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

Date: 28th April, 2026

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that the 12th IQAC Meeting of the institute will be held as per the following schedule:
Date: 9th May 2026 (Saturday)

Time: 2:30 PM

Venue: Conference Room

Agenda

1. Confirmation of the Minutes of the 11th IQAC Meeting held on 5th February 2026.
2. Review of the Action Taken Report (ATR) on the decisions and resolutions of the previous IQAC meeting.
3. Review of the overall progress of NAAC Self Study Report (SSR) preparation and submission timelines.
4. Review of pending NAAC tables and closure of criterion-wise data gaps.
5. Review of Curriculum Documentation, Indian Knowledge System (IKS) integration, and Outcome-Based Education (CO–PO–PSO framework).
6. Review of ERP implementation and institutional website updates.
7. Review of Faculty Profile, Research Publications, Consultancy, Faculty Development Programmes, Innovation & Entrepreneurship, and Extension Activities.
8. Review of Library Documentation, ILMS, and Learning Resources.
9. Planning of quality enhancement initiatives for the Academic Session 2026–27.
10. Any other matter with the permission of the Chair.

All the members are requested to attend the meeting positively and actively participate in the deliberations. Concerned members are also requested to come prepared with the updated progress of their respective responsibilities and supporting documents for review.

Dr. Meenal Shah
IQAC Coordinator

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

Om Kothari Institute of Management & Research, Kota
Internal Quality Assurance Cell (IQAC)
Minutes of the 12th IQAC Meeting

Date: 9th May 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 (Administration)

Management Representative (Online)

- Ms. Seema Kothari

External Member

- Ms. Anita Chauhan

Proceedings

The Chairman welcomed all members and appreciated the sincere efforts made by the faculty members, administrative staff, and IQAC team in the preparation of the Self Study Report (SSR) for NAAC Accreditation.

The Chairman emphasized that the institution had reached the final stage of SSR preparation and therefore every department must ensure that all quantitative and qualitative data, supporting documents, and institutional records are complete, authentic, and properly organized. He reiterated that the objective of IQAC is not merely to prepare documents for accreditation but to establish a sustainable quality culture within the institution. The IQAC Coordinator, Dr. Meenal Shah, presented the Action Taken Report (ATR) on the resolutions passed in the previous (11th) IQAC Meeting and informed the committee about the progress made by various departments in completing criterion-wise documentation.

The agenda items were then taken up for detailed discussion.

Agenda Item 1: Confirmation of the Minutes of the 11th IQAC Meeting

Discussion: The minutes of the 11th IQAC Meeting held on 5th February 2026 were placed before the committee for confirmation.

The members reviewed the resolutions passed during the previous meeting, particularly those relating to:

- Completion of pending NAAC criterion-wise data.
- Verification of quantitative and qualitative metrics.
- Submission of supporting documents.
- Standardization of institutional documentation.
- Improvement of ERP implementation.
- Updating of the institutional website.
- Committee-wise documentation.
- Library documentation.
- Faculty profile verification.
- Student Satisfaction Survey documentation.

The members expressed satisfaction over the progress achieved after the implementation of the previous meeting's resolutions.
Resolution: The minutes of the 11th IQAC Meeting were unanimously confirmed without any modification.

Agenda Item 2: Review of Action Taken Report (ATR)

Discussion: The IQAC Coordinator presented the Action Taken Report on the resolutions adopted during the previous meeting. The committee reviewed department-wise compliance and observed significant improvement in the overall documentation process.

The following progress was reported:
•Most of the criterion-wise quantitative tables have been completed and verified.
•Departments have substantially improved the quality of supporting documents.
•Missing records identified during the previous meeting have largely been collected and incorporated into the SSR documentation.
•Most committees have submitted their meeting notices, agendas, minutes.

•The Website Committee has not incorporated several suggestions made by IQAC regarding statutory disclosures and quality assurance information. Requires a immediate action

•ERP usage has not been considerably improved, and faculty members are regularly using ERP only for updating attendance. Due to some technical issues So it requires a immediate action.

•Through we are not having geo tagged photos of previous five year events but now practice of taking Geo-tagged photographs have been included in the routine practice so we can include them in the documentation of most institutional activities.
•Departments have started maintaining both digital and physical repositories of supporting documents.
However, the committee observed that a few important activities still required immediate attention:
•A small number of supporting documents were pending verification.
•Certain administrative approvals and sanction letters were yet to be placed in the institutional record.
•Final verification of some quantitative tables was still under process. The Chairman instructed all departments to complete the remaining work on priority basis. Resolution
The committee appreciated the overall progress made after the previous meeting and resolved that all remaining observations should be complied with before final submission of the SSR.

Agenda Item 3: Review of Overall Progress of NAAC Self Study Report (SSR) Preparation
Discussion: The IQAC Coordinator presented the present status of criterion-wise SSR preparation.
The committee noted that compilation of the Self Study Report had reached its final stage and that most departments had submitted the required information. Criterion Coordinators presented the status of documentation under their respective criteria.

The following observations were made:
•The majority of quantitative metrics had been completed and verified.
•Most qualitative metrics had been drafted and were undergoing final proofreading.
•Cross-verification of data with supporting documents was in progress.
•Department-wise evidence files had been organized criterion-wise to facilitate easy verification during Peer Team Visit.
•The committee emphasized that every quantitative value entered in the SSR must be supported by authentic documentary evidence.

The Chairman expressed concern that any delay in submission of the remaining

documents could affect the institutional timeline for SSR submission. He further emphasized that if the SSR submission is delayed, the institution may be required to incorporate additional data for the academic session 2025–26, thereby necessitating fresh verification of several tables and supporting documents. The committee unanimously agreed that all remaining data should be finalized immediately.

Resolution: It was resolved that all criterion coordinators shall complete final verification of their respective criteria within the stipulated timeline and submit the verified documents to IQAC for incorporation into the final SSR.

Agenda Item 4: Review of Pending NAAC Tables and Closure of Data Gaps

Discussion: The committee reviewed the status of pending quantitative tables identified during the previous meeting.

The following observations were recorded:

- Corrections suggested in Table 35 and Table 53 had been incorporated after verification.
- Table 11 had been updated with the required academic information received from the concerned departments.
- Remaining data required for Table 40 and a few criterion-specific tables were under final verification.
- Departments were instructed to ensure consistency between the figures entered in the tables and the corresponding supporting documents.

- It was decided that every criterion coordinator would undertake one final round of verification before the SSR is locked for submission.
- The committee stressed that no quantitative data should be entered without documentary evidence.

The Chairman advised that all pending data should be closed immediately so that no further revisions become necessary.

Resolution: The committee resolved that all pending quantitative tables should be finalized and verified by the concerned departments within one week and submitted to IQAC for final approval.

Agenda Item 5: Review of Curriculum Documentation and Outcome-Based Education (OBE)

Discussion: The committee reviewed the curriculum enrichment initiatives undertaken by various departments.

Detailed discussion was held on:

•Documentation of Indian Knowledge System (IKS) components in the curriculum.

•Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs).

•CO–PO–PSO mapping methodology.

•Outcome attainment calculations and departmental documentation.

The Chairman instructed that:

•All departments should maintain complete CO–PO–PSO files.

•IKS mapping should be documented course-wise wherever applicable.

•Departments should periodically review attainment levels and prepare improvement plans based on the analysis.

Resolution: It was unanimously resolved that Outcome-Based Education documentation shall be reviewed every semester and maintained in the standardized format prescribed by IQAC.

Agenda Item 6: Review of ERP Implementation and Institutional Website

Discussion: The IQAC reviewed the utilization of the Enterprise Resource Planning (ERP) system and the institutional website.

The committee observed significant improvement in ERP usage across departments. There is still large gap due to technical issues

The following aspects were reviewed:

•Online attendance.

•Lesson plans.

•Internal assessment records.

•Student academic records.

•Faculty profiles.

•Academic calendar.

•Circulars and notices.

The Website Committee informed the members that several improvements suggested by IQAC had not been implemented, including some day to day acadmic information The committee emphasized that the website should always reflect current institutional activities and achievements.

Resolution: It was resolved that ERP shall be used as the primary academic record

management system and the institutional website shall be updated regularly to ensure transparency and compliance with NAAC requirements.

Agenda Item 7: Review of Faculty Profile, Research, Consultancy and Extension Activities

Discussion: The committee reviewed faculty-related data submitted under various NAAC criteria.

The following areas were discussed:

- Verification of full-time faculty data under Criterion 2.1.
- Faculty profiles and experience records.
- Research publications.
- Books and book chapters.
- Conference papers.
- Faculty Development Programmes.
- Consultancy activities.
- Innovation and Entrepreneurship activities conducted under IIC.
- Extension and outreach programmes.

The committee appreciated the increase in faculty participation in research and FDPs. Faculty members were encouraged to:

- Publish research papers in quality journals.
- Register for patents and copyrights wherever applicable.
- Undertake consultancy and funded research projects.
- Continue organizing extension activities for community development.

Resolution: The committee resolved that every department shall maintain an updated faculty achievement register and research repository with complete documentary evidence.

Agenda Item 8: Review of Library Documentation and Learning Resources

Discussion: The Librarian presented the status of library documentation.

The committee reviewed:

- Library Accession Register.
- Issue and Return Register.
- Stock Verification Reports.
- Library Automation (ILMS) records.
- E-resource subscriptions.

•Usage statistics.
•Digital repository.

The committee appreciated the efforts made towards improving library services and documentation.
The Chairman instructed that all library records should remain updated throughout the year and be readily available for verification.

Resolution: The committee resolved that library documentation shall be reviewed periodically by IQAC and utilization of digital learning resources shall be further promoted among students and faculty members.

Agenda Item 9: Planning of Quality Enhancement Initiatives for the Academic Session 2026–27

Discussion: The committee deliberated upon the institutional quality enhancement plan for the forthcoming academic session.

The following initiatives were approved:
•Strengthening Outcome-Based Education practices.
•Promotion of interdisciplinary research.
•Organization of Faculty Development Programmes.
•Student skill development and value-added courses.
•Enhancement of placement and internship opportunities.
•Strengthening Industry–Institute interaction.
•Promotion of SWAYAM, NPTEL and other online learning platforms.
•Green Campus initiatives.
•Gender sensitization and inclusive practices.
•Academic and Administrative Audit.
•Energy Audit, Green Audit and Environment Audit.
•Strengthening Innovation and Entrepreneurship activities through IIC and the Incubation Centre.
•Enhancement of alumni engagement and stakeholder participation.

The Chairman emphasized that IQAC should focus on continuous quality improvement rather than accreditation alone.

Resolution: The committee unanimously approved the Institutional Quality Enhancement Plan for the Academic Session 2026–27 and authorized IQAC to monitor its implementation.

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The Chairman emphasized that IQAC should focus on continuous quality improvement rather than accreditation alone.

Resolution: The committee unanimously approved the Institutional Quality Enhancement Plan for the Academic Session 2026–27 and authorized IQAC to monitor its implementation.

Agenda Item 10: Any Other Matter with the Permission of the Chair

Discussion: The Chairman appreciated the sincere efforts of all faculty members, administrative staff, committee coordinators, and the IQAC team for their commitment towards institutional quality enhancement.

The committee emphasized the following:

•Documentation should become a continuous institutional practice rather than an activity undertaken only during NAAC accreditation.
•Every department should regularly update its records and preserve documentary evidence.

•Quality initiatives should focus on measurable outcomes and continuous institutional improvement.

Decisions Taken and Action Items

Sr. No.	Decision / Action Item	Responsibility	Timeline
1	The minutes of the 11th IQAC Meeting were confirmed without any modifications.	IQAC	Completed
2	Complete the final verification of all remaining SSR criteria, quantitative and qualitative metrics, and supporting documents before final submission.	IQAC	--
3	Complete submission and verification of all pending quantitative tables, including remaining criterion-specific tables, and ensure consistency between data and documentary evidence.	Concerned Departments & Criterion Coordinators	Within 15 Days
4	Submit all pending supporting documents, administrative approvals, sanction letters, and institutional records to IQAC for final verification.	Administrative Office & Concerned Departments	Within 15 Days
5	Implement standardized documentation practices, including proper indexing, file naming, authentication, and maintenance of both physical and digital repositories.	All Departments	Continuous
6	Ensure completion and regular updating of CO–PO–PSO mapping, outcome attainment analysis, and Indian Knowledge System (IKS) documentation for all programmes.	Heads of Departments	Before Commencement of Next Semester
7	Resolve technical issues in ERP and ensure its comprehensive utilization for lesson plans, internal	ERP Committee /	Immediate & Continuous

	assessment, student records, faculty profiles, and academic documentation.	IT Cell	
8	Update the institutional website by incorporating all statutory disclosures, IQAC documents, committee information, academic activities, and quality assurance initiatives as recommended by IQAC.	Website Committee	Within 20 Days
9	Verify faculty profiles, research publications, consultancy work, FDP participation, extension activities, and maintain updated departmental research repositories.	All Departments	Continuous
10	Update and maintain Library Accession Register, Issue Register, ILMS records, e-resource usage reports, and other library documentation in accordance with NAAC requirements.	Librarian	Continuous
11	Implement the Institutional Quality Enhancement Plan for the Academic Session 2026–27, including OBE, research promotion, FDPs, internships, industry interaction, Green Campus initiatives, audits, and alumni engagement.	IQAC & All Departments	Throughout Academic Session 2026–27
12	Institutionalize the practice of maintaining geo-tagged photographs, activity reports, attendance records, notices, and documentary evidence for all academic and administrative activities.	All Departments & Committees	Continuous

Conclusion

The meeting concluded with a vote of thanks proposed by Dr. Meenal Shah, IQAC Coordinator, who expressed her gratitude to the Chairman and all the members for their valuable suggestions, active participation, and continuous support in strengthening the quality assurance processes of the institution.

Dr. Meenal Shah
IQAC Coordinator

Prof. (Dr.) Amit Singh Rathore
IQAC Chairperson