

Internal Quality Assurance Cell (IQAC)

As the Institution believes in Quality in its service Internal Quality Assurance Cell was established on 16 September, 2020 under the guidance of Principal Dr. **Madhu Kumar Bhardwaj**. IQAC organise regular formal and informal meeting to discuss with teaching and non-teaching staff member. IQAC Conduct its meeting at least once in a year to discuss the academic upgradation of college. The IQAC works towards attaining excellence in all academic and administration endeavours of institution.

Vision

To Empower Women Learners a strong, responsible and ideal citizens through quality education.

Mission Of IQAC are:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- Documentation of the various programme activities leading to quality improvement.
- Arrangement of feedback responses from students, parents, alumni and other stakeholder on quality related institutional processes.
- Preparation and submission of the Self Study Report as per guidelines and parameters of NAAC.
- Organization of inter and intra investigational of workshop, faculty development programme, seminars on quality related themes and promotion of quality circles.

Functions of IQAC are:

1. IQAC prepare academic calendar for upcoming Academic Session.
2. IQAC prepare newsletter for extra Co-Curricular Activities.
3. IQAC creates parameter to reach academic as well as non-academic learning goals.
4. To enhance to curriculum, extracurricular and social activities of the college.
5. To eradicate agenda his to maintain equity among students.
6. To enhance the use of ICT tools in teaching learning and evaluation process.

Hitkari Sahakari Mahila Shiksha Mahavidyalaya
Aarampura (Dhakarkhedi) Kaithoon Road Kota-325001

(Recognition by NCTE, State Govt., Affiliation University of Kota, Kota, Rajasthan.)

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Mob.No.9462969126

Website: -hewtt.org.in

Date: - 16/9/2020

Internal Quality Assurance Cell Meeting-1
Notice (2020-21)

All the members of the teaching faculty of the college are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on 16/09/2020 at 1.00 P.M. In the Seminar Hall of the college. The Following agenda shall be discussed in the meeting. All the Faculty members are requested to attend the meeting on the said date and given time and venue.

Agenda of the Meeting-1

- Composition & role of IQAC.
- Planning of mission, vision, objectives & function of IQAC according NAAC guideline.
- Conducting different committees & to decide their responsibilities.
- Organizing events in the Covid Scenario.
- Enhancing ICT Facilities for Online Teaching.
- Organizing online Alumni meet.
- To Organizing Educational Tour, online Biodiversity programme & project work.
- Any other matter.

Principal

Dr. Madhu Kumar Sharda

IQAC Co-ordinator

Dr. Neetu Sharma

Hitkari Sahakari Mahila Shiksha Mahavidyalaya
Aarampura (Dhakarkhedi) Kaithoon Road
Kota-325001

Copy to:

1. To show to all Faculty Members

2. Co-ordinator, IQAC, Hitkari Sahakari Mahila Shiksha Mahavidyalaya, Kota

3. IQAC File



Hitkari Sahakari Mahila Shiksha Mahavidyalaya

Arapura (Dhakhar Kheri) Teh. Ladpura, Kaithoon Road, Kota - 325001 (Raj.)

(Affiliated to University of Kota & Approved by NCTE, WRC)

Web Site :- www.hcwt.org.in E-Mail id :- hcwtbedcollege@gmail.com.

Mob. : 9462969126, Ph. : 0744-2940126

S. No. :- HCWTTTC /

Date.....

Ref. HSMSM/IQAC

Office order

16/09/2020

Internal Quality Assurance Cell (IQAC)

Subject- constitution of the Hitkari Sahakari Mahila Shiksha Mahavidyalaya, Internal Quality Assurance Cell (IQAC) The Internal Quality Assurance Cell (IQAC) of Hitkari Sahakari Mahila Shiksha Mahavidyalaya, Kota has been constituted with the following members as per the NAAC guidelines. The Hitkari Sahakari Mahila Shiksha Mahavidyalaya IQAC will function as per the NAAC guideline, prescribed from time to time.

S. No	Name & Designation	Position	Mobile Number
1	Mrs. Suraj Birla (President)	Management Representative	9929591812
2	Mr. Rajesh Krishna Birla (Executive Director)	Petron	9829035812
3.	Mr. Chandramohan Sharma (Secretary)	Management Representative	9829231210
4.	Dr. Madan Mohan Sharma (Visheshadhikari)	Special Advisor	9829230743
5. Teachers to represent all level:			
I.	Dr. Madhu Kumar Bhardwaj (Principal)	Chairman	9462969126
II.	Dr. Parmeshwar Gupta (Asst. Prof.)	Member	9460033219
III.	Mr. Lekhraj Suman (Asst. Prof.)	Member	9928332388
IV.	Mr. Pradeep Pankaj (Asst. Prof.)	Member	9799919293
V.	Mr. Bhupendra Kanjolia (Jr. Accountant)	Member	7014211560
VI.	Mr. Hariom Meghwal (Clerk)	Member	8003028384
6. Stake Holder			
1	Mr. Rahul Birla (Businessman)		9928208504
2	Prof. M.L. Gautam Ex. Dean (UOK), Educationist		9414307950
7. Nominee from Local Society & Student Alumni.			
1	Sunil Kumar (Advocate)	Local Society	9549664444
2	Priya Verma	Ex. Student	9587934527
3	Juhi Khatri	Ex. Student	7737495845
8. Coordinator			
1	Dr. Neetu Sharma	Asst. Prof	9460839480
9. Sub. Coordinator			
1	Mrs. Minakshi Sharma	Asst. Prof	9468627526

Memo No.

1. President for information
2. Member of Management for information
3. Stake Holder for information
4. Nominee from local society information
5. All the concerned member for information
6. Office copy

Note: The aforesaid members shall conduct till the accreditation of the NAAC of this college.

This issued with the approval of the president.

सुरज बिरला
अध्यक्ष

हिटकारी सहकारी महिला शिक्षा महाविद्यालय
आरामपुरा (धाकड़खंडी) कैथून रोड कोटा-325001

President

सुरज बिरला
अध्यक्ष

हिटकारी सहकारी महिला शिक्षा महाविद्यालय
आरामपुरा (धाकड़खंडी) कैथून रोड कोटा 325001

Principal

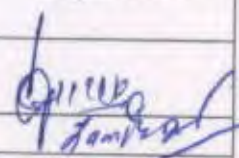
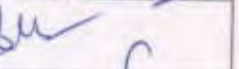
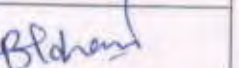
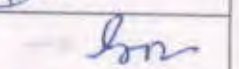
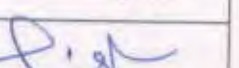
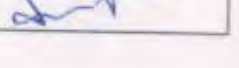
Points discussed in the meeting as follows:

1. The meeting commenced with a formal address by the Chairman about the need & importance of formation of an IQAC at the institute and its functions. Chairman welcomed the members of the newly constituted IQAC.
 2. IQAC Co-ordinator made a detail presentation of the IQAC composition its mission, vision, objectives and functions.
 3. IQAC Co-ordinator briefly explained the agenda of the 1st meetings.
 4. The committee decided to conduct different committees and their responsibilities.
 5. IQAC decided to conduct its meeting at least once in a year to assess the quality of teaching and best practice to be adopted for improving the quality of academic, administration and activities of the institute.
 6. The committee decided to organizing events during Covid scenario and enhancing ICT facilities for online teaching.
 7. It was discussed and decided to organize online alumni programme of last year passed student.
 8. It was discussed and decided to conduct the educational tour in this session & also organised online biodiversity programme & project work.
- IQAC Co-ordinator requested cooperation from all the IQAC members to make IQAC at the institute to succeed in achieving its aims & objectives.


Principal
(Dr. Madhu Kumar Bhardwaj)
Hitkari Saharan Mahavidyalaya
Aarampura (Dhakdkhedi) Kaithoon Road Kota 325001


IQAC Co-ordinator
(Dr. Neetu Sharma)
Hitkari Saharan Mahavidyalaya
Aarampura (Dhakdkhedi) Kaithoon Road
Kota-325001

The Following Faculty members were present:

Member Name	Designation	Signature
1. Dr. Madhu Kumar Bhardwaj	Principal	
2. Dr. Madan Mohan Sharma	Visheshadhikari	
3. Dr. Sheela Soni	Assistant Professor	
4. Mrs. Beena Lohami	Assistant Professor	
5. Smt. Sangeeta Pancholi	Assistant Professor	
6. Mrs. Jaya Singh	Assistant Professor	

7. Dr. Shaufta Siddiqui	Assistant Professor	S. Siddiqui
8. Mrs. Mamta Prajapat	Assistant Professor	Mamta
9. Mrs. Vanita Hada	Assistant Professor	Vanita
10. Mrs. Trapti Sharma	Assistant Professor	Trapti
11. Mrs. Ratnesh Sharma	Assistant Professor	Ratnesh
12. Mrs. Krishna Gautam	Assistant Professor	Krishna
13. Dr. Neetu Sharma	Assistant Professor	Neetu
14. Dr. Asmita Sharma	Assistant Professor	Asmita
15. Mr. Lekhraj Suman	Assistant Professor	Lekhraj
16. Mr. Chanchal Prabhati	Assistant Professor	Chanchal
17. Mrs. Anuradha Tanwar	Assistant Professor	Anuradha
18. Mrs. Minakshi Sharma	Assistant Professor	Minakshi
19. Mr. Pradeep Pankaj	Assistant Professor	Pradeep
20. Miss Kavita Modi	Assistant Professor	Kavita
21. Mrs. Rekha Kumari	Assistant Professor	Rekha
22. Dr. Parmeshwar Gupta	Assistant Professor	Parmeshwar
23. Dr. Archana Johari	Assistant Professor	Archana
24. Dr. Seema Sharma	Assistant Professor	Seema
25. Dr. Anjali Saxena	Assistant Professor	Anjali
26. Dr. Abhilasha Dadhich	Assistant Professor	Abhilasha
27. Mr. Sanjay Sharma	P.T. I	Sanjay
28. Mrs. Laxmi Sharma	Librarian	Laxmi
29. Mr. Bhupendra Kanjoliya	Accountant	Bhupendra
30. Mr. Hariom Meghwal	Computer Operator	Hariom

Action Taken Report:

1. Constituted IQAC & Framing of Mission, Vision and Core values of Institution.
2. Different Committee were constituted to streamline the 1st cycle NAAC Accreditation.
3. The IQAC assessed the challenges to organise events in the context of pandemic. Therefore, all possible events like Virtual Yoga Programme, Open air session, Online Alumni Meet organized on online mode.
4. IQAC provided to all technic support to all committees to organise events & teaching learning.
5. P.T.E.T Counselling organised and submission of diaries with proper social distancing.
6. The campus is sanitized on a regular basis and all necessary safety measures are taken.
7. An online Alumni meet was conducted by alumni Committee on 19 December, 2020.
8. Educational Tour was organized on 20 March 2021 at Krishi Vigyan Kendra and occasion on Rajasthan Diwas an education tour organized on 30 March 2021 at Government Museum, Nayapura, Kota.
9. As per the recommendation from IQAC, provided online lecture with study material on Zoom App, Google Meet & Teachment App for the benefit of the student.
10. The Institution IQAC decided to provide Wi Fi facility for online & interactive teaching.

Principal/Chairman

प्रचार्य
हितकारी सहकारी महिला शिक्षा महाविद्यालय
आरामपुरा (धाकडखेडी) कैथून रोड कोटा 325001

Yours Sincerely

IQAC Co-ordinator

Coordinator IQAC

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Aarampura (Dhakadkhedi) Kaithoon Road
Kota-325001