INTERNAL QUALITY ASSURANCE CELL (IQAC)

Om Kothari Institute of Management & Research, Kota

NOTICE

Date: 20th October 2024

All IQAC members are informed that the **3rd IQAC Meeting** is scheduled as per details below:

Meeting Date: 4th November 2024
Time: 3:00 PM
Venue: Room No. 32

Agenda:

1. Review of Previous Meeting & ATR
2. Implementation Progress of Best Practices
3. Launch & Monitoring of Mentor–Mentee Scheme
4. Website Update Status Review
5. Smart Classroom Demonstration & Faculty Orientation
6. Planning of Anti-Ragging & Women Harassment Awareness Sessions
7. Garden Development & Green Initiative
8. Any other matter with permission of Chair

All members are requested to be present for the meeting.

Dr. Meenal Shah
IQAC Coordinator

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

VP Gautam (Vishnupd Gautam)

Snehlata (Dr Snehlata Dharmawat)

(MOHIT PANT)

Date: 4th November 2024
Time: 3:00 PM
Venue: Room No. 32

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)
- **Members External From NGO :**
  - Ms Anita Chauhan
- **Management Representative :**
  - MsSeema Kothari

Agenda

1. Review of Minutes of the Previous Meeting held on 4th October 2024
2. Implementation Progress of Best Practices (Initial Feedback & Challenges)
3. Launch and Monitoring Process of the Mentor-Mentee Scheme
4. Website Update Status Review
5. Discussion on Smart Classrooms – Demo and Faculty Orientation
6. Planning of Awareness Sessions on Anti-Ragging & Women Harassment Policies
7. Garden Development as a Green Initiative
8. Any Other Matter with the Permission of the Chair

Proceedings & Discussion Points

1. Review of Previous Meeting

The meeting commenced with a warm welcome by **Prof.(Dr.) Amit Singh Rathore**, Chairman, IQAC. **Dr. Meenal Shah**, IQAC Coordinator, presented the review of the previous meeting and outlined the progress made on various action items.

Agenda Item	Decision Taken in 2nd IQAC Meeting	Action Taken	Status
Review of 1st IQAC Meeting	Review and confirmation of previous minutes and progress	Minutes of the 1st IQAC Meeting were reviewed and confirmed; progress on action points was discussed	Completed
Five Years' Data Collection	Address gaps and finalize data for 2019–2024	Department-wise follow-up initiated; gaps in infrastructure and student progression data identified and communicated to concerned departments	In Progress
Finalization of	Two best practices	(1) Morning Prayer & Weekly Yoga and Meditation	Initiated

Agenda Item	Decision Taken in 2nd IQAC Meeting	Action Taken	Status
Best Practices	finalized	Sessions initiated; (2) NSS Unit assigned responsibility for Adoption of BardaBasti	
Adoption of BardaBasti	NSS to coordinate community welfare activities	NSS Unit initiated preliminary survey and planning for need-based activities in BardaBasti	In Progress
Mentor–Mentee Scheme	Framework approved and mentor allocation finalized	Mentor allotment completed; guidelines circulated to faculty mentors; implementation planned within the semester	Initiated
Website Update	Update website as per NAAC requirements	Review of required updates completed; IT Cell initiated updating faculty profiles, IQAC documents, and policy sections	In Progress
Infrastructure Development	Proposal for campus beautification and painting	Administrative section initiated preparation of proposal and bud	

- The IQAC reviewed the Action Taken Report and noted satisfactory progress on most action points. Pending items are under active monitoring and are expected to be completed within the stipulated timelines.
- The Action Taken Report of the 2nd IQAC Meeting was placed before the IQAC in the 3rd Meeting and approved.

2. Implementation Progress of Best Practices

The committee reviewed the progress and challenges related to the **two best practices finalized in the previous meeting**:

a. Morning Prayer, Weekly Yoga & Meditation Sessions

- The sessions have been initiated successfully. Students have shown active participation.
- Faculty members appreciated the positive impact on students' discipline and emotional well-being.
- It was suggested to document attendance and feedback for quality improvement and evidence during NAAC assessment.

b. Adoption of BardaBasti for Community Welfare Activities

- The NSS Unit conducted an initial visit to *BardaBasti* to assess community needs.
- Based on observations, activities such as health awareness drives, cleanliness campaigns, and literacy promotion were proposed.
- A schedule for regular community engagement activities is being developed.

3. Launch of Mentor-Mentee Scheme

- The **Mentor-Mentee Scheme** was officially launched during the month.
- Faculty mentors have been assigned to students across departments, focusing on academic guidance, career counselling, and personal development.
- A structured monitoring process was discussed, which includes quarterly reports and student feedback collection to track progress and outcomes.

ebsite Update Status Review

- Updates related to, **IQAC activities, and institutional events** were completed.
- Due to coordination delay pending updates on **student achievements, alumni engagement, and recent community activities** were noted. TimeLine revised to complete this.
- The IT Cell and respective department coordinators were instructed to ensure all pending data is uploaded before the next meeting.

5. Discussion on Smart Classrooms and Smart Boards

- The Chairman informed that **smart boards have already been installed** in selected classrooms.
- It was decided to organize a **demonstration and training session** for all faculty members to enhance effective classroom usage and integration of ICT tools in teaching.
- The session will include hands-on training and best practices for technology-enabled pedagogy.
- To strengthen the **Student-Centric Learning Approach**, faculty training sessions on ICT-based and experiential teaching methods were proposed to enhance classroom effectiveness.

6. Awareness Sessions on Anti-Ragging & Women Harassment Policies

- The committee planned to conduct awareness sessions in collaboration with legal and psychological experts.
- The objective is to sensitize students and staff about anti-ragging laws, internal complaint procedures, and safety mechanisms.
- Awareness materials will be circulated digitally for wider reach and reference.
- The schedule for sessions has been finalized for implementation during the upcoming semester.

7. Garden Development as a Green Initiative

- A proposal for developing the campus garden as part of the **Sustainability & Green Campus Initiative** was approved.
- Faculty members and student volunteers will participate in the plantation drive and maintenance of the garden area.
- The initiative aims to create an eco-friendly and aesthetically appealing learning environment.

8. Any Other Matter

- The Chairman appreciated the efforts of all IQAC members in implementing quality initiatives.
- Members discussed the importance of documentation of all activities with photographic and written evidence for NAAC purposes.

Decisions Taken & Action Items

Agenda Item	Decision Taken	Action To Be Taken By	Timeline / Next Steps
Best Practices Implementation	Continue with daily morning prayer and weekly Yoga & Meditation Sessions and initiate community engagement activities at BardaBasti.	All Staff of OKIMR NSS Unit	Ongoing; Quarterly progress report to IQAC

Agenda Item	Decision Taken	Action To Be Taken By	Timeline / Next Steps
Student-Centric Learning	Organize training for faculty on ICT and experiential learning methods.	IQAC Coordinator & Faculty Development Cell	Training to be held before next semester
Mentor-Mentee Scheme	Begin regular quarterly monitoring and feedback collection from mentees.	All Faculty Mentors	Quarterly
Website Updates	Complete pending updates on student and alumni sections.	IT Cell & Dept. Coordinators	Within two months
Smart Board Demonstration	Conduct demo and orientation session for faculty.	IT Cell	Within two weeks
Awareness Sessions	Implement Anti-Ragging & Women Harassment awareness programs.	Discipline & Women Cell	During current semester
Garden Development	Launch garden beautification and tree plantation drive.	Green Campus Committee	Within one month

Next Meeting

The next IQAC meeting will be held tentatively in the **first week of December 2024.**

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

Dr. Meenal Shah
IQAC Coordinator

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Internal Quality Assurance Cell (IQAC)
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Prof. (Dr.) Amit Singh Rathore
IQAC Chairman

Chairman
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