INTERNAL QUALITY ASSURANCE CELL (IQAC)

Om Kothari Institute of Management & Research, Kota

NOTICE

Date: 18th July 2025

All IQAC members are informed that the **8th IQAC Meeting** is scheduled as per details below:

Meeting Date: 2nd August 2025
Time: 3:00 PM
Venue: Conference Room

Agenda:

1. Review of ATR of 7th Meeting
2. Status of NAAC Documentation & AQAR
3. Green & Academic Audit Review
4. IRPC Progress Report
5. FDP & SDP Review
6. Institutional Annual Quality Plan (2025–26)
7. Review of Existing & Proposal of New Best Practices
8. Any other matter

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
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(Vishnu Pd Gautam)
(Dr. Snehlata Dharmawat
(MOHIT PANT)
(Ghanshyam Panchal)
(OMPRAKASH MEGHWAL)

Om Kothari Institute of Management & Research, Kota

Minutes of the 8th IQAC Meeting
Date: 2nd August 2025
Time: 3:00 PM
Venue: Conference Room

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

Agenda:

1. Review of Action Taken Report (ATR) of the 7th IQAC Meeting held on 3rd May 2025
2. Status of NAAC Documentation.
3. Review of Green and Academic Audits
4. Progress Report of Internal R&C& Publication Cell (IRPC)
5. Faculty Development Program (FDP) and Student Development Program (SDP)
6. Discussion on Institutional Annual Quality Plan (2025–26)
7. Review of Existing Best Practices and Proposal for New Practices
8. Any Other Item with the Permission of the Chair

Discussion Points

1. Review of Action Taken Report (ATR) of the 7th IQAC Meeting held on 3rd May 2025

Sr. No.	Decision (from 7th Meeting)	Action Taken	Status
1	Submission of pending supporting documents for NAAC	All departments submitted required documents; final cross-verification in progress.	Completed
2	Conduct awareness programs on gender sensitization & environment	Programs successfully conducted jointly by NSS and Education Department in June 2025.	Completed
3	Establish Internal Research &	Cell formed and functional since July 2025; Quartarly	Completed

No.	Decision (from 7th Meeting)	Action Taken	Status
	Publication Cell (IRPC)	meetings initiated.	
4	Conduct FDP & SDP programs	FDP on *"Effective Teaching Pedagogy"* held in July 2025; SDP on *"Soft Skills & Career Readiness"* conducted on 25 July 2025.	Completed
5	Conduct Green & Academic Audits	External audits due; preparatory work completed and responsibility assigned to Prof.(Dr.) Amit Singh Rathore.	In Progress
6	Update website with policies & activities	Website updated with revised policies and departmental reports.	Completed

The IQAC reviewed the above Action Taken Report and expressed satisfaction with the progress made. The pending items are being monitored and shall be completed within the stipulated timelines.

2. **Review of NAAC Documentation and AQAR Finalization**

- The IQAC reviewed the progress of NAAC documentation.
- All seven criteria files were compiled, and data verification for supporting documents is ongoing.
- Departments were instructed to begin preliminary data collection for the **next academic session (2025–26)** from August onwards.
- A **NAAC Mock Audit** will be planned in the next quarter to assess readiness before submission.

3. **Review of Green and Academic Audits**

- External Green and Academic Audits are due and will be coordinated under the supervision of **Prof.(Dr.) Amit Singh Rathore.**
- Preparatory documentation has been completed, and the audit schedule will be finalized by September 2025.
- The committee discussed the key objectives of the audits, focusing on:
  - Enhancing sustainable campus practices.
  - Strengthening academic quality indicators.
  - Ensuring effective departmental documentation and internal monitoring.

4. **Progress Report of Internal Research & Publication Cell (IRPC)**

- The R&D Cell, formed in June 2025, submitted its first quarterly progress report.
- A research orientation on *"Publication Ethics and Research Integrity"* was organized in July 2025.
- Only **few faculty research papers** were published in the last quarter, indicating **low engagement in research activities.**
- The committee expressed concern and discussed measures to improve research output, including:
  - Conducting regular **workshops on research methodology, data analysis (SPSS/AI tools),** and **proposal writing.**
  - Encouraging faculty participation in **conferences, FDPs, and collaborative projects.**
  - Introducing a **Research Incentive Policy** to recognize faculty publications and conference presentations.
  - Organizing a **"Research Connect Series"** for faculty and students to share ongoing research work and ideas.

Faculty and Student Development Activities

- Reports on FDP and SDP conducted in July 2025 were reviewed.
- Feedback from participants indicated high satisfaction and suggested continuity of such activities.
- The committee advised preparing a **Faculty Training Calendar for 2025–26**, including sessions on:
  - ICT-based teaching tools and AI applications in education.
  - Research design and statistical analysis.
  - Professional ethics and stress management.
- The next **Student Development Program (SDP)** will focus on *"Entrepreneurial Skills and Start-up Mindset"*, scheduled for **November 2025.**

6. **Institutional Annual Quality Plan (2025–26)**

The committee finalized the major quality enhancement areas for the 2025–26 academic session:

- Digital Transformation in Teaching and Learning
- Strengthening Research, Innovation, and Consultancy Activities
- Community Engagement and Extension Initiatives
- Skill Development and Employability Enhancement
- Green and Sustainable Campus Practices

Each department will align its departmental goals and action plans with these institutional priorities.

7. **Review of Existing Best Practices and Proposal for New Ones**

- Existing institutional best practices (*QR Code on Trees* and *Prayer–Meditation Sessions*) were reviewed and found effective.
- Members recommended maintaining updated documentation and photographs as evidence.
- Two new practices were proposed:
  1. **"Research Connect Series"** – Monthly interdisciplinary lectures by faculty and invited experts.
  2. **"Zero Waste Campus Drive"** – Institute-wide campaign to promote sustainable waste management.

8. **Any Other Item**

- The Library Committee was advised to explore subscription to **AI-driven academic databases** and **digital journals** for enhanced research access.
- IQAC will initiate preparatory steps for the upcoming **External Academic and Administrative Audit (AAA)** planned for **December 2025.**

Decisions Taken & Action Items

Sr. No.	Action Item	Responsible Person / Department	Deadline
1	Complete final verification of NAAC documentation	IQAC Team	August 2025
2	Plan and schedule NAAC Mock Audit	IQAC Team	Jan 2026
3	Conduct pending Green & Academic Audits	Dr. Amit Singh Rathore	September 2025
4	Launch "Research Connect Series"	R&D Cell& IQAC	September

No.	Action Item	Responsible Person / Department	Deadline
			2025
5	Introduce Research Incentive & Faculty Engagement Activities	Management & IQAC	October 2025
6	Prepare Faculty Training Calendar for 2025–26	IQAC & FDP Committee	September 2025
7	Conduct SDP on "Entrepreneurial Skills and Start-up Mindset"	Placement Cell & SDP Committee	November 2025
8	Start "Zero Waste Campus Drive"	NSS & Eco Club	November 2025
9	Prepare for External Academic and Administrative Audit (AAA)	IQAC & All Departments	December 2025

Next Meeting:

The next IQAC meeting is scheduled for **1st November 2025 (Quarterly Meeting).**

Conclusion:

The meeting concluded with a **vote of thanks** proposed by **Dr. Meenal Shah**, IQAC Coordinator, appreciating the active participation and valuable suggestions of all members toward continuous institutional quality enhancement.

Dr. Meenal Shah
IQAC Coordinator

Co-ordinator
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Prof. (Dr.) Amit Singh Rathore
IQAC Chairman

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