</sup> meeting of IQAC held on 9 <sup>th</sup> February 2024                                                                                                                                                                                                                                                                                             |
| 2.      | Replacement of student nominee and add a new teaching stakeholder                               | Committee updating representation by replacing a student nominee and adding a teaching stakeholder for balanced academic collaboration                                                                                                                                                                                                                                                                                                  |
| 3.      | Planning of Academic calendar for upcoming academic session.                                    | Academic calendar for upcoming academic session to be accepted.                                                                                                                                                                                                                                                                                                                                                                         |
| 4.      | Calculate the new faculty requirement from each department.                                     | Requirement of new faculty members from each department was assigned.                                                                                                                                                                                                                                                                                                                                                                   |
| 5.      | Schedule the orientation program for faculty members.                                           | A comprehensive orientation program was developed, including sessions on university policies, teaching methodologies, research opportunities, and available resources for faculty members.                                                                                                                                                                                                                                              |
| 6.      | Timely submission the Self Study Report for accreditation and ranking.                          | <p>A dedicated team was established to oversee the preparation and submission of the SSR.</p> <p>A detailed timeline was developed, outlining the key milestones and deadlines.</p> <p>Comprehensive data gathering was initiated from all departments to ensure accuracy and completeness.</p> <p>The final draft of the SSR underwent a thorough review process to ensure quality and compliance with accreditation requirements.</p> |

(Dr. Sumita Bedwal)  
IQAC Coordinator



(Dr. N.R. Bhaker)

Principal

विवेक पी.जी. महाविद्यालय  
कालवाड, जयपुर, कोड-0464  
303706





# VIVEK P.G. COLLEGE KALWAR, JAIPUR

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## CIRCULAR

**Dated- 06/02/2024**

This is to inform all the members of IQAC cell that 10th meeting of IQAC for the academic year 2023-24 is scheduled on 09/02/2024 at 3: 00 p.m. in the Board Room. All are requested to attend the meeting.

### Agendas of the Meeting

- To review minutes of the earlier meeting dated 11/10/2023
- Review of even semester results and improving it
- Allotment of Mentors and mentee groups
- Approval of course contents/ syllabus of existing value Added/ Add on programs
- Report of Student Feedback Form.
- Any other matter with the permission of chair.

  
**IQAC Coordinator**  


Copy to:

1. Chairman
2. All IQAC Members

  
**Principal**  
**PRINCIPAL**  
**VIVEK PG COLLEGE**  
**KALWAR, JAIPUR-303706**





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## 10<sup>th</sup> Meeting, Minutes of Meetings of IQAC

| S. No. | Agenda                                                                        | Discussion                                                                                                                              |
|--------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | To review minutes of the earlier meeting dated 11/10/2023                     | The minutes of the previous meeting held on 11/10/2023, were reviewed and approved.                                                     |
| 2.     | Review of even semester results and improving it.                             | The results were reviewed, and short comings in the teaching methods were discussed. Suggestions for new methods were also considered.  |
| 3.     | Allotment of Mentors and mentee groups.                                       | The role of the mentor- mentee. System in addressing student grievances was discussed. It was decided to assign a mentor to each class. |
| 4.     | Approval of course contents syllabus of existing value added/add on programs. | It was decided to approve several new courses and continue offering the existing certificate course, as well as the value added course. |
| 5.     | Report of student feedback form.                                              | It was resolved that the feedback system should be taken seriously by the faculty members.                                              |
| 6.     | Any other matter with the permission of chair.                                | No additional issues were raised by the members. With the chair's consent, the meeting concluded with a vote of thanks to the chair.    |

IQAC Coordinator



Principal

**PRINCIPAL**  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## Attendance

| S. 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.     | 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 Singh     | Legal Representative         |           |
| 11.    | Susheela Choudhary     | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal        | Educationist                 |           |
| 13.    | Vijay Ashiwal          | Student Representative       |           |
| 14.    | Mahendra Dhaka         | Alumni Representative        |           |
| 15.    | Manju Jangu            | Local Society                |           |
| 16.    | Mahesh Chopara         | Employers Representative     |           |

IQAC Coordinator  
Co-ordinator  
Vivek P.G. College, Kalwar, Jaipur

Principal  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## Action taken report of IQAC committee meeting was held on 09/02/2024

| S. No. | Agenda                                                                         | Action taken                                                                                 |
|--------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1.     | Review of even semester results and improving it                               | The results were reviewed, and improvements will be made.                                    |
| 2.     | Allotment of Mentors and mentee groups                                         | Mentor-mentee groups have been assigned.                                                     |
| 3.     | Approval of course contents/ syllabus of existing value added/ add on programs | Value- added and add-on programs have been approved.                                         |
| 4.     | To review the stationary to conduct pre university examination                 | Stationary is available according to the recommendations of the Heads of Departments (HODs). |
| 5.     | Report of student feedback form                                                | The student feedback form has been analyzed.                                                 |

  
IQAC Coordinator  


  
Principal  
PRINCIPAL  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## CIRCULAR

Dated-7<sup>th</sup> October, 2023

This is to inform all the members of IQAC cell that the 9<sup>th</sup> meeting of IQAC for the academic year 2023-24 is scheduled on **11<sup>th</sup> October, 2023** at 3:00 p.m. in the IQAC cell. All are requested to attend the meeting.

### **Agenda of the Meeting**

- Approval of the previous proceeding.
- Review of even semester results and improving it
- Report of Student Feedback Form.
- Requirement of chemical for next session
- Different activities for Teaching and Non- teaching staff
- Committee wise planning of Academic year 2023-24
- Any other matter with the permission of chair.

  
IQAC Coordinator



Copy to

1. Chairman
2. All IQAC Members

  
**Principal**  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## 9<sup>th</sup> Meeting, minutes of Meetings of IQAC

| S. No. | Agenda                                                    | Discussion                                                                                                                                                                                                                                                                                                                                                       |
|--------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Approval of the previous proceeding.                      | The previous IQAC meeting was held on 17 <sup>th</sup> March 2023, in the meeting hall. Asst. professor Dr. Anita read the last proceedings and proposed a motion for their approval, which was supported by the cell members.                                                                                                                                   |
| 2.     | Review of odd semester results and improving it.          | Previous results were discussed, and it was decided to focus on improving them. Responsibilities were assigned to the Heads of Departments (HODs).                                                                                                                                                                                                               |
| 3.     | Report of student Feedback Form.                          | Mrs. Indu Bala Choudhary presented the issue. This topic was addressed during the meeting. She informed that students' feedback forms were completed according to the provided guidelines and samples. The feedback was analyzed, and its percentage was calculated. The performance of teachers and potential areas for improvement were discussed in detailed. |
| 4.     | Requirement of chemical for next session.                 | The discussion covered the requirement for chemicals for the upcoming session. The needs were assessed, and procurement plans were outlined to ensure adequate supplies are available.                                                                                                                                                                           |
| 5.     | Different activities for teaching and non-teaching staff. | Mrs. Indu Bala Choudhary raised the issue, emphasizing                                                                                                                                                                                                                                                                                                           |
| 6.     | Committee wise planning of academic year 2023-2024        | A detailed discussion took place on committee- wise planning for the academic year 2023-2024. It was also decided to gather feedback on the plans. It was unanimously agreed that with the forthcoming NAAC assessment 1.5 years away.                                                                                                                           |
| 7.     | Any other matter with the permission of chair.            | No other issues were raised by the members. With the chair's permission, the meeting concluded with a vote of thanks to the chair.                                                                                                                                                                                                                               |

IQAC Coordinator



Principal  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## Attendance

| S. 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.     | 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 Singh     | Legal Representative         |           |
| 11.    | Susheela choudhary     | Social Worker Representative |           |
| 12.    | Dr. Anil bansal        | Educationist                 |           |
| 13.    | Vijay Ashiwal          | Student Representative       |           |
| 14.    | Mahendra dhaka         | Alumni Representative        |           |
| 15.    | Manju Jangu            | Local Society                |           |
| 16.    | Mahesh chopara         | Employers Representative     |           |

IQAC Coordinator



Principal  
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## Action taken report of IQAC committee meeting held on 11/10/2023

| Sr. NO | Agenda                                                    | Action taken                                                                                                                                 |
|--------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Approval of the previous proceeding                       | It was resolved that the previous proceedings are accurate and should be accepted.                                                           |
| 2.     | Review of even semester results and improving it          | It was decided that the results of the upcoming session will be improved.                                                                    |
| 3.     | Report of Student Feedback Form.                          | The report on the student feedback forms is to be accepted.                                                                                  |
| 4.     | Requirement of chemical for next session.                 | The report on the student feedback forms was accepted, and action plans for addressing the feedback were developed and implemented promptly. |
| 5.     | Different activities for Teaching and Non-teaching staff. | Faculty members have been authorized to participate in various activities such as conferences, seminars, and workshops.                      |
| 6.     | Committee wise planning of Academic year 2023-24          | It was decided that the planning for the academic year 2023-24 should be done on a committee-wise basis.                                     |

IQAC Coordinator



Principal

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## CIRCULAR

Dated-14th March 2023

This is to inform all the members of IQAC cell that the 8th meeting of IQAC for the academic year 2022-23 is scheduled on 17th March 2023 at 3:00 p.m. in the IQAC Cell. All are requested to attend the meeting.

### Agenda of the Meeting

- Confirmation of the minutes of the previous meeting conducted on 21st Sep, 2022.
- Review the syllabus coverage.
- Discussion on Organizing a Visit of Students to industrial visit.
- Planning and Coordination of the visit
- NOC for industrial training.

  
IQAC Coordinator



Copy to

1. Chairman
2. All IQAC Member

  
Principal

**PRINCIPAL**  
VIVEK PG COLLEGE  
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## 8<sup>th</sup> Meeting, Minutes of Meetings of IQAC

The agenda and outcome of the IQAC Committee meeting held on 17th March 2023. The meeting commenced at 03:00 pm with all the committee members. Chairperson welcomed all the committee members.

Date: 17th March 2023

Time: 03:00 P.M.

Venue: IQAC Cell.

| S. No. | Agenda                                                                                                           | Discussion                                                                                                                                                                                                                                                                                                                                                                             |
|--------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Confirmation of the minutes of the previous meeting.                                                             | The minutes from the IQAC meeting held on 21st Sep, 2022 were reviewed and approved with no objections.                                                                                                                                                                                                                                                                                |
| 2.     | Academic and Co-Curricular activities, Discussion on Organizing a visit of Science students to industrial visit. | DR. Nimba Ram Bhakar proposed organizing a visit to Industrial visit for Science students, highlighting its significance and educational value. Additionally, visit to industrial visit,                                                                                                                                                                                               |
| 3.     | Planning and coordination about the visit.                                                                       | Extensive discussions were held about the itinerary, arrangements for guided tours, and opportunities for interaction with industry representatives. Dr Anita volunteered to handle coordination with the industrial visit authorities for logistics and permissions. Meanwhile, Mr. Imran Khan agreed to work with the faculty to ensure the visit aligns with the academic calendar. |
| 4.     | NOC for industrial training                                                                                      | The discussion on the No Objection Certificate (NOC) for industrial training covered the necessary steps for issuance, including student requests, program details, and advisor approval. The importance of issuing the NOC promptly was highlighted to avoid delays in starting the training. The process for validating the training experience was also reviewed.                   |



Principal  
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## Attendance

| S. No. | Name of Members        | Designation                  | Signature |
|--------|------------------------|------------------------------|-----------|
| 1.     | Dr Nimbha 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.     | KL Yadav               | Teaching Representative      |           |
| 7.     | Dr Anita               | Teaching Representative      |           |
| 8.     | Imran Khan             | Non-Teaching Representative  |           |
| 9.     | Ratan Lal Sharma       | Non-Teaching Representative  |           |
| 10.    | Dr Satyendra Singh     | Legal Representative         |           |
| 11.    | Susheela choudhary     | Social Worker Representative |           |
| 12.    | Dr.anil bansal         | Educationist                 |           |
| 13.    | Puspha Saini           | Student Representative       |           |
| 14.    | Mahendra dhaka         | Alumni Representative        |           |
| 15.    | Manju jangu            | Local Society                |           |
| 16.    | Mahesh chopara         | Employers Representative     |           |

IQAC Coordinator



Principal  
VIVEK P.G. COLLEGE  
KALWAR, JAIPUR-303706

Principal





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## Action taken report of IQAC committee meeting held on 17<sup>th</sup> March 2023

| S. No. | Agenda                                                                                                  | Action Taken                                                                                                                                                                                                                                                                 |
|--------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Review of MoM of Meeting conducted on 21st Sep, 2022                                                    | The minutes from the IQAC meeting held on 21st Sep, 2022 were reviewed and approved with no objections.                                                                                                                                                                      |
| 2.     | The minutes from the IQAC meeting held on 21st Sep, 2022 were reviewed and approved with no objections. | Several academic and co-curricular activities were carried out as planned. Organizing industrial visit for students involves planning educational objectives, coordinating logistics, and ensuring a meaningful learning experience, all according to the academic calendar. |
| 3.     | Planning and Coordination of the Visit.                                                                 | Visit from a regulatory body, supplier, or healthcare provider was successfully.                                                                                                                                                                                             |

  
**IQAC Coordinator**  
VIVEK P.G. COLLEGE, KALWAR, JAIPUR

  
**Principal**  
**PRINCIPAL**  
VIVEK PG COLLEGE  
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## Circular

19<sup>th</sup> sept, 2022

This is to inform all the members of IQAC cell that 7th meeting of IQAC for the academic year 2022-23 is scheduled on 21 Sep 2022 at 3:00 PM in the IQAC Cell. All are requested to attend the meeting.

### Agenda of the Meeting

1. To confirm the minutes of previous meeting.
2. Online teaching practices.
3. Use of teaching tools.
4. Review the lesson plan of teachers as per course outcomes.
5. Regarding regular meetings of all committee.

  
IQAC Coordinator

Copy to

L. Chairman

2. All IQAC Members



  
Principal  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706

  
Principal  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## 7th Meeting, Minutes of Meetings of IQAC

The meeting commenced at 03:00 pm with all the committee members. Chairperson welcomed all the committee members.

| S.No. | Agenda                                                     | Discussion                                                                                                                                                                         |
|-------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | To confirm the minutes of previous meeting.                | The minutes from the IQAC meeting held on 9th March 2022, were reviewed and unanimously approved. Action items were discussed, and updates were given on the status of each item.. |
| 2.    | Online teaching practices.                                 | Mr K.L. Yadav provided overview of the current teaching system and ways to make it more efficient for students.                                                                    |
| 3.    | Use of teaching tools.                                     | Dr. Nimba Ram Bhakar gave an update on the online teaching system.                                                                                                                 |
| 4.    | Review the lesson plan of Teachers as per course outcomes. | The format for lesson plan has been given to everyone with the current update.                                                                                                     |
| 5.    | Regarding regular meetings of all committee.               | No further issues were raised by the members, and with the chair's consent, the meeting concluded with a vote of thanks to the chair and discussed about next meeting.             |

IQAC Coordinator



Principal

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KALWAR, JAIPUR-303706





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## ATTENDANCE

| S. 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.     | 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 Singh     | Legal Representative         |           |
| 11.    | Susheela Choudhary     | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal        | Educationist                 |           |
| 13.    | Puspha Saini           | Student Representative       |           |
| 14.    | Mahendra Dhaka         | Alumni Representative        |           |
| 15.    | Manju Jngu             | Local Society                |           |
| 16.    | Mahesh Chopara         | Employers Representative     |           |



Principal  
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**Action taken report of IQAC committee meeting was held on 21st Sep, 2022**

| S. No. | Agenda                                                 | Action Taken                                                          |
|--------|--------------------------------------------------------|-----------------------------------------------------------------------|
| 1.     | To confirm the minutes of previous meeting.            | Previous MOM has been checked.                                        |
| 2.     | Review the lesson plan of teachers as course outcomes. | Each faculty has prepared the lesson plan for their subject.          |
| 3.     | Regarding regular meetings of all committee.           | Dr. Nimba Ram Bhakar reviewed the checklist for the upcoming meeting. |

**IQAC Coordinator**



**Principal**

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## CIRCULAR

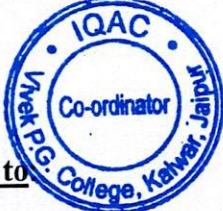
05<sup>th</sup> Mar 2022

This is to inform all the members of IQAC cell that the 6<sup>th</sup> 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

1. Chairman
2. All IQAC Members

**Principal**

**PRINCIPAL**  
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## 6<sup>th</sup> Meeting, Minutes of Meetings of IQAC

Meeting Title : IQAC Meeting

Date : 09<sup>th</sup> Mar 2022

Time : 03:00 PM

Venue : IQAC Cell

The agenda and outcome of the IQAC Committee meeting held on 9<sup>th</sup> 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 <sup>rd</sup> 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"><li>• Dr Indu Bala Choudhary – Coordination with IT team</li><li>• Mr.K L Yadav-Provide ID &amp; Password to everyone</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 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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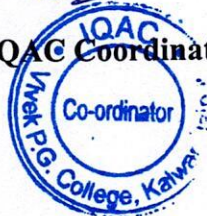
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|    |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

  
IQAC Coordinator  


  
Principal  
PRINCIPAL  
VIVEK PG COLLEGE  
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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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## Action taken report of IQAC committee meeting held on 09<sup>th</sup> 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.                                                                                                                                                                                                                                         |

IQAC Coordinator



Principal

PRINCIPAL  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## CIRCULAR

20<sup>th</sup> Sep 2021

This is to inform all the members of IQAC cell that the 5<sup>th</sup> meeting of IQAC for the academic year 2021-22 is scheduled on 23<sup>rd</sup> 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.

  
IQAC Coordinator



### **Copy to:**

1. Chairman
2. All IQAC Members

  
Principal  
PRINCIPAL  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## 5<sup>th</sup> 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 23<sup>rd</sup> 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 <sup>th</sup> 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.

 IQAC Coordinator

  
PRINCIPAL  
VIVEK P.G. COLLEGE  
KALWAR, JAIPUR-303706





# VIVEK P.G. COLLEGE KALWAR, JAIPUR

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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     |           |



**PRINCIPAL**  
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## Action taken report of IQAC committee meeting held on 23<sup>rd</sup> Sep 2021

| Ser No | Agenda                                                                              | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | To confirm the minutes of previous meeting.                                         | The minutes from the IQAC meeting on 9 <sup>th</sup> 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. |

IQAC Coordinator



Principal  
PRINCIPAL  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## CIRCULAR

06<sup>th</sup> April, 2021

This is to inform all the members of IQAC cell that the 4<sup>th</sup> meeting of IQAC for the academic year 2020-21 is scheduled on 09 Apr 2021 at 02:00 PM in the IQAC Cell. All the members are requested to attend the meeting.

### Agenda of the Meeting

- Confirmation of the minutes of meeting held on 13 Aug 2020
- Motivate the faculty members to publish research paper in national/international conference/UGC Care/Scopus Journals.
- As decided in previous meeting status of add-on courses and value-added courses will be checked by IQAC
- Industrial visit should be planned as per curriculum of each program.
- If weak students need extra classes remedial classes should be planned in each program.
- Placement Officer should focus on giving more placement opportunities to the student.

  
IQAC Coordinator



  
Principal

**PRINCIPAL**  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706

### Copy to:

1. Chairman
2. All IQAC Members





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## 4<sup>th</sup> Meeting, Minutes of Meetings of IQAC

Meeting Title : IQAC Meeting

Date : 09<sup>th</sup> Apr 2021

Time : 02:00 PM

Venue : IQAC Cell

IQAC Coordinator welcomed and briefed the committee members about the agenda. There were following members in the meeting. The Agenda of the meeting was discussed as under:-

| Ser No | Agenda                                                                                                               | Discussion                                                                                                                                                                                                                                                                                                                                       |
|--------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Confirmation of the minutes of meeting held on 13 Aug 2020                                                           | The minutes from the IQAC meeting held on 13 <sup>th</sup> Aug 2020, were examined and ratified by the committee.                                                                                                                                                                                                                                |
| 2.     | Motivate the faculty members to publish research paper in national/international conference/UGC Care/Scopus Journals | A dedicated organizing committee, consisting of all faculty members and the Principal, has been established to foster a culture of research and publication. The Institute has developed a detailed research policy that includes incentives and awards for publishing papers in various journals, based on their quality and market reputation. |
| 3.     | As decided in previous meeting status of add-on courses and value-added courses will be checked by IQAC              | Significant efforts were made to engage a broad range of the Institute's community, including students and faculty, in add-on and value-added courses. Awareness campaigns using posters, social media, and direct communication were conducted to promote active participation.                                                                 |
| 4.     | Industrial visit should be planned as per curriculum of each program                                                 | Field visits are an essential complement to classroom learning, helping students gain practical insights into the world.                                                                                                                                                                                                                         |
| 5.     | If weak students need extra classes remedial classes should be planned in each program.                              | The Institute provides extra classes for students who are struggling academically. Additionally, doubt-clearing sessions are held at the college, where the relevant subject teacher offer targeted assistance                                                                                                                                   |

  
PRINCIPAL  
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|    |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                |
|----|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Placement Officer should focus on giving more placement opportunities to the student. | The placement officer should prioritize expanding and diversifying job opportunities for students by cultivating strong industry relationship, offering skill development programs, facilitating internships, organizing career events, leveraging alumni networks, providing personalized career guidance, and continuously improving placement strategies based on feedback. |
|----|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

**IQAC Coordinator**



**Principal**

**PRINCIPAL**  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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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.     | KL Yadav               | Teaching Representative      |           |
| 7.     | Dr Anita               | Teaching Representative      |           |
| 8.     | Imran Khan             | Non-Teaching Representative  |           |
| 9.     | Ratan Lal Sharma       | Non-Teaching Representative  |           |
| 10.    | Dr Satyendra Singh     | Legal Representative         |           |
| 11.    | Susheela Choudhary     | Social Worker Representative |           |
| 12.    | Dr Anil Bansal         | Educationist                 |           |
| 13.    | Mamta Kudi             | Student Representative       |           |
| 14.    | Mahendra Dhaka         | Alumni Representative        |           |
| 15.    | Manju Jngu             | Local Society                |           |
| 16.    | Mahesh Chopra          | Employers Representative     |           |



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## Action taken report of IQAC committee meeting held on 09<sup>th</sup> Apr 2021

| Ser No | Agenda                                                                                                                  | Discussion                                                                                                                                                                                                                                                                                                                                                   |
|--------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Confirmation of the minutes of meeting held on 13 Aug 2020                                                              | The minutes from the IQAC meeting on 13 <sup>th</sup> Aug 2020, were reviewed and approved by the committee.                                                                                                                                                                                                                                                 |
| 2.     | Motivate the faculty members to publish research paper in national/ international conference/ UGC Care/ Scopus Journals | A specialized organizing committee, including all faculty members and the Principal, has been established to promote a culture of research and publication. The institute has developed a thorough research policy that includes incentives and awards for publishing papers in various journals, based on their quality and reputation.                     |
| 3.     | As decided in previous meeting status of add-on courses and value-added courses will be checked by IQAC                 | Significant efforts were made to engage a broad range of the institute's community, including both students and faculty, in add-on and value-added courses. Awareness campaigns utilizing posters, social media, and direct communication were conducted to foster active participation.                                                                     |
| 4.     | Industrial visit should be planned as per curriculum of each program                                                    | Field visits are an essential complement to classroom learning, helping students gain practical insights into the world.                                                                                                                                                                                                                                     |
| 6.     | If weak students need extra classes remedial classes should be planned in each program.                                 | The Institute provides extra classes for students who are struggling academically. Additionally, doubt-clearing sessions are held at the college, where the relevant subject teachers offer targeted assistance.                                                                                                                                             |
| 7.     | Placement Officer should focus on giving more placement opportunities to the student.                                   | The officer has organized career fairs, workshops, and networking events to connect students directly with potential employers. Continuous feedback mechanisms are also in place to tailor placement strategies according to student and employer needs, ensuring that students are well-prepared and matched for available job opportunities in the market. |

  
IQAC Coordinator



  
Principal

**PRINCIPAL**  
**VIVEK PG COLLEGE**  
**KALWAR, JAIPUR-303706**





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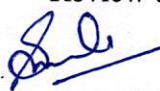
## CIRCULAR

10 Aug 2020

This is to inform all the members of IQAC cell that the 3<sup>rd</sup> meeting of IQAC for the academic year 2020-21 is scheduled on 13<sup>th</sup> Aug 2020 at 02:00 PM in the IQAC Cell. All the members are requested to attend the meeting.

### Agenda of the Meeting

- Confirmation of minutes of meeting held on 20<sup>th</sup> Feb 2020
- Details of faculty members newly joined or left the IQAC
- Planning of new add-on/value added courses
- Load Chart Distribution of the faculty members
- Planning of faculty development programs
- Review the ICT-Enabled facilities in class room and laboratory

  
IQAC Coordinator



Copied to:

1. Chairman
2. All IQAC Members

  
Principal  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## 3<sup>rd</sup> Meeting, Minutes of Meetings of IQAC

**Meeting Title :** IQAC Meeting

**Date :** 13 Aug 2020

**Time :** 02:00 PM

**Venue :** IQAC Cell

The meeting commenced at 02:00 PM. Dr Nimba Ram Bhakar presided the meeting. The following points were discussed:-

| Ser No | Agenda                                                               | Discussion                                                                                                                                                                                                                                                                                                                                                                             |
|--------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Confirmation of minutes of meeting held on 20 <sup>th</sup> Feb 2020 | The minutes of the prior IQAC meeting from 20 <sup>th</sup> Feb 2020, were assessed and sanctioned without any dissent.                                                                                                                                                                                                                                                                |
| 2.     | Details of faculty members newly joined or left the IQAC             | No new member has joined the committee. All the members attending meeting were also present in last meeting held on 20 Feb 2020                                                                                                                                                                                                                                                        |
| 3.     | Planning of new add-on/value added courses                           | Enhancing writing skills is crucial for the future development of each student. To support this, it is suggested to provide courses in creative writing and presentation skills. The specifics of these courses were discussed. Furthermore, the meeting also covered the proposal for a certificate course in Interview Vocabulary to assist students in excelling during interviews. |
| 4.     | Load Chart Distribution of the faculty members                       | The meeting covered a review of the Faculty Load Chart. It was according to UGC norms, which mandate 30 teaching hours per week, must be followed. Teaching responsibilities should be allocated among faculty members in compliance with these standards.                                                                                                                             |
| 5.     | Planning of faculty development programs                             | Faculty Development Programs are essential for integrating new faculty members, orienting them with teaching systems, and enhancing their grasp of student psychology. Emphasis is placed on ensuring high quality and effectiveness in communication throughout these programs.                                                                                                       |
| 6.     | Review the ICT-Enabled facilities in class room and laboratory       | At present, projector systems are installed in the seminar and lecture hall. Given the growing need for technology-enhanced teaching, it is essential to equip all classrooms with projector systems.                                                                                                                                                                                  |

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



  
**Principal**  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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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.     | 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.    | Mamta Kudi             | Student Representative       |           |
| 14.    | Mahendra Dhaka         | Alumni Representative        |           |
| 15.    | Manju Jngu             | Local Society                |           |
| 16.    | Mahesh Chopra          | Employers Representative     |           |



**PRINCIPAL**  
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## Action taken report of IQAC committee meeting held on 13 Aug 2020

| Ser No | Agenda                                                               | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Confirmation of minutes of meeting held on 20 <sup>th</sup> Feb 2020 | The minutes from the IQAC meeting held on 20 <sup>th</sup> Feb 2020, were examined and approved without any dissent.                                                                                                                                                                                                                                                                                                                                                                        |
| 2.     | Details of faculty members newly joined or left the IQAC             | No new member has joined the committee. All the members attending meeting were also present in last meeting held on 20 Feb 2020                                                                                                                                                                                                                                                                                                                                                             |
| 3.     | Planning of new add-on/ value-added courses                          | To enhance the ability to generate ideas for free writing with literacy flair, a course in creative writing and presentation skills was provided in two 20-hour modules. Module-1 covered letter writing, essay writing, and application writing, while Module-2 focused on comprehension, news writing, and article writing. Additionally, a certificate course in Interview Vocabulary was held in Jun 20, featuring exercise on pronunciation, articulation, and vocabulary enhancement. |
| 4.     | Load Chart Distribution of the faculty members                       | The Institute has maintained a Faculty Load Chart to ensure compliance with UGC norms, which require 30 teaching hours. Each teacher conducts approximately 27 classes per semester                                                                                                                                                                                                                                                                                                         |
| 5.     | Planning of faculty development programs                             | Faculty Development Programs are crucial for training new faculty members, introducing them to the Institute's teaching methods, and deepening their understanding of student psychology. These programs focus on ensuring high-quality and effective communication. One such program is scheduled for October in the current academic year.                                                                                                                                                |
| 6.     | Review the ICT-Enabled facilities in class room and laboratory       | The Institute is in the process of upgrading its infrastructure to implement an ICT system. Although projector systems are already in place in the seminar and lecture hall, there are ongoing efforts to extend this technology to all classrooms to address the rising demand for technology-enhanced teaching and to improve overall quality.                                                                                                                                            |

IQAC Coordinator



Principal

PRINCIPAL  
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## CIRCULAR

17<sup>th</sup> Feb, 2020

This is to inform all the members of IQAC cell that the 2<sup>nd</sup> meeting of IQAC for the academic year 2019-20 is scheduled on 20 Feb 2020 at 02:00 PM in the IQAC Cell. All the members are requested to attend the meeting.

### **Agenda of the Meeting**

- Confirmation of the minutes of meeting held on 13 Jul 2019
- If any new member joined
- Discussions on new value-added courses:
  - Heath Education and Nutrition
  - Cyber security challenges
- Review of Syllabus Coverage
- Discussion on Research Policy.
- Planning of Feedback System

  
IQAC Coordinator



Copy to:

1. Chairman
2. All IQAC Members

  
Principal  
**PRINCIPAL**  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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## 2nd Meeting, Minutes of Meetings of IQAC

Meeting Title : IQAC Meeting

Date : 20<sup>th</sup> Feb 2020

Time : 02:00 PM

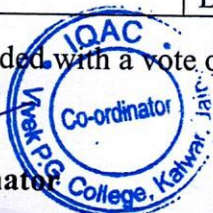
Venue : IQAC Cell

IQAC Coordinator welcomed and briefed the committee members about the agenda. There were following members in the meeting. The Agenda of the meeting was discussed as under:-

| Ser No | Agenda                                                                                                                                                     | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Confirmation of the minutes of meeting held on 13 Jul 19                                                                                                   | Minutes of earlier meeting held on 13 Jul 19 were read and approved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.     | If any new member joined                                                                                                                                   | No new member has joined the committee. All the members attending meeting were also present in last meeting held on 13 Jul 19                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.     | Discussion on new value-added courses: <ul style="list-style-type: none"> <li>Health Education and Nutrition</li> <li>Cyber Security challenges</li> </ul> | The discussion will begin with an exploration of the benefits and practices of Health Education and Nutrition, focusing on their impact on mental and physical well-being. The conversion will highlight how incorporating these practices can enhance overall health and productivity. Following this, the meeting will shift to a critical examination of cyber security challenges. This will involve analyzing current threats and vulnerabilities, discussing strategies to mitigate risks, and exploring best practices for protecting sensitive information. Both topics aim to address important aspects of personal well-being and digital security. |
| 4.     | Review of Syllabus Coverage                                                                                                                                | It was decided to approve the Academic Calendar for the 2019-20 academic year, which includes the complete syllabus, as prepared during the faculty meeting on Jul 13, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5.     | Discussion on Research Policy                                                                                                                              | The institute is prioritizing the development of a strong research culture. To support this goal, a committee will be formed under the leadership of the Principal. This committee will assist faculty members in pursuing research activities.                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6.     | Planning of Feedback System                                                                                                                                | The parameters for student feedback each semester were reviewed, and it was decided to implement a yearly feedback report. Student feedback will be assessed across various criteria, including clarity, audibility of lectures, and presentation effectiveness, using a scale of five categories: Excellent, Very Good, Good, Average, and Below Average.                                                                                                                                                                                                                                                                                                    |

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

IQAC Coordinator



Principal  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706





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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 Singh     | Legal Representative         |           |
| 11.    | Susheela Choudhary     | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal        | Educationist                 |           |
| 13.    | Madhavi Raj Kanwar     | Student Representative       |           |
| 14.    | Mahendra Dhaka         | Alumni Representative        |           |
| 15.    | Manju Jngu             | Local Society                |           |
| 16.    | Mahesh Chopara         | Employers Representative     |           |

PRINCIPAL  
VIVEK PG COLLEGE  
KALWAR, JAIPUR-303706







# VIVEK P.G. COLLEGE KALWAR, JAIPUR

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## Action taken report of IQAC committee meeting held on 20 Feb 2020

| Ser No | Agenda                                                                                                                                                      | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Confirmation of the minutes of meeting held on 13 Jul 19                                                                                                    | All points of agenda were approved and implemented                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.     | If any new member joined                                                                                                                                    | No new member has joined the committee. All attendees of the current meeting were also present at the previous meeting held on Jul 13, 2019, and were thus familiar with the discussions from that session.                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.     | Discussion on new value-added courses: <ul style="list-style-type: none"><li>• Health Education and Nutrition</li><li>• Cyber Security challenges</li></ul> | The action taken includes the implementation of a structured program to integrate Health Education and Nutrition into the institute's routine, aiming to enhance the well-being of students and staff. This program will feature regular sessions and workshops to promote mental and physical health. Regarding cyber security challenges, a comprehensive review has been conducted to identify current threats and vulnerabilities. As a result, new protocols and best practices have been established to strengthen digital security measures and protect sensitive information of the institute. |
| 4.     | Review of Syllabus Coverage                                                                                                                                 | It was decided to approve the Academic Calendar for the 2019-20 academic year, which includes the full syllabus, as prepared during the faculty meeting on Jul 13, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5.     | Discussion on Research Policy                                                                                                                               | A Research Committee has been formed with Dr Nimba Ram Bhakar serving as the convener and Dr Sunita Bedwal has the co-convener. The committee includes four additional members to support faculty research activities. An incentive award for publication has been established, ranging from INR 500 to 3000, based on the quality of the journal in which the article is published.                                                                                                                                                                                                                   |
| 6.     | Planning of Feedback System                                                                                                                                 | Student feedback is collected based on established parameters for class lectures, Practical and exams conducted. A yearly analysis of this feedback on various criteria is maintained on record.                                                                                                                                                                                                                                                                                                                                                                                                       |

IQAC Coordinator



Principal

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## CIRCULAR

11 Jul 2019

This is to inform all the members of IQAC cell that the 1<sup>st</sup> meeting of IQAC for the academic year 2019-20 is scheduled on 13 Jul 2019 at 02:00 PM in the IQAC Cell. All the members are requested to attend the meeting.

### Agenda of the Meeting

- Constitution of IQAC
- Explain the Vision and Mission of IQAC
- Discussion on Curriculum offered by Rajasthan University.
- Distribution of Faculty Load Chart
- Review of the academic facilities of the college
- Laboratory requirements

  
IQAC Coordinator



Copy to:

1. Chairman
2. All IQAC Members

  
Principal

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## 1<sup>st</sup> Meeting, Minutes of Meetings of IQAC

Meeting Title : IQAC Meeting

Date : 13 Jul 2019

Time : 02:00 PM

Venue : IQAC Cell

IQAC Committee meeting was held on 13 Jul 2019. The meeting commenced at 02:00 PM with all the committee members. Chairperson welcomed all the committee members. The agenda and outcome of the meeting are as below:-

| Ser No | Agenda                                                   | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Constitution of IQAC                                     | Dr Nimba Ram Bhakar, the Principal highlighted the necessity of establishing an Internal Quality Assurance Cell (IQAC) to enhance the academic and administrative performance of the institute. The Coordinator stressed that forming the IQAC is essential for the overall quality improvement of our institution of excellence. All members present at the meeting concurred with the Principal's and Coordinator's recommendations.           |
| 2.     | Explain the Vision and Mission of IQAC                   | The vision of the IQAC is to cultivate a culture of quality as a primary focus for Higher Education Institutions. This includes institutionalizing and internalizing all initiatives, whether supported internally or externally.                                                                                                                                                                                                                |
| 3.     | Discussion on Curriculum offered by Rajasthan University | Dr Nimba Ram Bhakar, urged the members to propose any additions or modifications to various laws, especially those with more apparent anomalies affecting the daily life of the common man, as well as issues frequently discussed in public forums and media reports                                                                                                                                                                            |
| 4.     | Distribution of Faculty Load Chart                       | Twenty one faculty members have been appointed in the Science Department according to university procedures and rules. The syllabus for one semester is covered in approximately 16 weeks, with each teacher conducting around 27 classes per semester.                                                                                                                                                                                          |
| 5.     | Review of the academic facilities of the college         | Regular activities at the college include group discussions, guest lectures by experienced faculty, debates on current topics, and inter and intra college competitions. The institute is also working towards creating a paperless office. In line with this goal, various facilities that can be made available online were discussed. It was decided that the website should be updated appropriately after consulting with the web designer. |





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|    |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Laboratory requirements | The inspection of laboratory equipment is a crucial agenda item in an IQAC meeting at a degree institution. This process includes a comprehensive review and audit of all laboratory equipment to ensure they are functioning correctly. Discussions cover the maintenance and calibration of current equipment, addressing any issues, and ensuring that all equipment adheres to safety and quality standards. The meeting also involves discussions on the procurement of new equipment, evaluating the need for upgrades, and ensuring that the laboratories are sufficiently equipped to support the institution's educational and research activities. |
|----|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

IQAC Coordinator



Principal

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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 Singh     | Legal Representative         |           |
| 11.    | Susheela Choudhary     | Social Worker Representative |           |
| 12.    | Dr. Anil Bansal        | Educationist                 |           |
| 13.    | Madhavi Raj Kanwar     | Student Representative       |           |
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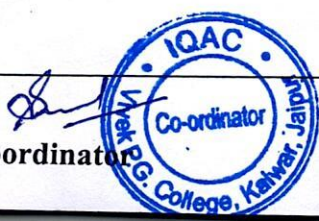
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## Action taken report of IQAC committee meeting held on 13 Jul 2019

| Ser No | Agenda                                                   | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Constitution of IQAC                                     | To enhance the academic and administrative performance of the institute and achieve overall quality improvement, the Vivek PG. college has established an Internal Quality Assurance Cell. Dr Nimba Ram Bhakar serves as the Chairman, and Dr Sunita Bedwal is the Coordinator. The cell includes 10 other members, whose names are listed on the relevant attendance page.                                                                                                                                                                                                                                                 |
| 2.     | Explain the Vision and Mission of IQAC                   | The Principal and Coordinator outlined the Vision and Mission of the IQAC to the members. The emphasized the need to cultivate a quality-driven culture at every level within Higher Education Institutions, ensuring that the quality of services and tasks is consistently maintained. Continuous quality enhancement should be pursued in all aspects of academic and administrative functions.                                                                                                                                                                                                                          |
| 3.     | Discussion on Curriculum offered by Rajasthan University | An engaging discussion took place among IQAC members regarding the curriculum of Ug and Pg subjects, focusing on various practical knowledge and training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.     | Distribution of Faculty Load Chart                       | The Institute has maintained a Faculty Load Chart to ensure compliance with ugc norms, which require 30 teaching hours. Each teacher conducts approximately 27 classes per semester.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5.     | Review of the academic facilities of the college         | At the Vivek P.G College Degree courses are offered and overseen by a Principal and approximately 21 faculty members, all appointed in accordance with university procedures and eligibility criteria. The college regularly conducts group discussions and hosts guest lectures by distinguished experts in the legal field. Additionally, debates on current topics. The institute is also working towards establishing a paperless office. To support this goal, various online facilities were discussed with the technical staff, and Mrs Indu Bala choudhary was assigned the relevant responsibilities in this area. |
| 6.     | Laboratory requirements                                  | The agenda item focuses on the inspection of laboratory equipment. This involves a detailed review of all equipment to ensure it is operating correctly. Discussions will cover the maintenance and calibration status of current equipment, addressing any malfunctions or issues, and verifying that all equipment meets safety and quality standards. The meeting will also assess the need for new equipment and potential upgrades, ensuring that the laboratories are well-equipped to support the institution's educational and research activities.                                                                 |

IQAC Coordinator



Principal  
VIVEK P.G. COLLEGE  
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