

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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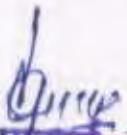
Mob.No.9462969126
Date: - 05/07/2021

Internal Quality Assurance Cell Meeting-2
Notice (2021-22)

This is for the information of all IQAC Members of Hitkari Sahakari Mahila Shiksha Mahavidyalaya, Kota that a meeting of the cell will take place on 06/07/2021 at 1.00 P.M in the chamber of the principal. all cell members are requested to kindly make it convenient to attend the meeting.

Agenda of Meeting:

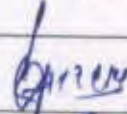
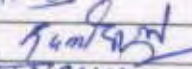
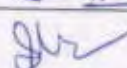
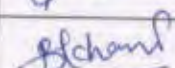
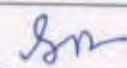
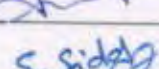
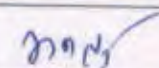
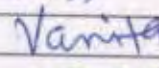
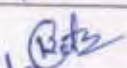
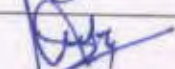
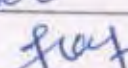
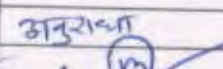
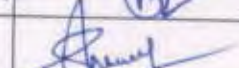
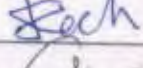
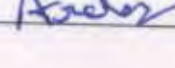
- Discussion about the Academic year 2021-2022.
- Orientation cum initiation programme for Freshers.
- To set the time table & division of the workload.
- Upgradation of library with Wi-Fi Facilities.
- To publish College Magazine 'Hitkarita'
- To Organise Workshop, Exhibition, Educational tour & other Curricular activities.
- Extension to construction & beautification of College Campus.
- Implementation of Internship programme.
- Continuous Improvement in teaching learning, evaluation.
- Admission Process.
- Attendance Monitoring.
- To create environment consciousness.
- Regarding Parking & Save energy rules for the student:


Principal/Chairman IQAC
हिटकारी सहकारी महिला शिक्षा महाविद्यालय
आरामपुरा (धाकडखेडी) कैथून रोड कोटा 325001

Copy to:

1. To show to IQAC Members.
2. Co-ordinator, IQAC, Hitkari Sahakari Mahila Shiksha Mahavidyalaya, Kota
3. IQAC File


Co-Ordinator IQAC
Coordinator IQAC
Hitkari Sahakari Mahila Shiksha Mahavidyalaya
Aarampura (Dhakadkhedi) Kaithoon Road
Kota-325001

Member Name	Designation	Signature
1. Dr. Madhu Kumar Bhardwaj	Principal	
2. Dr. Madan Mohan Sharma	Visheshadhikari	
3. Dr. Priyanka Sharma	H.O. D	
4. Dr. Sheela Soni	Assistant Professor	
5. Mrs. Beena Lohami	Assistant Professor	
6. Smt. Sangeeta Pancholi	Assistant Professor	
7. Mrs. Jaya Singh	Assistant Professor	
8. Dr. Shaufta Siddiqui	Assistant Professor	
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21. Miss Kavita Modi	Assistant Professor	
22. Mrs. Rekha Kumari	Assistant Professor	
23. Dr. Parmeshwar Gupta	Assistant Professor	
24. Dr. Archana Johari	Assistant Professor	

25. Dr. Seema Sharma	Assistant Professor	<i>Seema</i>
26. Dr. Anjali Saxena	Assistant Professor	<i>Anjali</i>
27. Mr. Kalulal Meena	Assistant Professor	<i>27/11/21-27/10/11</i>
28. Mr. Anjani Nandan	Assistant Professor	<i>Anjani</i>
29. Mr. Laabh Chand Meena	Assistant Professor	<i>- Laabhchand</i>
30. Mr. Balram Saini	Assistant Professor	<i>Balram</i>
31. Mrs. Radha Yadav	Assistant Professor	<i>Radha</i>
32. Dr. Abhilasha Dadhich	Assistant Professor	<i>Abhilasha</i>
33. Mr. Sanjay Sharma	P.T. I	<i>Sanjay</i>
34. Mrs. Laxmi Sharma	Librarian	<i>Laxmi</i>
35. Mr. Bhupendra Kanjoliya	Accountant	<i>Bhupendra</i>
36. Mr. Hariom Meghwal	Computer Operator	<i>Hariom</i>

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Aarampura (Dhakarkhedi) Kaithoon Road Kota-325001**

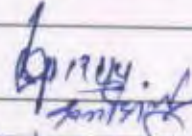
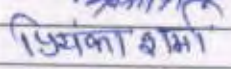
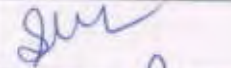
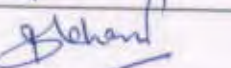
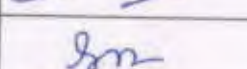
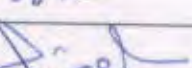
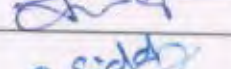
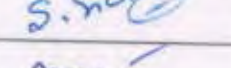
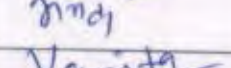
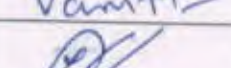
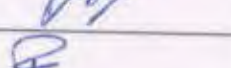
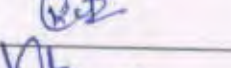
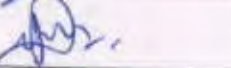
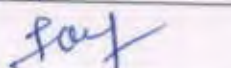
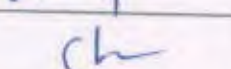
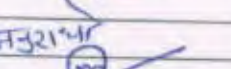
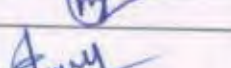
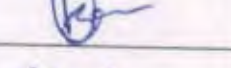
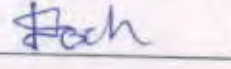
Minutes of Meeting

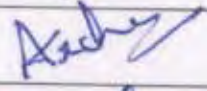
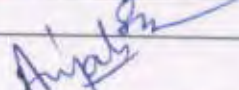
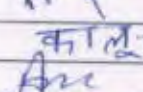
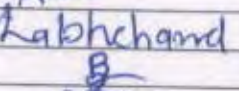
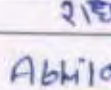
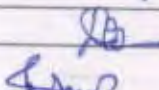
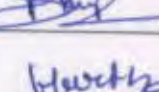
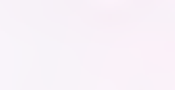
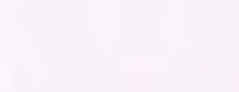
Following decision have been taken unanimously for taking quality initiatives for the session 2021-22.

1. **Review of 1st IQAC meeting:** Minutes of previous meeting were confirmed, suggestion was shared and sought.
2. **To Initiate Orientation cum initiation programme for Freshers:** Discussed and decided to organize Orientation programme for new arrivals in month of January.
3. **To set the time table, Academic calendar & division of the workload:** It was discussed & decided to prepare time table & Academic calendar of session 2021-2022 by Academic Management & time table committee.
4. **Upgradation of library with Wi-Fi Facilities:** IQAC deliberated on upgradation of library management software with library extension services and also discussed & decided to install Wi-Fi in the library.
5. **To publish College Magazine 'Hitkarita':** It was discussed and decided to publish annual college magazine 'Hitkarita' before the end of an academic year.
6. **To Organise Workshop, Educational tour & other Curricular activities:** It was discussed & decided to organize one day workshop in month of May for teaching staff and on project writing for third year student and also discussed for organizing educational tour & Study trips & decided to conduct the same in this academic session.
7. **Extension to construction & beautification of College Campus:** It was discussed and decided to extension to construction & beautification of College Campus and also decided to construction of huge auditorium with luxurious facilities for Co-curricular activities.
8. **Implementation of Internship programme:** The meeting was held to discuss about Internship Programme of B.Ed. 1st year, B.Ed. 2nd year & Integrated B. A B.Ed. /B.Sc. B. Ed. 3rd year & 4th year.
9. **Continuous Improvement in teaching learning, evaluation:** The discussion was held to strengthen the mechanism to develop and execute the teaching learning Evaluation process for student. It was decided to provide the mechanism for ensuring timely / efficient and periodic progress of teaching learning & evaluation.
10. **Admission Process:** The perspective plan of online admission process was discussed. It was decided with the permission of chair to chalk out the perspective plan of admission process in appropriate manner.
11. **Attendance Monitoring:** The principal was held a meeting to discuss about the attendance monitoring of student & staff and it was directed to the in charge of Attendance Committee to ensure regular attendance monitoring of student.
12. **To create environment consciousness:** The meeting was held to discuss & decided about environment consciousness. It was decided to organize a tree plantation programme in the month of September in this session.

13. **Regarding Parking & Save energy rules for the student:** The meeting was held to discuss about providing the parking space for the student. All the members agreed to provide the sufficient parking space for the students and also decided to aware for save energy rules to students.

The Following Faculty members were present:

Member Name	Designation	Signature
1. Dr. Madhu Kumar Bhardwaj	Principal	
2. Dr. Madan Mohan Sharma	Visheshadhikari	
3. Dr. Priyanka Sharma	H.O. D	
4. Dr. Sheela Soni	Assistant Professor	
5. Mrs. Beena Lohami	Assistant Professor	
6. Smt. Sangeeta Pancholi	Assistant Professor	
7. Mrs. Jaya Singh	Assistant Professor	
8. Dr. Shaufa Siddiqui	Assistant Professor	
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19. Mrs. Minakshi Sharma	Assistant Professor	
20. Mr. Pradeep Pankaj	Assistant Professor	
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22. Mrs. Rekha Kumari	Assistant Professor	

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24. Dr. Archana Johari	Assistant Professor	
25. Dr. Seema Sharma	Assistant Professor	
26. Dr. Anjali Saxena	Assistant Professor	
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30. Mr. Balram Saini	Assistant Professor	
31. Mrs. Radha Yadav	Assistant Professor	
32. Dr. Abhilasha Dadhich	Assistant Professor	
33. Mr. Sanjay Sharma	P.T. I	
34. Mrs. Laxmi Sharma	Librarian	
35. Mr. Bhupendra Kanjoliya	Accountant	
36. Mr. Hariom Meghwal	Computer Operator	

Action Taken Report:

1. A Brief report of the activities undertaken in 2020-21 was presented before the IQAC Members by the Co-Ordinator.
2. Student Induction Programme was organized from 15 November 2021 to 30 November 2021 and Freshers Introduction Programme was celebrated on 5 January 2022.
3. A tentative Academic Calendar for 2021-22 session was approved by the principal after consultation with education management committee.
4. College library was upgraded with Wi-Fi Facilities. Software was used for issuing books and more books relevant to the B.Ed. and Integrated B.A B.Ed./B.Sc. B.Ed. syllabus were procured to enrich the library resource.
5. The Annual college magazine 'Hitkarita' was published on 23/7/2021. On completion of 50 golden years of the college, the benefaction was released by Chairman Smt. Suraj Birla and Executive Director Shri. Rajesh Krishna Birla.
6. To promote student centric activities, workshop was organized on 22 March 2022 on the title of **Life Insurance Policy** by EXIDE Life Insurance team.
Educational tour was conducted on 3 February, 2022 at Garh Palace, Kota.
Social Awareness programme was organized on Covid Pandemic on 5 January, 2022 at Dhakarkhedi Village and Nukkad Natak on 'Social Distancing in Corona Pandemic was organized by Integrated B.A/B.Sc. B.Ed. 2nd year student.
7. New strategies were employed on extension to construction & beautification of College Campus and auditorium by College Development Committee.
8. Internship Programme of B.Ed. 1st year, B.Ed. 2nd year & Integrated B. A B.Ed. /B.Sc. B. Ed. 3rd year & 4th year was conducted by **RAJASTHAN COUNCIL OF SCHOOL EDUCATION**. All internship process effectively done by Internship committee.
9. Faculty Members prepared Daily Teachers Diary and to strengthen ICT enabled teaching learning method various technology-based lesson plan by Power point presentation & O.H.P. and also conducted Micro teaching, criticism Lesson, Internship, Internal assessment and submission of sessional by Internal assessment committee in proper manner for the annual academic year 2021-2022.
10. Admission process was started through counselling from 20 October, 2021 for Integrated B.A./B.Sc. B.Ed. 4 Year programme and B.Ed. 2 Year programme was started from 11 November, 2021. Admission process completed by Counselling committee of session 2021-2022.
11. Attendance of the students has to be marked regularly by class teacher. when taking leave, a written leave note should be given to the class teacher with sign of principal. Class teachers have to regularly sign leaves and page of attendance. If the students are absent for an extended period of time the class teachers must find out the reasons and what can be done about it.
12. To create environment consciousness a tree plantation programme was organized on 28 September 2022 by Science and Eco Club.
13. Student parking area provide separately in college campus and keep the vehicles in parking area properly and instructed all staff & students for proper use of electric energy.

Principal/Chairman IQAC

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