INTERNAL QUALITY ASSURANCE CELL (IQAC)

Om Kothari Institute of Management & Research, Kota

NOTICE

Date: 20th September, 2024

All IQAC members are informed that the **2nd IQAC Meeting** is scheduled as per details below:

Meeting Date: 4th October 2024
Time: 2:30 PM
Venue: Room No. 32

Agenda:

1. Review of Minutes of 1st IQAC Meeting
2. Status Update on Five Years' Data Collection
3. Finalization of Two Institutional Best Practices
4. Planning & Framework of Mentor–Mentee Scheme
5. Website Update Requirements (NAAC Compliance)
6. Infrastructure Needs Assessment (Smart Classrooms & Campus Improvement)
7. Institutional By-Laws – Initial Discussion
8. Any other matter with the permission of the Chair

All members are requested to ensure attendance.

Dr. Meenal Shah
IQAC Coordinator

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

VP Gautam (Vishnu Pd Gautam)

(Dr. Shailaja Dharmawat)

(MOHIT PANT)

INTERNAL QUALITY ASSURANCE CELL (IQAC) – SECOND MEETING MINUTES

Date: 4th October 2024
Time: 2:30 PM
Venue: Room No. 32

Members Present

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

MembersPresent :

- Dr. Geeta Gupta,
- Dr. SnehlataDharmawat,
- Mr. Mohit Pant,

Member from administration

- Mr. Vishnu Prasad Gautam,

External Member

- Ms. Anita Chauhan,

Management Representative

- Ms. Seema Kothari

Agenda

1. Review of Minutes of the 1st IQAC Meeting held on 5th September 2024
2. Status Update on Five Years' Data Collection (Progress, Gaps, & Next Steps)
3. Finalization of Two Best Practices and Setting Implementation Guidelines
4. Planning of Mentor-Mentee Scheme (Mentor Allocation, Roles & Schedule)
5. Reviewing Website Update Requirements and Timeline Setting
6. Infrastructure Needs Assessment (Smart Classrooms, Smart Boards, and Painting Work)
7. Any other agenda with the permission of chair.

Discussion Points

1. Review of Previous Meeting

IQAC chairman Prof. (Dr.) Amit Singh Rathore welcomed all members. The minutes of the **1st IQAC meeting held on 5th September 2024**were reviewed and confirmed. IQAC Coordinator, **Dr. Meenal Shah**, briefed members on the actions taken after the first meeting, The committee reviewed the ATR and expressed satisfaction with the progress made. The ATR was **approved by the IQAC**.

Agenda Item	Decision Taken in 1st Meeting	Action Taken	Status

Agenda Item	Decision Taken in 1st Meeting	Action Taken	Status
Formation of IQAC	IQAC constituted as per NAAC norms	IQAC formally constituted; members informed of roles and responsibilities	Completed
NAAC Orientation	Orientation on NAAC framework & IQAC objectives	Chairperson briefed members on NAAC criteria and IQAC functions	Completed
Five-Year Data Collection	Assign responsibility for 2019–2024 data	Department-wise data collection initiated; progress reviewed in 2nd meeting	In Progress
Best Practices	Members to propose feasible best practices	7 to 8 Proposals received	In Progress
Mentor–Mentee Scheme	Draft framework to be prepared	Preparing draft work Initiated	In Progress
MoUs	Identify potential national/international partners	Initial discussions initiated by IQAC Coordinator and Academic Heads	In Progress
Canteen Improvement	Proposal for new canteen	Proposal approved by management; work initiated	Completed

2. Status Update on Five Years' Data Collection

- Progress on data collection from all departments was reviewed.
- Some gaps were identified in the data from specific departments, especially in infrastructure and student progression details.
- Members discussed corrective measures to ensure timely completion.
- A revised timeline for submission of all data was finalized.

3. Finalization of Best Practices and Implementation Guidelines

Following the suggestions made in the previous meeting, members presented their proposed best practices for institutional enhancement:

- **Dr. Meenal Shah** proposed the implementation of **QR Codes on trees** planted across the campus. Each code will display information about the tree species, its ecological importance, and environmental benefits. This initiative supports a "Smart and Sustainable Campus" and promotes environmental awareness among students.
- **Dr. Amit Singh Rathore** suggested the introduction of **Regular Morning Prayer and Weekly Yoga & Meditation Sessions** to promote students' mental health, concentration, and emotional well-being.
- **Dr. Geeta Gupta** recommended a **structured Parent–Teacher Meet (PTM)** system every semester to strengthen communication and ensure continuous student development.
- **Mr. Mohit Pant** proposed **rejuvenating the Alumni Association** through digital engagement, alumni talks, and mentoring sessions for current students.
  The Alumni Cell was assigned to initiate alumni registration drives and event planning.
- **Dr. Meenal Shah** emphasized **experiential and technology-integrated learning** through ICT tools, industry-based case studies, and real-world projects, regular presentation of students can help a lot in building their confidence.
- **Sustainability & Green Campus Initiatives** – Jointly proposed by all members.
  The committee finalized a comprehensive plan with the following sub-initiatives:

- Waste Management – Segregation bins, awareness campaigns, collaboration with local authorities.
- Energy Conservation – Use of energy-efficient lighting and awareness among students.
- Ban on Single-Use Plastic – Promoting cloth and jute alternatives.
- Renewable Energy – Expansion of solar installations.
- Water Conservation – Rainwater harvesting and reuse for gardening.
- Reduce, Reuse, Recycle – Awareness posters, workshops, and competitions.

- **Mr. Mohit Pant** proposed continued **awareness campaigns on eye and body donation** in collaboration with hospitals and NGOs.
  Dr. Meenal Shah informed that these activities are already part of the institution's outreach. She suggested that instead, the college should **adopt a nearby community ("BardaBasti")** to conduct welfare activities based on their actual needs.

After detailed discussion, the following **two best practices** were finalized for implementation:

1. **Morning Prayer and Weekly Yoga & Meditation Sessions**
2. **Adoption of BardaBasti for Community Welfare and Development Activities**

It was unanimously decided that the **NSS Unit**will coordinate the planning and execution of **Adoption of BardaBasti for Community Welfare and Development Activities**.

4. Planning of the Mentor-Mentee Scheme

- A comprehensive framework for the **Mentor-Mentee Scheme** was discussed and finalized.
- Mentor allocations were decided based on faculty expertise, availability, and student strength in each department.
- Each mentor will guide a group of students on academic, personal, and career matters.
- Mentorship sessions will be conducted **quarterly**, with flexibility for additional meetings as needed.
- Progress reports will be maintained for documentation and review.

5. Reviewing Website Update Requirements

- Members reviewed areas of the institutional website that require updating as per NAAC criteria.
- The focus areas include faculty profiles, IQAC reports, policies, and event archives.
- A **timeline** for completion of updates was established to ensure compliance before the NAAC Visit.

6. Infrastructure Needs Assessment

- A proposal for **campus beautification and garden development** was presented.
- Members recommended **painting specific areas** of the campus to enhance the academic environment.
- **Budget estimation** and **execution timeline** were planned for submission to the management.

7. Institutional By-Laws

- It was noted that the institution currently **does not have formally documented College By-Laws,** which are essential for governance and quality assurance.
- The responsibility for **drafting the College By-Laws** was assigned to **Prof.(Dr.) Amit Singh Rathore,** IQAC Chairman.

Decisions Taken & Action Items

Agenda Item	Decision Taken	Action To Be Taken By	Timeline / Next Steps
Data Collection	Address gaps and finalize collection of all five years' data.	All Faculty Coordinators	In next 4 months
Best Practices	Two best practices finalized: (1) Morning Prayer & Weekly Yoga (2) BardaBasti Adoption.	All OKIMR Staff NSS Unit	Implementation to begin immediately
Mentor-Mentee Scheme	Final framework approved and mentor allocations confirmed.	All Faculty Mentors	Launch within current semester
Website Updates	Update all required sections as per NAAC norms.	IT Cell & IQAC Coordinator	Completion within two month
Infrastructure Development	Proposal to be prepared for beautification & Garden development and campus painting.	Administrative section	Submit proposal to management within two weeks
College By-Laws	To be drafted and presented in next meeting.	Dr. Amit Singh Rathore	Draft to be reviewed in next IQAC meeting

Next Meeting

The next IQAC meeting will be held Tentatively on **4th November 2024**.

The meeting concluded with a formal **Vote of Thanks** by **Dr. Meenal Shah**, IQAC Coordinator.

Dr. Meenal Shah
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