Om Kothari Institute of Management & Research, Kota
Internal Quality Assurance Cell (IQAC)
NOTICE

Date: 1st February 2026

All the members of the IQAC are hereby informed that the **11th IQAC Meeting** will be held as per the following schedule:

- **Date:** 5th February 2026
- **Time:** 2:30 PM
- **Venue:** Conference Room

Agenda:

1. Review of Action Taken Report of previous IQAC meeting
2. Status of SSR preparation and submission timelines
3. Review of pending NAAC tables and data gaps
4. Verification of supporting documents and documentation quality
5. Review of Committee Records and Administrative Approvals
6. Student Satisfaction Survey (SSS) data verification
7. Review of Curriculum Documentation (IKS integration)
8. ERP usage compliance by faculty
9. Faculty Data verification (Criterion 2.1)
10. Discussion on CO–PO–PSO framework
11. Review of Research Publications Data
12. Library documentation verification
13. Standardization of documentation format and submission process
14. Any other matter with permission of the Chair

All members are requested to attend the meeting positively.

Dr. Meenal Shah
IQAC Coordinator

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

Anita

Om Kothari Institute of Management & Research, Kota

Minutes of the 11th IQAC Meeting

Date: 5th February 2026
Time: 2:30 PM
Venue: Conference Room

Members Present:

Chairman: Prof. Dr. Amit Singh Rathore

IQAC Coordinator: Dr. Meenal Shah

Members:

- Dr. Geeta Gupta
- Dr. Snehlata Dharmawat
- Mr. Mohit Pant
- Mr. Vishnuprasad Gautam (Adminisration)

Management Representative (Online):

Ms. Seema Kothari

External Members:

- Ms. Anita Chauhan

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9. Faculty Data verification (Criterion 2.1)
10. Discussion on CO–PO–PSO framework

11. **Review of Research Publications Data**
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Proceedings:

The meeting commenced with a welcome address by Chairman, Prof. Dr. Amit Singh Rathore.
Dr. Meenal Shah presented the Action Taken Report (ATR) of the previous meeting and reviewed the progress of SSR preparation.

1. Review of Action Taken Report (ATR)

- Progress of NAAC documentation, policy implementation, and audit readiness was reviewed.
- It was observed that while significant progress has been made, several critical gaps remain in data submission and verification.

2. Status of SSR Preparation & Timeline Compliance

- The committee expressed serious concern regarding non-adherence to SSR timelines by various departments.
- It was emphasized that delays may affect the overall NAAC submission schedule.
- All departments were instructed to follow deadlines without further delay strictly.

3. Review of Pending NAAC Tables & Data Gaps

- Table 40 (MBA/Education Department): Pending – instructed to complete immediately.
- Table 35 & Table 53: Incorrect entries identified – Education Department directed to revise and resubmit.
- Table 11 (UG & PG): Incomplete including 2024–25 data – urgent completion required.
- B.Ed. result is still awaited.
- Concern raised regarding delay and its impact on SSR data compilation.
- It was explained by the department principal that the university has still not provided the TR so they are waiting for the same for accurate and authentic data.

4. Verification of Supporting Documents and Documentation Quality

- The IQAC reviewed the supporting documents collected for various NAAC criteria and observed that although the compilation of the SSR had commenced, several documents were either incomplete, unorganized, or pending verification.
- The Committee emphasized that all supporting documents should be arranged systematically with proper indexing, page numbering, file naming, and authenticated signatures wherever applicable.
- IQAC recommended that **geo-tagged photographs** be maintained for all academic, co-curricular, extension, and administrative activities as documentary evidence for NAAC.
- All departments were instructed to keep the documentation updated and ready, as the NAAC portal may open at any time and additional information for the academic year **2025–26** may be sought during the assessment process.

5. Committee Records & Administrative Approvals

- Submission of committee meeting minutes was found incomplete.
- Maintenance of inter-communication register requires proper verification.
- Management sanction letters for UG and PG programmes are pending and must be submitted immediately.

6. Student Satisfaction Survey (SSS)

- Incorrect data reported in **Table 4 (UG & PG Department)**.
- Departments were instructed to **re-verify and correct the data immediately**.

7. Curriculum Documentation (IKS Integration)

- Only MBA department has submitted **IKS mapping**.
- All other departments were instructed to complete and submit at the earliest.

8. ERP Usage Evidence

- Faculty members have not submitted **ERP usage screenshots**.
- It was made mandatory to submit proof of ERP usage for documentation.

9. Faculty Data Verification (Criterion 2.1)

- It was clarified that **only full-time faculty data** should be included.

- Incorrect inclusion must be corrected immediately.

10. CO–PO–PSO Framework

- Detailed discussion held on alignment and mapping of **CO, PO, and PSO**.
- Departments were instructed to standardize format and ensure proper documentation.

11. Research Publications Data

- Data for **journal publications and books/chapters** is incomplete across departments.
- Departments were directed to submit verified and updated research data.

12. Library Documentation

- Library Accession Register and Issue Register not submitted.
- Mr. Ghanshyam Panchal was instructed to submit the records.

13. Standardization of Documentation Format and Submission Process

The IQAC observed the following major issues:

- Unorganized bulk submissions (approx. 200 documents)
- Improper file naming and classification
- Typographical errors and incomplete entries
- Missing academic years
- Non-standard formats
- Duplicate submissions causing confusion

Resolution: The committee noted that many of the above errors were due to improper coordination and verification by BBA BCA Department. The Principal was formally warned to ensure:

  - Timely submission
  - Accuracy of data
  - Proper coordination with departments
- It was clearly stated that repetition of such lapses will be viewed seriously.

Decisions Taken & Action Items

Sr. No.	Action Item	Responsible Person	Deadline
1	Complete all pending NAAC tables (Table 11, 35, 40, 53)	Concerned Departments	Immediate (within 7 days)
2	Correct SSS data (Table 4)	UG & PG Departments	Immediate
3	Submit Committee Records & Approvals	All Departments	Within 5 days
4	Submit ERP usage evidence	All Faculty Members	Within 5 days
5	Complete IKS mapping	All Departments	Within 7 days
6	Submit Research Publication Data	All Departments	Within 7 days
7	Submit Library Registers	Librarian	Within 5 days
8	Standardize documentation format	IQAC & Departments	Immediate
9	Remove duplicate/unorganized submissions	All Departments	Immediate
10	Ensure only full-time faculty data submission	All Departments	Immediate

The next IQAC meeting will be held tentatively in the **first week of May, 2026**.

Conclusion:

The meeting concluded with a strong directive to ensure strict compliance with NAAC SSR timelines and documentation standards.

A vote of thanks was proposed by Dr. Meenal Shah, IQAC Coordinator.

Dr. Meenal Shah
IQAC Coordinator

Prof. (Dr.) Amit Singh Rathore
IQAC Chairperson