INTERNAL QUALITY ASSURANCE CELL (IQAC)

Om Kothari Institute of Management & Research, Kota

NOTICE

Date: 18th April 2025

All IQAC members are informed that the **7th IQAC Meeting** is scheduled as per details below:

Meeting Date: 3rd May 2025
Time: 3:00 PM
Venue: Conference Room

Agenda:

1. Review of ATR of 6th Meeting
2. Progress on NAAC Documentation
3. Policy Implementation Review
4. Strengthening Research & Consultancy
5. Seminar Series Planning
6. Student Development Programs
7. Green & Academic Audit Planning
8. Establishment of Internal R&D & Publication Cell
9. Short-Term Courses & Infrastructure Upgradation
10. Any other matter

Kindly ensure your presence at the scheduled meeting.

Dr. Meenal Shah
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell (IQAC)
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... 324005

(Vishnu Gautam)
Secretary (Dr. Shekhar Dharmawat)
(MOHIT PANT)
(Ghanshyam Panchal)
(OMPRAKASH MEGHWAL)

Om Kothari Institute of Management & Research, Kota

Minutes of the 7th IQAC Meeting
Date: 3rd May 2025
Time: 3:00 PM
Venue: Conference Room

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)
- **Special Invitees:**
  - Mr. Om Prakash – Accounts Department
  - Mr. Ghanshyam Panchal – Librarian
  - Ms. Anita Chauhan – Administrative Representative

Agenda:

1. Review of Action Taken Report (ATR) of the 6th IQAC Meeting held on 5th February 2025
2. Progress on NAAC Documentation
3. Review of Policy Updates and Implementation
4. Strengthening Research, Innovation, and Consultancy Activities
5. Organization of a Series of Seminars on HR, Marketing, Entrepreneurship, and Research-Related Topics
6. Suggestions to Placement Cell for Organizing Student Development Programs
7. Evaluation of Best Practices and Mentor-Mentee Scheme
8. Planning for Green Audit, Academic Audit, and Feedback Analysis
9. Proposal for Establishment of Internal R&D & Publication Cell
10. Discussion on Short-Term Courses and Purchase of New Computers
11. Any Other point with the Permission of the Chair

Discussion Points:

1. Review of Action Taken Report (ATR) of 6th IQAC 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 5th feburary, 2025.

Agenda Item	Decision Taken in 6th IQAC Meeting	Action Taken	Status
Review of ATR of 5th Meeting	Review and approval of ATR	The Action Taken Report of the 5th IQAC Meeting was placed before the committee,	**Completed**

Agenda Item	Decision Taken in 6th IQAC Meeting	Action Taken	Status
		reviewed in detail, and approved unanimously	
Compilation of Stakeholder Feedback Reports	Compile and analyze feedback from students, teachers, parents, and alumni	Consolidated feedback reports were prepared. Key improvement areas related to student support services, research facilities, extracurricular activities, and sports were identified and documented	**Completed**
Institutional Action Plan based on Feedback	Prepare and circulate feedback-based action plan	Draft institutional action plan prepared and circulated to departments for implementation and follow-up	**Completed / Under Implementation**
NAAC Documentation & AQAR Preparation	Collect and compile NAAC supporting documents	Criteria-wise document collection initiated. Departments submitted preliminary evidences. AQAR draft sections prepared	**In Progress**
Final Review of Best Practices	Review and consolidate outcomes of best practices	Outcome reports of Morning Prayer, Yoga & Meditation Practice and BardaBasti Adoption Programme prepared for NAAC documentation	**Completed**
Mentor–Mentee Scheme Review	Strengthen documentation and monitoring	Consolidated mentoring records collected. Mentors instructed to maintain detailed progress sheets and reflection notes	**Implemented**
Policy Formation & Review	Draft and finalize institutional policies	Drafts prepared for Anti-Ragging, POSH, Research & Innovation, IPR, Green Campus, Waste Management, E-Governance, IT, Website, Energy, Water, Fire Safety, Divyangjan-Friendly, and Gender Sensitization policies	**Drafted / Under Finalization**
Policy Awareness & Orientation	Conduct orientation on newly framed policies	Plan finalized for staff and student orientation sessions on institutional policies	**Scheduled**
POSH Activity Planning	Organize POSH awareness programme (March 2025)	POSH workshop planning completed; coordination initiated with legal expert and counsellor	**Scheduled**
PG Admissions Improvement Strategy	Implement strategies to enhance PG admissions	Outreach plan prepared including counselling sessions, alumni interaction, digital promotion, and industry collaboration initiatives	**Initiated**
Quality Benchmarks for Next Academic Session	Implement quality benchmarks for AY 2025–26	Department-wise quality benchmarks communicated. Monitoring framework prepared under IQAC supervision	**Initiated / Ongoing**

The IQAC observed **substantial progress** in implementing the decisions of the 6th IQAC Meeting. Most action points have been **completed or systematically initiated**, while long-term activities are under **continuous monitoring**.

Action Taken Report of the 6th IQAC Meeting was placed before the IQAC in the **7th Meeting** and was **reviewed & approved unanimously**.

2. Progress on NAAC Documentation

- Dr. Meenal Shah presented the progress of NAAC documentation for Criteria I–VII.
- Supporting documents from the Undergraduate Professional Department are still pending.
- Members emphasized timely submission of pending documents for cross-verification and compilation.
- All departments were advised to maintain **both soft and hard copies** of their data for transparency and audit readiness.

3. Review of Policy Updates and Implementation

- Implementation of revised institutional policies (Research, Environmental, IT, and Gender Sensitization) was reviewed.
- It was advised to conduct **policy awareness sessions** for faculty and students.
- Departmental heads were instructed to ensure **display of all policies** on the college website and notice boards.
- A follow-up review will be conducted in the next quarter.

4. Strengthening Research, Innovation, and Consultancy Activities

- The committee emphasized promoting research culture among faculty and students.
- It was proposed to **establish an Internal R&D& Publication Cell (IRPC)** to maintain research records, publications, and consultancy details.
- The cell will also organize **quarterly research colloquia** for interdisciplinary discussion and knowledge exchange.

5. Organization of a Series of Seminars on HR, Marketing, Entrepreneurship, and Research-Related Topics

- It was proposed to conduct a series of seminars to enhance academic exposure and knowledge sharing.
- The sessions will include **guest experts from academia and industry** to cover themes such as HR analytics, digital marketing trends, entrepreneurship and startups, and emerging research methodologies.
- The schedule and speakers will be finalized by **June 2025**.

6. Suggestions to Placement Cell for Organizing Student Development Programs (SDPs)

- The IQAC advised the Placement Cell to organize SDPs focusing on **Soft Skills, Career Readiness, and Entrepreneurial Mindset** during **July–August 2025**.
- These programs aim to improve students' employability and prepare them for corporate and entrepreneurial careers.

7. Evaluation of Best Practices and Mentor-Mentee Scheme

- Both institutional best practices — *"QR Code on Trees"* and *"Prayer–Meditation Sessions"* — were reviewed and found effective.
- Members advised collecting **photographic and qualitative evidence** for NAAC documentation.
- The Mentor-Mentee Scheme continues with positive outcomes.

It was recommended to maintain **digital records of mentee interactions** using Google Sheets for better monitoring.

8. Planning for Green Audit, Academic Audit, and Feedback Analysis

- The committee approved conducting **Green Energy and Academic Audits** in the upcoming quarter.
- Revised feedback forms for 2024–25 will include new parameters on **digital learning, sustainability, and inclusivity.**
- External experts may be invited for validation and audit reporting.

9. Proposal for Establishment of Internal Research & Publication Cell (IRPC)

- The proposal for establishing R&D Cell was **unanimously approved.**
- **Dr. SnehlataDharmawat** and **Mr. Mohit Pant** were nominated as Convenors.
- The cell will begin functioning from **June 2025,** maintaining a database of publications and promoting ethical research practices.

10. Discussion on Short-Term Courses and Purchase of New Computers

- The committee discussed exploring **new short-term certificate courses** in areas like **Artificial Intelligence, Machine Learning, Cyber Security, SPSS, and Entrepreneurship Start-ups.**
- Faculties were advised to submit course outlines and feasibility reports by **July 2025.**As raised by **Ms. SumanShaktawat (Computer Science Faculty),** it was noted that existing computer systems are outdated. The purchase of **new computers with updated technology** was strongly recommended.
- Considering rising summer temperatures, the committee advised **installation of air coolers** in classrooms and computer labs for better working conditions.

11. Any Other Item

- The library committee was advised to expand **digital resources and journal subscriptions** for the upcoming academic session.
- Departments were encouraged to plan **interdisciplinary collaborative activities** under the IQAC banner.

Decisions Taken & Action Items

Sr. No.	Action Item	Responsible Person/Department	Deadline
1	Submission of pending supporting documents for NAAC	Principal	June 2025
2	Conduct awareness programs on Gender Sensitization & Water Conservation	NSS Coordinator	June 2025
3	Organize a series of seminars on HR, Marketing, Entrepreneurship & Research	Respective Department Heads	December 2025
4	Establish Internal R&D& Publication Cell (IRPC)	Dr. Snehlata& Mr. Mohit	July 2025
5	Organize Student Development Programs on Soft Skills & Career Readiness	Placement Cell	July–August 2025
6	Conduct Green Energy and Academic Audits	IQAC Team	August 2025
7	Initiate proposals for short-term certificate courses	Concerned Faculty Members	July 2025

No.	Action Item	Responsible Person/Department	Deadline
8	Purchase of new computers and air coolers	IT & Administration Department	June 2025
9	Update policies on website and notice boards	IT Department	June 2025

Next Meeting:

The next IQAC meeting is scheduled on tentatively on **5th August 2025**.

Conclusion:

The meeting concluded with a **vote of thanks** proposed by **Dr. Meenal Shah**, IQAC Coordinator, acknowledging the active participation and valuable inputs of all members.

Dr. Meenal Shah
IQAC Coordinator

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Prof. (Dr.) Amit Singh Rathore
IQAC Chairman

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