**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Om Kothari Institute of Management & Research, Kota**

**NOTICE**

Date: 20th January 2025

All IQAC members are informed that the **6th IQAC Meeting** is scheduled as per details below:

**Meeting Date:** 5th February 2025
**Time:** 3:00 PM
**Venue:** Conference Room

**Agenda:**

1. Review of Previous Meeting
2. Compilation of Stakeholder Feedback Reports
3. NAAC Documentation & AQAR Preparation
4. Final Review of Best Practices & Mentor–Mentee Scheme
5. Policy Formation & Review (Anti-Ragging, POSH, Research, IPR, Green Campus, IT, etc.)
6. Planning of POSH Activity
7. Strategies to Improve PG Admissions
8. Setting Quality Benchmarks (AY 2025–26)
9. Any other matter

All members are expected to participate in the meeting.

**Dr. Meenal Shah**
IQAC Coordinator

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

## Minutes of the 6th IQAC Meeting

**Date:**5rd February 2025
**Time:** 3:00 PM
**Venue:** Conference Room, OKIMR

### Members Present:

- **Chairman:** Dr. Amit Singh Rathore
- **IQAC Coordinator:** Dr. Meenal Shah
- **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 January 2025.
2. Compilation of feedback reports (students, alumni, parents, teachers).
3. Preparation of draft reports for NAAC documentation and AQAR.
4. Final review of best practices and Mentor-Mentee Scheme.
5. **Policy Formation and Review:**
   - Anti-ragging Policy
   - Women Harassment Policy
   - Canteen Services Policy
   - Green Campus Initiative
   - Code of Conduct
   - IPR Policy
   - Research and Innovation Policy
   - Waste Management Policy
   - E-Governance Policy
   - IT Policy
   - Website Policy
   - Environmental Sustainability (Alternatives to Single-Use Plastic)
   - Infrastructure Maintenance and Utilization Policy
   - Water Policy
   - Fire Safety Policy
   - Energy Policy
   - Divyangjan-Friendly Policy
   - Gender Sensitization Plan

6. Planning of POSH Activity in March 2025.
7. Discussion on strategies to improve admissions in Postgraduate programmes.
8. Setting quality benchmarks for the next academic session.
9. Any other point with the permission of the Chair.

## Discussion Points:

### 1. Review of Previous Meeting:

- **Dr. Amit Singh Rathore**, Chairman, welcomed all the members.
- **Dr. Meenal Shah**, IQAC Coordinator, presented a detailed review of the action items from the previous meeting held on 2nd January 2025.

| Agenda Item | Decision Taken in 5th IQAC Meeting | Action Taken | Status |
|---|---|---|---|
| **Review of ATR of 4th Meeting** | Review and approval of ATR | The Action Taken Report of the 4th IQAC Meeting was placed before the committee, reviewed in detail, and formally approved | **Completed** |
| **Student Feedback Collection & Analysis** | Analyze student feedback and prepare improvement action plan | Student feedback was collected through structured online Google Forms. Data compilation and preliminary analysis were completed. Key suggestions related to library resources and co-curricular exposure were identified for action planning | **Completed** |
| **Teacher, Parent & Alumni Feedback System** | Implement structured stakeholder feedback mechanism | Feedback formats for teachers and parents were designed. Alumni feedback form prepared and circulated through Alumni WhatsApp group and during Alumni Meet planning | **Completed** |
| **Annual Feedback Mechanism** | Establish annual feedback collection and review system | IQAC finalized the framework for an annual stakeholder feedback mechanism with defined timelines and documentation requirements | **Completed** |
| **Best Practices Review** | Monitor institutional best practices | Student-centric learning practices and green initiatives were reviewed. Continuous monitoring mechanism established with periodic reporting | **Ongoing** |
| **Mentor–Mentee Scheme Documentation** | Strengthen documentation and tracking | Mentors were instructed to maintain structured mentoring logs, mentee progress reports, and interaction records. Review mechanism initiated at department level | **Implemented** |
| **FDP on "How to Write a Research Paper"** | Organize FDP to enhance faculty research skills | FDP proposal finalized. Resource person confirmed. Program structure and schedule prepared | **Scheduled** |
| **Committee Performance Review** | Conduct quarterly review of all committees | Committees submitted brief activity reports. IQAC initiated quarterly performance review format for systematic evaluation | **Initiated** |
| **Roles & Responsibilities of Committees** | Organize orientation workshop for committee members | Planning for orientation-cum-training workshop completed; focus areas and objectives finalized | **Scheduled** |

| Agenda Item | Decision Taken in 5th IQAC Meeting | Action Taken | Status |
|---|---|---|---|
| **Quality Enhancement through Feedback** | Implement feedback-based improvements | Departments informed of feedback findings; corrective and improvement measures initiated | **Ongoing** |

The IQAC noted **satisfactory progress** in the implementation of decisions taken during the 5th IQAC Meeting. Most actions have been **completed or effectively initiated**, with remaining activities under continuous monitoring. All actions are being **properly documented with supporting evidence** for quality assurance and NAAC compliance.

The **Action Taken Report of the 5th IQAC Meeting** was **placed before the IQAC in the 6th Meeting and approved unanimously**.

**2. Compilation of Feedback Reports:**

- Feedback reports from students, teachers, alumni, and parents were compiled and analyzed.
- Key areas requiring improvement were identified, such as strengthening student support services, improving research infrastructure, and enhancing extracurricular activities and sports.
- It was decided that a detailed action plan addressing these feedback points would be prepared and circulated to all departments for timely implementation.
- Teachers requested more Faculty Development Programs (FDPs) and research-oriented initiatives.
- Parentshighlighted the importance of student skill enhancement and regular communication with faculty.

**3. Preparation of Draft Reports for NAAC Documentation & AQAR:**

- The committee reviewed the progress on NAAC.
- Members emphasized the need for complete and authentic supporting documents for all NAAC criteria.
- A timeline for related documentation was set, with a target for completion by **March 2025**.

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

- The implementation and outcomes of the two institutional best practices were reviewed.
- The **Morning Prayer, Yoga & Meditation Practice** and **BardaBasti Adoption Programme** were found effective in promoting holistic and community-oriented learning.
- The **Mentor-Mentee Scheme** continued to show positive results; however, mentors suggested maintaining detailed progress records and holding periodic reflection sessions.
- It was decided to prepare a consolidated report summarizing the outcomes of both best practices and mentoring initiatives for inclusion in the NAAC documentation.

**5. Policy Formation and Review:**

- The IQAC discussed the formation and review of several key institutional policies to ensure compliance with NAAC and statutory requirements.
- Policies on **Anti-Ragging, Women Harassment (POSH), Research & Innovation, IPR, Green Campus, Waste Management, and E-Governance** were identified as priorities for immediate finalization.

It was agreed that each department would contribute inputs to the draft policy framework to ensure institutional alignment and practicality.

- Special attention was given to policies related to **Environmental Sustainability, IT & Website Management, and Energy Efficiency** to strengthen the institute's green and digital initiatives.
- It was also decided to organize **orientation sessions** to raise awareness among staff and students about the newly framed policies.

**6. Planning of POSH Activity (March 2025):**

- The committee discussed the upcoming **POSH Workshop** (Prevention of Sexual Harassment at Workplace), to be held in **March 2025**.
- The Department of Education will organize the session in collaboration with IQAC.
- Legal experts and counsellors will be invited as resource persons to ensure awareness and compliance with the POSH guidelines.

**7. Discussion on Low Admissions in Postgraduate Programmes:**

- The issue of declining admissions in postgraduate programmes was discussed in detail.
- Members suggested several initiatives to address this concern, including:
  - Strengthening **career counselling and placement support** for PG students.
  - Increasing **outreach activities** through social media and alumni networks.
  - Organizing **awareness seminars, faculty webinars, and career fairs** for undergraduate students to motivate them toward PG education.
  - Collaborating with industry partners for **PG internships and projects** to enhance the program's appeal.

**8. Setting Quality Benchmarks for the Next Academic Session:**

- The committee agreed upon the following quality benchmarks for the next academic session:
  - Increasing faculty research publications and participation in national/international conferences.
  - Enhancing student support services, particularly in mentoring and counselling.
  - Upgrading digital learning infrastructure and ICT-enabled teaching.
  - Expanding environmental initiatives under the *Green Campus Program*.
  - Ensuring full compliance with all NAAC and AICTE quality standards.

## Decisions Taken & Action Items:

| Agenda Point | Decision Taken | Action Item | Timeline / Responsibility |
|---|---|---|---|
| Feedback Reports | Draft an institutional action plan based on stakeholder feedback. | IQAC to compile action plan; Department Heads to implement. | February 2025 |
| NAAC Documentation | Collect NAAC supporting documents wherever deficiency. | Criteria Heads to submit documents to IQAC. | By March 2025 |
| Best Practices & Mentor- | Prepare evaluation reports and | Head of department and principals | Ongoing |

| Agenda Point | Decision Taken | Action Item | Timeline / Responsibility |
|---|---|---|---|
| Mentee Scheme | strengthen documentation. | | |
| Policy Formation | Draft and finalize key institutional policies. | IQAC to coordinate inputs from departments. | February–March 2025 |
| POSH Activity | Organize POSH awareness session for staff and students. | Department of education& IQAC. | March 2025 |
| PG Admissions | strategies for PG admission improvement. | IQAC & Academic Council. | February 2025 |
| Quality Benchmarks | Implement benchmarks and monitor progress. | All Departments under IQAC supervision. | Academic Year 2025–26 |

## Conclusion:

The meeting concluded with a **vote of thanks** proposed by **Dr. Meenal Shah**, IQAC Coordinator, who appreciated the active contributions of all members. The next IQAC meeting is tentatively scheduled for **3rd March 2025**.

**Dr. Meenal Shah**
*IQAC Coordinator*

**Prof. (Dr.) Amit Singh Rathore**
*IQAC Chairman*

Co-ordinator
Internal Quality Assurance Cell (IQAC)

Chairman
Internal Quality Assurance Cell (IQAC)
1-A, Jhalawar Road Kota-324005