INTERNAL QUALITY ASSURANCE CELL (IQAC)

Om Kothari Institute of Management & Research, Kota

NOTICE

Date: 14th November 2025

All IQAC members are informed that the 9th IQAC Meeting is scheduled as per details below:

Meeting Date: 29th November 2025
Time: 2:30 PM
Venue: Conference Room (Hybrid Mode)

Agenda:

1. Review of ATR of 8th Meeting
2. Collection of Curriculum & ICT Evidence
3. Institutional Data Collection for NAAC
4. Improvement in Mentor–Mentee & PTM Documentation
5. Expert Guidance on Documentation
6. Quarterly Activity Calendar
7. New Best Practices (Abhivyakti & Bridge Forum)
8. Responsibilities for Data Compilation
9. Low Enrollment in Short-Term Courses
10. Feedback System Review
11. Any other matter

All members are requested to be present for the meeting.

Dr. Meetal Shah
IQAC Coordinator

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

(VP Gautam (Vishnu Pd Gautam)
Secretary (Dr. Snehlata Dharmawat)
(MOHIT PANT)

Om Kothari Institute of Management & Research, Kota

Minutes of the 9th IQAC Meeting

Date: 29th November 2025
Time: 2:30 PM
Venue: Conference Room (Hybrid Mode)

Members Present (Offline)

- **Chairman:** Dr. Amit Singh Rathore
- **IQAC Coordinator:** Dr. Meenal Shah
- **Members:**
  - Dr. Geeta Gupta
  - Dr. SnehlataDharmawat
  - Mr. Mohit Pant
  - Mr. Vishnu Prasad Gautam(Administration)

Members Present (Online)

- **External Expert:** Prof. J. P. N. Mishra
- **Management Representative:** Ms. Seema Kothari (Trustee)

AGENDA

1. Welcome & Introduction
2. Review of Action Taken Report (ATR) of 8th IQAC Meeting
3. Collection of Evidences for Curriculum Planning, teaching–Learning Methodology & ICT Usage
4. Collection of Current Year Institutional Data required for Institution Profile
5. Discussion on Gaps Identified in Collected Data
6. Improvement in Documentation of Mentor–Mentee System and PTM
7. Expert Guidance on Strengthening Documentation Practices
8. Proposal & Discussion on New Best Practices: ***Abhivyakti*** and ***The Bridge Forum***
9. Proposal for Quarterly Activity Calendar for IIC, R&D, Sports, Cultural and other Committees
10. Clarification of Roles regarding Departmental Data Collection & Compilation
11. Discussion on Low Enrolment in Short-term Courses
12. Review of Institutional Feedback System and Guidelines from External Expert
13. Any Other Item with the Permission of the Chair

ACTION TAKEN REPORT (ATR) OF 8th IQAC MEETING

Sr. No.	Decision in 8th Meeting	Action Taken	Status
1	Final verification of NAAC documentation	Verification completed; pending gaps communicated to departments	Completed, gaps identified
2	Preparation for Green & Academic Audits	Preparatory work completed; external audit to be done in December	In Progress
3	Launch of Research Connect Series	Searching for suitable resource persons	In Progress
4	Zero Waste Drive & SDP	Zero Waste initiative launched; SDP scheduled for November	Completed

MINUTES OF THE MEETING

1. Welcome & Opening Remarks

The meeting began with a formal welcome by the Chairman, Dr. Amit Singh Rathore. He welcomed all members and extended a special welcome to the external expert, Prof. J. P. N. Mishra, and management representative, Ms. Seema Kothari, both joined online.

2. "The Action Taken Report of the 8th IQAC Meeting was reviewed and approved."

3. Collection of Evidences for Curriculum Planning and Implementation, Teaching–Learning & ICT Usage

- IQAC stressed the need to collect proper evidences of:
  - Curriculum planning and implementation.
  - Teaching–Learning methodologies
  - ICT usage by both faculty and students
- It was decided that all departments must submit these evidences **within 20 days** or **before the next meeting**, whichever is earlier.

4. Collection of Current Academic Year Data for NAAC

- IQAC emphasized the importance of updating institutional data required for NAAC's *Institutional Information* section.
- Departments were instructed to submit **complete current-year data within 10 days.**

5. Improvement in Mentor–Mentee &Parent–Teacher Meeting (PTM) Documentation

- External expert reviewed the existing formats and recommended:
  - Clear documentation templates
  - Follow-up reporting

- Maintaining contact sheets and improvement logs
- Principal/HODs agreed to redesign documentation formats accordingly.

6. Identification of Gaps and Data Rectification

Upon verification of the received documents, **several gaps were identified** in departmental submissions. IQAC instructed **all departments to fill the gaps and resubmit complete data within 15 days.**

7. Expert Guidance on Strengthening Documentation

The external expert suggested:

- Maintaining evidence folders criterion-wise
- Using uniform naming conventions in files
- Ensuring separation of departmental data and institutional data
  Members agreed to adopt the suggested practices immediately.

8. Proposal for Quarterly Consolidated Activity Calendar

Members noted that multiple committee meetings (IIC, R&D, Sports, Cultural etc.) were time-consuming. It was unanimously resolved that:

- A **Quarterly Academic & Activity Calendar** will be prepared.
- All planning, duty assignment, and review will be done **once every quarter.**
- This will help ensure systematic and timely implementation of all activities.

9. Discussion on New Best Practices

A. Best Practice 1: ABHIVYAKTI (Platform for Non-Academic Talent)

- Objective: To identify and showcase students' talents beyond academics (dance, singing, art, poetry, etc.)
- Process approved:
  - A Google Form to collect students' interests
  - Weekly Saturday events
  - Faculty to volunteer as mentors for different activities

B. Best Practice 2: THE BRIDGE FORUM (Student–Director/Management Dialogue Forum)

- Proposed by the Chairman, Dr. Amit Singh Rathore
- Objective: To create an open platform where students interact directly with the Director/Management to discuss academic and non-academic concerns
- Proposal approved unanimously
- Once a month

10. Clarification of Responsibilities for Data Collection & Compilation

- External expert clarified that:
  - **Departmental data collection and compilation is the responsibility of the PRINCIPAL/HOD.**
  - **IQAC will only compile department submissions for the institute-wide report**
- The clarification was accepted by all members.

11. Low Enrolment in Short-term Courses

- IQAC expressed concern over zero enrolment in newly introduced short-term courses.
- Suggestions included:
  - Classroom promotion
  - Posters & social media campaigns
  - Faculty involvement in motivating students

Immediate promotional strategies will be implemented.

12. Review of Feedback System

- External expert advised:
  - Confidentiality must be strictly maintained
  - Access should remain limited to IQAC Coordinator and Director
  - Departments should receive only consolidated action points
- IQAC agreed to revise the feedback process accordingly.

13. Any Other Item

- No additional issues were raised.

The meeting ended with a vote of thanks by **Dr. Meenal Shah**, IQAC Coordinator, appreciating the guidance from the external expert and the active participation of all members.

DECISIONS & ACTION ITEMS

Sr. No.	Action Item	Responsible Person / Department	Deadline
1	Collect evidence for curriculum planning, teaching–learning & ICT usage	All Departments	Within 20 days
2	Submit current academic year data for NAAC institutional profile	All Departments	Within 10 days
3	Revise documentation of Mentor–Mentee & PTM system	All Departments	Before next meeting
4	Implement best practices "Abhivyakti" & "The Bridge Forum "	IQAC & Cultural Committee	To commence from December 2025
5	Prepare Quarterly Activity Calendar	Principals/HODs, IQAC	December 2025

Sr. No.	Action Item	Responsible Person / Department	Deadline
6	Boost enrolment in short-term courses through an awareness drive	Principals, HODs, Course Coordinators	Immediate
7	Update confidential feedback system & prepare consolidated reports	IQAC	From the current semester

Next Meeting

The next IQAC meeting is scheduled tentatively for **28th February, 2026.**

Dr. Meenal Shah
IQAC Coordinator

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Prof. (Dr.) Amit Singh Rathore
IQAC Chairman

Chairman
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