INTERNAL QUALITY ASSURANCE CELL (IQAC)

Om Kothari Institute of Management & Research, Kota

NOTICE

Date: 25th November 2025

All IQAC members are informed that the **10th IQAC Meeting** is scheduled as per details below:

Meeting Date: 9th December 2025
Time: 2:30 PM
Venue: Room No. 32

Agenda:

1. Confirmation of Previous Minutes
2. Review of ATR
3. Review of Bridge Forum Session
4. Academic Concerns (Periodic Tests, Attendance, Communication Skills)
5. ICT & Smart Classroom Discipline
6. Make-Up Examination Policy
7. Integrated Activity Calendar Planning
8. Uniform & ID Policy Compliance
9. Student Marketing Team Formation
10. Sports & Alumni Engagement
11. NAAC Supporting Documents Review
12. Any other matter

All concerned members are requested to ensure their availability.

Dr. Meenal Shah
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Om Kothari Institute of Management And Research
1-A, Ahantpura, Kota-324005

Om Kothari Institute of Management & Research, Kota

Minutes of the 10th IQAC Meeting

Date: 9 December 2025
Time: 2:30 PM
Venue: Room No. 32

Members Present

- **Chairperson:** Prof. (Dr.) Amit Singh Rathore
- **IQAC Coordinator:** Dr. Meenal Shah
- **Members:**
  - Dr. Geeta Gupta
  - Dr. Sneh Lata Dharmawat
  - Mr. Mohit Pant

Management Representative Member

- **Ms. Seema Kothari**

Other Invites

- Mr. Prateek Gupta
- Ms. Dayawanti Garg
- Dr Mukesh Meena
- Mr Shyam Sundar Vijay
- Ms Namrata Gautam
- Ms Ragini Saxena
- Dr. Rama Singh
- Ms Suman Shaktawat
- Ms Mahima Choudhary
- Mr. Deepak Badal
- Mr. Yashdeep
- Dr. Roshni
- Ms Shivani
- Ms. Himani
- Ms Anusha
- Ms Savitri Suman
- Mr. Om Prakash
- Mr. Pankaj Tiwari
- Ms Vijeta Swami

Agenda

1. Welcome and confirmation of minutes of the previous IQAC meeting
2. Review of Action Taken Report (ATR)
3. Review of student feedback received during BRIDGE Forum Session–1
4. Awareness and enrollment of short-term courses (AI, ML, Cyber Security)
5. Academic concerns:

   i) Periodic tests for BBA & BCA
   ii) English speaking and communication skills classes

6. ICT usage, smart classroom discipline, and misuse of internet facilities
7. Student attendance issues, with special reference to BCA program
8. Quality of teaching–learning material and use of AI-generated content
9. Examination-related issues: make-up test policy
10. Planning and management of co-curricular, cultural, and festival activities
11. Preparation of integrated activity calendar (NSS, IIC, Red Ribbon, Cultural)
12. Uniform, colour dress, and identity card compliance
13. Frequency and continuity of BRIDGE Forum sessions
14. Student initiatives for experiential learning (Student Marketing Team)
15. Sports facilities, performance standards, and usage guidelines
16. Student–alumni interaction and faculty mentoring role
17. Review of submission of NAAC supporting documents (Barda Basti visit)
18. Appreciation of faculty members and disciplinary observations, if any
19. Conduct of daily prayer in case of space constraints and mandatory staff participation
20. Computer practical timetable coordination
21. Any other matter with the permission of the Chair
22. Vote of Thanks

Minutes of the Meeting

1. Welcome & Confirmation of Previous Minutes

The meeting commenced with a warm welcome by **Dr. Amit Singh Rathore**, Chairperson, who welcomed **Ms. Seema Kothari** and all faculty members.

The Chairperson initiated the review of the minutes of the previous IQAC meeting. The members thoroughly examined each point recorded in the earlier proceedings, including the action items, responsibilities assigned, and status of implementation. All members confirmed that the documentation of discussions and decisions made in the previous meeting was accurate, complete, and reflected the proceedings appropriately.

No corrections, additions, or modifications were suggested by any member. After due consideration, the minutes of the previous meeting were formally **approved unanimously**, and the IQAC resolved to adopt the same as an official record.

2. Review of Action Taken Report (ATR)

IQAC Coordinator presented the ATR of the previous meeting. Most actions were completed on time, while a few are in progress and will be completed before the next meeting.

3. Review of BRIDGE Forum Session 1 (Held on 8 December 2025)

3.1 Lack of Awareness About Short-term Courses (AI, ML, Cyber Security)

During one-to-one interaction with students in the Bridge Forum by **Ms. Seema Kothari**, it was found that **students were unaware** of short-term courses on:

- Artificial Intelligence
- Machine Learning
- Cyber Security

Action:

- All faculty members must announce these courses in classes.
- These courses will be offered **from January 2026** since students have examinations in December.

4. Academic Requirements and Student Demands

4.1 Demand for Periodic Tests

BBA and BCA students requested regular periodic tests.

Decision:

Director Prof. Amit Singh Rathore instructed Dr. Geeta Gupta to implement periodic tests as a regular practice.

4.2 English Speaking & Communication Skills Classes

Students demanded communication skill classes.

Decision:

English speaking & communication skills classes will be arranged on a paid basis from next semester.

5. ICT, Smart Classroom & Internet Misuse

It was observed that students misuse Smart boards, Classroom projectors, Computer lab systems to operate social media sites.

Decision:

IT Department is instructed to **block all unnecessary websites** on college computers immediately.

6. Issues Related to BCA Attendance

The attendance of BCA students was found extremely low. Students reported classes are not conducted regularly, and faculties often arrive late

Decision:
Prof. Amit Singh Rathore instructed that Principal Dr. Geeta Gupta will investigate and take immediate corrective measures.

7. Use of ChatGPT-generated Notes by Faculty

Concern was raised that some teachers provide students with notes copied directly from ChatGPT. This is very serious matter and cannot be tolerated at all.

Decision:
IQAC discussed quality standards and instructed teachers to:

- Use authentic references and periodicals.
- Supplement AI-generated content with original inputs, examples, and explanations
- Align notes strictly with syllabus and learning outcomes

8. Makeup Test Policy

The makeup test facility currently provided to BBA and BCA students will be restricted.

Decision:
Students will be given only one final chance as a last makeup opportunity.

9. Improvement in Festival Management and Event Planning

Students suggested better planning of events and festivals.

Decision:

- Cultural committee instructed to follow proper pre-planning.
- Last-minute preparation must be avoided.
- A minimum preparation window will be defined.

10. Activity Calendar Preparation

A comprehensive activity calendar must incorporate activities of:

- IIC
- NSS
- Red Ribbon Club
- Cultural Committee

Decision:
A meeting will be held before **21 December 2025**, attended by:

- Prof. Amit Singh Rathore
- Dr. Geeta Gupta
- Dr. Snehlata Dharmawat
- Dr. Meenal Shah
- Mr. Mohit Pant

The finalized activity calendar will be handed to the Cultural Committee for implementation.

11. Uniform & Colour Dress Policy

Based on student request:

- Students are **allowed to wear colour dress on Saturdays only**.
- **ID card is compulsory on all six days.**
- On the remaining five days, **college uniform is strictly mandatory**.

12. Frequency of Bridge Forum Sessions

Students requested monthly Bridge Forum sessions. IQAC noted that this is already planned monthly.
Decision: Continue monthly sessions.

13. Formation of Student Marketing Team

Students showed interest in forming a Student Marketing Team for practical learning.
Decision:
A structure and selection process will be drafted.

14. Sports Facilities & Usage Guidelines

IQAC prescribed the following:

- Standard performance criteria to be set for availing college sports facilities (transport, uniforms, etc.).
- College will not provide consumable sports items (balls, shuttlecocks, etc.). Students must arrange these themselves.

15. Student–Alumni Interaction

Faculty members shall:

- Inform students about senior alumni
- Guide them on maintaining professional long-term relationships to strengthen academic and career growth.

16. Submission of Supporting Documents

Mr. Prakeet Gupta was instructed to prepare and submit all pending supporting documents related to the tables assigned to him at the earliest. The committee emphasized that the documentation connected to the Barda Basti visit, along with all supporting evidence required for the respective NAAC tables, must be completed and submitted as per the assigned responsibilities and within the stipulated timelines.

The IQAC stressed the importance of timely submission to ensure smooth compilation of evidence for institutional reporting and compliance.

17. Appreciation and Disciplinary Observation:

The management appreciated those faculty members who have received positive and satisfactory reports from students for their teaching conduct and classroom engagement. However, it was noted that Ms. Suman Shaktawat has received adverse reports from students regarding unprofessional behaviour and irregularity in conducting classes. Accordingly, a formal warning has been issued to her by the Honorable Trustee, and she has been advised to maintain professional conduct and regularity in academic responsibilities henceforth.

18. Daily prayer space constraints.

It was discussed and resolved that in case of any space constraints, the daily prayer may be conducted in the college garden. Active participation of all teaching and non-teaching staff in the prayer assembly is mandatory and shall be strictly ensured by the concerned authorities.

19. Computer Practical Timetable Coordination

For smooth functioning of practical classes in computer labs:

Decision:

- Practical timetable must be shared in advance with Mr. Pankaj Tiwari lab incharge
- Any change must be communicated beforehand

Decisions & Action Items

Sr. No.	Action Item	Responsibility	Timeline
1	Announce and promote AI, ML & Cyber Security short-term courses in classrooms	All Faculty Members	Immediate
2	Commence short-term courses after examinations	Respective Departments	January 2026
3	Implement periodic tests for BBA & BCA programs	Principal & Concerned Department	Ongoing
4	Introduce paid English speaking & communication skills classes	Principal	From Next Semester
5	Block non-academic and social media websites on lab/classroom systems	IT Department	Immediate
6	Investigate low BCA attendance and ensure faculty punctuality	Principal	Immediate
7	Maintain academic quality of notes; avoid direct AI-generated content	All Faculty Members	Continuous
8	Restrict make-up test facility to one final opportunity only	Principal / Heads of Departments	Current Semester
9	Ensure advance planning of cultural and festival activities	Cultural Committee	Immediate
10	Prepare and finalize integrated activity calendar (IIC, NSS, Red Ribbon, Cultural)	Assigned Committees	By 21 Dec 2025
11	Strictly implement uniform, colour dress (Saturday only), and ID card policy	Principal & Admin Office	Immediate
12	Continue BRIDGE Forum sessions on a monthly basis	IQAC	Monthly
13	Draft structure and selection process for Student Marketing Team	Department Heads	January 2026
14	Define performance criteria for availing sports facilities	Sports Committee	January 2026
15	Guide students on alumni interaction and relationship building	All Faculty Members	Ongoing

Sr. No.	Action Item	Responsibility	Timeline
16	Complete and submit all pending NAAC supporting documents (Barda Basti visit)	Mr. Prateek Gupta	As per assigned timeline
17	Share computer practical timetable with Lab In-charge and notify changes in advance	All Departments	Continuous
18	Ensure daily prayer is conducted in garden during space constraints and mandatory participation of all staff	Principal & Admin	Immediate
19	Monitor compliance with professional conduct following warning issued by Honorable Trustee	Principal	Continuous

Conclusion

The meeting concluded with a **vote of thanks by Dr. Meenal Shah**, IQAC Coordinator, appreciating active participation and constructive suggestions by all present.

Dr. Meenal Shah
IQAC Coordinator

Prof. (Dr.) Amit Singh Rathore
IQAC Chairperson