INTERNAL QUALITY ASSURANCE CELL (IQAC)

Om Kothari Institute of Management & Research, Kota

NOTICE

Date: 15th November 2024

All IQAC members are informed that the **4th IQAC Meeting** is scheduled as per details below:

Meeting Date: 2nd December 2024
Time: 2:30 PM
Venue: Conference Room

Agenda:

1. Review of Previous Minutes & ATR
2. Implementation of ERP System
3. Analysis of Mentor–Mentee Scheme
4. Student Welfare (Canteen & Feedback System)
5. Planning of Alumni Meet (February 2025)
6. HR National Conference & Conclave Planning
7. FDP on Research Paper Writing
8. Any other matter with permission of Chair

All concerned members are requested to ensure their availability.

Dr. Mehul Shah
IQAC Coordinator

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

(VP Faculty (Vishnu Pd Gautam)

(Dr. Sushila Dharmawat)

(MOHIT PANT)

Minutes of the 4th IQAC Meeting

Date: 2nd December 2024
Time: 2:30 PM
Venue: Conference Room, OKIMR

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(Administration)
- **Management Representative:**
  - MsSeema Kothari

Agenda:

1. Review of the minutes of the previous meeting held on 4th November 2024.
2. Implementation of ERP System in the college.
3. Analysis of Mentor-Mentee Scheme effectiveness (early feedback).
4. Student welfare discussions:
   - Canteen facilities improvement in hygiene conditions and menu.
   - Gathering student feedback through surveys.
5. Planning of Alumni Meet (February 2025).
6. Planning for HR National Conference and Conclave going to be held in Jaipur.
7. Planning for FDP on *"How to Write a Research Paper."*
8. Planning of Student feedback.
9. Any other matter with the permission of the Chair.

Discussion Points:

1. Review of Previous Meeting:
Dr. Meenal Shah welcomed IQAC chairman and all members and appreciated the progress made on earlier action items. She presented a detailed review of the minutes of the previous meeting, noting satisfactory progress in all areas discussed earlier.

Agenda Item	Decision Taken in 3rd IQAC Meeting	Action Taken	Status
Review of ATR of 2nd Meeting	Review and approval of ATR	ATR of the 2nd IQAC Meeting was reviewed and formally approved by the	Completed

Agenda Item	Decision Taken in 3rd IQAC Meeting	Action Taken	Status
		IQAC	
Best Practices Implementation	Continue Morning Prayer & Weekly Yoga; initiate community engagement at BardaBasti	Morning Prayer and Yoga & Meditation sessions conducted regularly; NSS conducted initial community visits and planning activities	In Progress
Adoption of BardaBasti	NSS to coordinate community welfare initiatives	NSS Unit completed preliminary need assessment and finalized activity plan for health, cleanliness, and literacy drives	In Progress
Mentor–Mentee Scheme	Launch scheme and initiate monitoring	Mentor–mentee allotments implemented; mentoring interactions initiated; monitoring and feedback format prepared	Initiated
Website Updates	Complete pending updates on student, alumni, and activities sections	IQAC and IT Cell updated IQAC pages and events; data collection for student achievements and alumni activities initiated	In Progress
Smart Classrooms	Organize demo and faculty orientation on smart boards	Smart boards installed in selected classrooms; planning for faculty demo and orientation finalized	In Progress
Awareness Sessions	Conduct Anti-Ragging & Women Harassment awareness programs	Coordination initiated with the Discipline Committee and Women Cell; session schedule finalized	Initiated
Garden Development	Launch garden beautification and plantation drive	Proposal approved; initiated planning for plantation and maintenance activities	Initiated
Documentation for NAAC	Ensure evidence-based documentation of all activities	Instructions were issued to all coordinators to maintain photographs, attendance, reports, and feedback records	Ongoing

The IQAC reviewed the progress of action points decided in the 3rd meeting and expressed satisfaction with the timely initiation of quality initiatives. Ongoing activities will be closely monitored, documented, and reviewed in subsequent meetings.

The **Action Taken Report (ATR) of the 3rd IQAC Meeting** was **placed before the IQAC in the 4th Meeting and approved.**

2. Application of ERP System in college:

On implementation of ERP and Discussed what all should be included in ERP.

Responsible person, IT Department, Timeline.

3. Analysis of Mentor-Mentee Scheme Effectiveness:

- Initial feedback from mentors and mentees was reviewed.
- Students appreciated the personalized guidance but suggested more structured and regular interactions.
- It was decided that a proper monitoring mechanism would be developed to record mentee progress and mentor feedback systematically.

Student Welfare Discussions:

- **Canteen Facilities:** Feedback from students highlighted the need for improved hygiene and diverse menu options. The committee discussed exploring new vendor options to enhance quality and service.
- **Student Feedback Surveys:** A structured survey will be prepared to collect feedback from students regarding academic support, campus environment, and welfare facilities.

5. Planning of Alumni Meet:

- Proposal of organizing Alumni Meet with everyone's consent it has been decided to hold the illumnae Meet on **8th February 2025.**
- The Alumni Meet was proposed to be held on **8th February 2025.**
- The committee discussed inviting distinguished alumni to share their career experiences and inspire current students.
- Responsibilities were assigned to respective departments for outreach and event coordination.

6. Planning for HR National Conference and HR Conclave:

- The theme will focus on "Emerging Trends and Innovations in Human Resource Management."
- The event will include paper presentations, keynote sessions, and industry-academia interaction panels.
- Invitations to keynote speakers, industry experts, and partner institutions will be initiated in January.
- The committee proposed organizing a **National HR Conference and Conclave** on **22nd February 2025** in Jaipur. With everyone's constant it has been decided to organize the HR Conference and HR Conclave on 22 Feb, 2025 in Jaipur in order to promote research, enhance placement opportunities and strengthen interaction activities.

7. Planning for FDP on "How to Write a Research Paper":

- Resource persons from reputed research institutions and journals will be invited.
- The FDP is intended to improve the research output and API performance of faculty members.
- Considering the current status of faculty research and publications everyone felt that the college should organize few FDP's of Research methodology, Paper Writing Skills and Publication in coming months. Mr. Mohit Pant suggested Name of Dr. Meenal Shah and Prof. J.P.N. Mishra as resource person is preferred they should also be explored.
- Dr. Meenal gave suggestion that along with this it should also be recommended to the management that our college should obtain UGC 12 (B) and 2 (F) Status.
- Mr. Prateek Gupta suggested provision of academic leave should be started So that faculty members can participate in conference and Seminars.

Decisions Taken & Action Items:

Agenda Point	Decision Taken	Action Item	Timeline / Responsibility
Mentor-Mentee Scheme	Strengthen monitoring and reporting mechanism.	Develop structured progress tracking and feedback format.	By January 2025 – IQAC & Mentorship Committee
Student Welfare	Improve canteen hygiene and menu options; finalize new vendor.	Admin Committee to review vendor proposals and implement changes.	By mid-January 2025

Agenda Point	Decision Taken	Action Item	Timeline / Responsibility
Awareness Programs	Conduct sessions on Anti-Ragging & Women Harassment Policies.	Organize awareness sessions with expert speakers.	February 2025 – Discipline & Women Cell
Alumni Meet	Confirm date and program structure.	Event to be held on 8th February 2025. Alumni Committee to coordinate invites and logistics.	January–February 2025
HR National Conference & Conclave	Approve plan and finalize theme.	Schedule event for 22nd February 2025; initiate call for papers and invite speakers.	IQAC & Research Committee – by mid-January 2025
FDP on Research Paper Writing	Conduct FDP to enhance faculty research capability.	Finalize resource persons and schedule FDP.	February 2025 – IQAC
Student Feedback	Conduct Student feedback to improve Quality.	Google forms to be floated in this month	December 2025

Conclusion:

The meeting concluded with a vote of thanks by **Dr. Meenal Shah**, who appreciated the active participation and valuable inputs from all members. The next IQAC meeting is tentatively scheduled for **2nd January 2025**.

Dr. Meenal Shah
IQAC Coordinator

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

Prof. (Dr.) Amit Singh Rathore
IQAC Chairman

Chairman
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