INTERNAL QUALITY ASSURANCE CELL (IQAC) FIRST MEETING MINUTES

Date: 5th September 2024
Time: 2:30 PM
Venue: Meeting Room

Members Present

- **Chairman:** Dr. Amit Singh Rathore
- **IQAC Coordinator:** Dr. Meenal Shah

Members:

- Dr. Geeta Gupta
- Dr. SnehlataDharmawat
- Mr. Mohit Pant
- Mr. Vishnu Prasad Gautam(Member from Administration)

Management representative

- MsSeema Kothari

External member from NGO

- Ms. Anita Chauhan

Invitees

- Dr. Rama Singh
- Dr. ShantaChouhan
- Dr. Mukesh Kumar Meena
- Ms. NamrataGautam
- Ms. RaginiSaxena
- Mr. Shyam Sunder Vijay
- Ms. Dayawanti Garg
- Mr. Prateek Gupta
- Ms. SumanShaktawat
- Ms. BhuvneshRathod
- Dr. Taruna Bhardwaj
- Ms. DaminiSoni
- Mr. Om Prakash Meghwal
- Mr. Ghanshyam Panchal
- Mr. Pankaj Kumar Tiwari
- Mr. Dinesh Kumar Verma
- Ms. Vijeta Swami
- Mr. Suresh Kumar Vaishnav
- Ms. Neena Jain

Agenda

1. Overview of NAAC Accreditation Framework, and Clarification of Roles & Responsibilities of Members
2. Planning for Collection of Last Five Years' Data (2019-2024)
3. Brainstorming on Two Best Practices to Implement
4. Initial Discussion on the Mentor-Mentee Scheme
5. Any other matter with the permission of chair

Discussion Points

1. Overview of NAAC Accreditation Framework, and Clarification of Roles & Responsibilities of Members

- IQAC Chairman, Prof. (Dr.) Amit Singh Rathore welcomed all the members present.
- He provided a comprehensive overview of the NAAC accreditation framework and explained the objectives and functioning of IQAC as a catalyst for continuous quality enhancement across all NAAC Criteria.
- The roles and responsibilities of each member were discussed, clarified, and aligned with key focus areas.

2. Planning for Collection of Last Five Years' Data

- **Dr. Meenal Shah,** IQAC Coordinator, presented a structured plan for compiling institutional data for the last five years.
- Responsibilities were assigned as follows:

Member	Responsibility Area
Dr. Amit Singh Rathore	Institutional Vision, Mission, and Governance
Dr. Meenal Shah	NAAC Documentation and IQAC Reports
Dr. Geeta Gupta	MSW and UG Courses Data
Dr. SnehlataDharmawat	Education Department Data
Mr. Mohit Pant	MBA Department Data
Mr. Om Prakash Meghwal	Accounts and Finance Data
Mr. Ghanshyam Panchal	Library Data
Mr. Pankaj Kumar Tiwari	IT-related Data
Mr. Prateek Gupta & Dr. ShantaChouhan	Co-curricular Activities
Mr. Dinesh Kumar Verma	Scholarship Data
Administrative Staff (TBD)	Infrastructure and Other Institutional Data

3. Brainstorming on Best Practices

- Members discussed potential best practices suitable for the institution.
- It was decided that each member would bring suggestions for possible best practices in the next meeting.
- Existing practices being implemented were reviewed:
  - Blood Donation Camp
  - Eye Donation Awareness
  - Body Donation Awareness

- Sustainability & Green Campus Initiatives (Waste Management, Energy Conservation, Renewable Energy, Water Conservation, Reduce–Reuse–Recycle).

- **Dr. Meenal Shah** suggested that Green Waste Compost **practice can be adopted** as a new initiative under the Green Campus Best Practice.After discussion, however the committee acknowledged the potential benefits of the practice but several hurdles were identified in its implementation. So it was decided not to start this practice.

4. Initial Discussion on the Mentor-Mentee Scheme

- The need for a structured **Mentor-Mentee Program** was discussed.
- Objectives identified: Academic guidance, career counselling, and holistic development of students.
- Members agreed to draft detailed guidelines and mentor-mentee allocations for review in the next meeting.

5. Suggestions Raised

- **Dr. Meenal Shah** suggested that the college should **enter into MoUs with various national and international institutes and industries** with the objective of mental health and wellness of students, facilitating real-world training, Placement opportunities, faculty development, and anexchange program.
- It was also noted that the **college canteen requires improvement,** as the current space is limited and hygiene conditions are inadequate.It was resolved that a proposal for a new, more spacious and hygienic canteen facility shall be prepared and submitted to the management for consideration and approval

Decision Taken	Action Item	Responsible Person(s)	Timeline / Next Steps
It was decided to initiate the collection of institutional data for the last five academic years (2019–2024) as per assigned responsibilities.	Collection of last five years' data	All faculty members as per assigned areas	To be finalized in the next meeting
Members will propose new best practices, and two best practices will be finalized in the next meeting.	Submission and shortlisting of two best practices	All members	To be discussed in the next meeting
A structured Mentor-Mentee Scheme will be developed for academic and holistic student support.	Drafting of detailed Mentor-Mentee guidelines and framework	Principals and HOD	To be presented in the next meeting
The suggestion to initiate MoUs with national and international institutes and industries was accepted.	Identification of potential MoU partner institutions and industries	Dr. Meenal Shah & Academic Heads	To be initiated before the next meeting
The need for improvement of the college canteen was acknowledged, and a new, spacious, and hygienic facility was approved in principle.	Preparation and submission of proposal for new canteen facility	Management & Administrative Staff	To be reviewed in the next meeting

Next Meeting

The next IQAC meeting will be held Tentatively in the **first week of October 2024**.

The meeting concluded with a formal vote of thanks proposed by **Dr. Meenal Shah,** IQAC Coordinator.

Dr. Meenal Shah
IQAC Coordinator

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

Prof. (Dr.) Amit Singh Rathore
IQAC Chairman

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