INTERNAL QUALITY ASSURANCE CELL (IQAC)

Om Kothari Institute of Management & Research, Kota

NOTICE

Date: 20th December 2024

All IQAC members are informed that the **5th IQAC Meeting** is scheduled as per details below:

Meeting Date: 2nd January 2025
Time: 2:30 PM
Venue: Conference Room

Agenda:

1. Review of Previous Meeting
2. Collection & Analysis of Student Feedback
3. Feedback from Teachers, Parents & Alumni
4. Review of Best Practices & Mentor–Mentee Scheme
5. FDP on Research Paper Writing
6. Committee Performance Review
7. Roles & Responsibilities Clarification
8. Any other matter

Attendance of all members is mandatory.

Dr. Meenal Shah
IQAC Coordinator

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

(Vishnu Pd Gautam)

(Dr. Shellata Dharmawat

(MOHIT PANT)

Minutes of the 5th IQAC Meeting

Date: 2nd January 2025
Time: 2:30 PM
Venue: Conference Room, OKIMR

Members Present:

- **Chairman:** Dr. Amit Singh Rathore
- **IQAC Coordinator:** Dr. Meenal Shah
- **Teaching Faculty Members:**
  - Dr. SnehlataDharmawat
  - Mr. Mohit Pant
  - Dr. Geeta Gupta
  - Mr. Vishnu Prasad Gautam(Administration)
- Ms. Seema Kothari (Management Member)

Agenda:

1. Review of the previous meeting held on 2nd December 2024.
2. Collection and analysis of student feedback.
3. Gathering feedback from students, teachers, parents, and alumni.
4. Review of ongoing best practices and Mentor-Mentee Scheme.
5. Organizing FDP on *"How to Write a Research Paper"* for faculty.
6. Reviewing the performance and working of different committees.
7. Discussion on roles and responsibilities of committees, with emphasis on active participation.
8. Any other matter with the permission of the Chair.

Discussion Points:

1. Review of Previous Meeting:
The meeting began with a welcome address by **Prof(Dr.) Amit Singh Rathore**, Chairman, IQAC. **Dr. Meenal Shah**, IQAC Coordinator, presented a brief review of the previous meeting, highlighting the progress made on the approved action items.

Agenda Item	Decision Taken in 4th IQAC Meeting	Action Taken	Status
Review of ATR of 3rd Meeting	Review and approval of ATR	Action Taken Report of the 3rd IQAC Meeting was placed before the committee, reviewed, and formally approved	Completed
ERP System	Initiate ERP implementation and	IT Department initiated requirement	In

Agenda Item	Decision Taken in 4th IQAC Meeting	Action Taken	Status
Implementation	identify components	analysis; modules for academics, attendance, accounts, and student records identified	Progress
Mentor–Mentee Scheme Effectiveness	Strengthen monitoring and feedback mechanism	Initial feedback collected; structured progress tracking and feedback formats drafted for implementation	In Progress
Canteen Facilities Improvement	Improve hygiene and menu options	Student feedback reviewed; Admin Committee initiated discussion with existing and alternative vendors	In Progress
Student Feedback Survey	Conduct structured student feedback	Draft student feedback questionnaire prepared; online survey (Google Form) planned for circulation	Initiated
Alumni Meet Planning	Finalize date and planning for Alumni Meet	Alumni Meet scheduled for **8th February 2025**; Alumni Committee initiated outreach and coordination	In Progress
HR National Conference & Conclave	Approve theme and event planning	Theme finalized; event scheduled for **22nd February 2025 (Jaipur)**; preliminary planning and speaker identification initiated	In Progress
FDP on Research Paper Writing	Organize FDP to enhance faculty research skills	Proposal drafted; potential resource persons identified; schedule under finalization	In Progress
Awareness Programs	Conduct Anti-Ragging &Prevention of Sexual Harassment (POSH) Awareness Session	Discipline Committee and Women Cell initiated planning and expert coordination	Initiated
Student Welfare & Quality Enhancement	Strengthen student-centric quality measures	IQAC initiated coordination for feedback-based improvements in mentoring and welfare facilities	Ongoing

The IQAC reviewed the Action Taken Report of the 4th meeting and noted satisfactory progress across academic, administrative, and student support initiatives. All ongoing activities are being actively monitored and documented for quality assurance and NAAC compliance.

The **Action Taken Report (ATR) of the 4th IQAC Meeting** was **placed before the IQAC in the 5th Meeting and approved.**

2. Collection and Analysis of Student Feedback:

- Feedback was collected from students regarding academics, library resources, infrastructure, and extracurricular activities.
- Students appreciated the academic environment but suggested improvements in library resources and co-curricular exposure.
- It was decided that the collected feedback would be systematically analyzed, and an action plan for improvement would be drafted for implementation in the upcoming semester.

3. Gathering Feedback from Teachers, Parents, and Alumni:

It was decided that alumni feedback will also be collected in the upcoming Alumni Meet google form for alumni feedback will be circulated and the forms will also be should in the alumni whatsapp group. The main focus of Alumni feedback will be strengthening industry collaboration and inviting more guest teacher

Alone with this feedback from teacher and parents will also be taken IQAC futher decided that an Annual Feedback Mechanism will be established. And based on the feedback reports, appropriate suggestions for improvement will be provided.

4. Review of Ongoing Best Practices and Mentor-Mentee Scheme:

- The committee reviewed the implementation of institutional best practices and received encouraging feedback.
- The **Student-Centric Learning** and **Green Campus Initiatives** were progressing well, though continuous monitoring was advised.
- The **Mentor-Mentee Scheme** was found to be effective; however, it was suggested that mentors maintain structured documentation of mentee interactions and progress reports for better tracking.

5. Organizing FDP on "How to Write a Research Paper" for Faculty:

- The upcoming Faculty Development Program (FDP) on *"How to Write a Research Paper"* was discussed.
- The session aims to enhance faculty members' research writing skills and improve their overall research output and API scores.
- Resource persons will be Dr. Meenal Shah.
- Faculty members were encouraged to actively participate and apply the learning outcomes to their ongoing and future research work.

6. Reviewing the Performance and Working of Different Committees:

- Reports from various institutional committees were presented and discussed.
- While several committees were found to be functioning effectively, a few required better coordination and engagement.
- It was decided that a **quarterly performance review** of all committees will be conducted by IQAC to ensure sustained effectiveness.

7. Discussion on Roles and Responsibilities of Committees:

- Emphasis was placed on improving the efficiency and accountability of all committees.
- Members were reminded of their roles and responsibilities, and the importance of proactive participation in institutional development.
- A **training-cum-orientation workshop** for committee members will be organized to streamline operations and clarify roles.

Decisions Taken & Action Items:

Agenda Point	Decision Taken	Action Item	Timeline / Responsibility
Student Feedback	Analyze student feedback and prepare improvement action plan.	IQAC to compile and review data; Department Heads to address key issues.	January 2025
Teacher, Parent & Alumni Feedback	Implement structured stakeholder feedback system.	Design feedback formats and collect responses from all groups.	January–February 2025
Best Practices & Mentor-Mentee Scheme	Strengthen documentation and periodic review.	Mentors to maintain progress reports; heads to review quarterly.	Ongoing
FDP on Research Paper Writing	Conduct FDP to enhance faculty research skills.	IQAC to finalize date and resource persons.	February 2025
Committee Performance	Conduct quarterly performance reviews.	IQAC to evaluate reports and share feedback.	Starting January 2025
Roles & Responsibilities of Committees	Organize orientation for committee members.	IQAC to plan and execute workshop.	February 2025

Conclusion:

The meeting concluded with a **vote of thanks** proposed by **Dr. Meenal Shah**, IQAC Coordinator, appreciating the active participation and valuable inputs of all members.
The next IQAC meeting is tentatively scheduled for **3rd February 2025**.

Dr. Meenal Shah
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Research

Prof. (Dr.) Amit Singh Rathore
IQAC Chairman

Chairman
Internal Quality Assurance Cell (IQAC)
Om Kotecha
Kota-324005