

Hitkari Sahakari Mahila Shiksha Mahavidyalaya
Aarampura(Dhakarkhedi) Kaithoon Road Kota-325001
(Recognition by NCTE, State Govt., Affiliation University of Kota, Kota, Rajasthan.)
Email-id: -hcwtbedcollege@gmail.com Mob.No.9462969126
Website: -hcwtt.org.in Date: - 11/07/2022

Internal Quality Assurance Cell Meeting-3
Notice (2022-23)

A meeting of Internal Quality Assurance Cell is convened on Monday the 12 July, 2022 at 10.30 a.m. in the IQAC room.

Agenda Of the Meeting:

- To read & confirm the minutes of the last meeting.
- To review the activities conducted.
- To Organize Faculty Development programme
- To Conduct Workshop, Yoga programme & Exhibition
- To Organize Swachhta & rural Engagement activities sports and other outreach activities.
- Regarding Grievance redressal cell.
- To Organize educational tour.
- Introduction of new value-added courses.
- To encourage the faculty to involve in research activities.
- Strengthening library and maintenance of infrastructure.
- Reading academic calendar and teaching plan.
- To conduct administrative audit.
- Any Other relevant matter.


Principal/Chairman IQAC

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आरलमपुरल (धलकडखेडी) कलथून रूड कूतल 325001

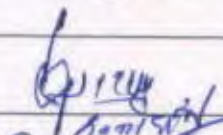
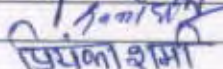
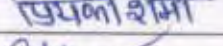
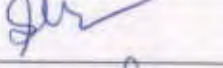
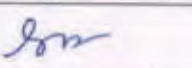
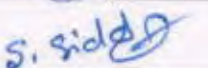
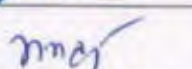
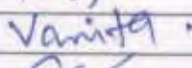
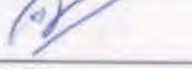
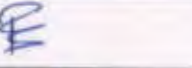
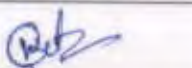
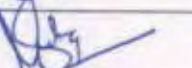
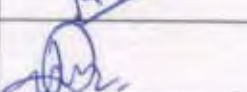
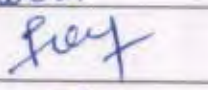
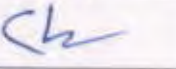
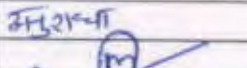
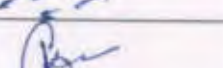
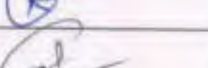
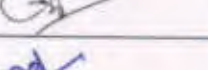
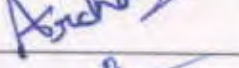
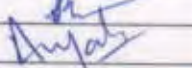
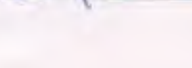

Co-Ordinator IQAC

Coordinator IQAC

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

Copy to:

1. To show to IQAC Members.
2. Co-ordinator, IQAC, HCWTT College, Kota
3. IQAC File

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. Shaufita Siddiqui	Assistant Professor	
9. Mrs. Mamta Prajapat	Assistant Professor	
10. Mrs. Vanita Hada	Assistant Professor	
11. Mrs. Trapti Sharma	Assistant Professor	
12. Mrs. Ratnesh Sharma	Assistant Professor	
13. Mrs. Krishna Gautam	Assistant Professor	
14. Dr. Neetu Sharma	Assistant Professor	
15. Dr. Asmita Sharma	Assistant Professor	
16. Mr. Lekhraj Suman	Assistant Professor	
17. Mr. Chanchal Prabhati	Assistant Professor	
18. Mrs. Anuradha Tanwar	Assistant Professor	
19. Mrs. Minakshi Sharma	Assistant Professor	
20. Mr. Pradeep Pankaj	Assistant Professor	
21. Miss Kavita Modi	Assistant Professor	
22. Dr. Parmeshwar Gupta	Assistant Professor	
23. Dr. Manish kumar Gupta	Assistant Professor	
24. Dr. Archana Johari	Assistant Professor	
25. Dr. Seema Sharma	Assistant Professor	
26. Dr. Anjali Saxena	Assistant Professor	

27. Mr. Kalulal Meena	Assistant Professor	कलल मेना
28. Mr. Naveen Sharma	Assistant Professor	N
29. Mr. Laabh Chand Meena	Assistant Professor	Left
30. Mr. Balram Saini	Assistant Professor	B
31. Mrs. Radha Yadav	Assistant Professor	Radha
32. Mr. Bhawani Singh Rajawat	Assistant Professor	Bhawani
33. Dr. Piyush Kiran Mathur	Assistant Professor	Piyush
34. Dr. Abhilasha Dadhich	Assistant Professor	Abhilasha
35. Mr. Sanjay Sharma	P.T. I	Sanjay
36. Mrs. Laxmi Sharma	Librarian	Laxmi
37. Mr. Bhupendra Kanjoliya	Accountant	Bhupendra
38. Mr. Hariom Meghwal	Computer Operator	Hariom

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Minutes of Meeting

Following decision have been taken unanimously for taking quality initiatives for the session 2022-23.

1. **To read & confirm the minutes of the last meeting:** The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by member.
2. **To review the activities conducted:** The discussion was held regarding the curricular & co-curricular activities conducted in the college. It was decided to promote various activities for development of the student in new academic year.
3. **To Organize Faculty Development programme:** To upgrade the skills and the knowledge of research, all members discuss about faculty development programme and decided to organize one programme in an academic year.
4. **To Conduct Workshop, Yoga programme & Exhibition.** It was discussed and decided to conduct Workshop, Yoga programme & Exhibition in the month of November.
5. **To Organize Swachhta & rural Engagement activities sports and other outreach activities:** According to discussion it was decided to organized outreach activities and sports in July month.
6. **Regarding Grievance redressal cell:** IQAC members suggested providing additional box on campus for Grievance redressal cell.
7. **To Organize educational tour:** The discussion took place in the meeting regarding study tour and educational visit and decided to conduct in month of November last week.
8. **Introduction of new value-added courses:** It was discussed and decided to introduce value added certificate courses on Women Safety, Environment Consciousness.
9. **To encourage the faculty to involve in research activities:** The Principal and members discussed and decided to encourage the faculty member to involve in various activities.
10. **Strengthening library and maintenance of infrastructure:** It was discussed and decided to strengthen the library and upgrade the infrastructure of college.
12. **To conduct administrative audit:** It was discussed and decided to conduct administrative audit of the office by external agency.

Principal/Chairman IQAC

Co-Ordinator IQAC

The Following Faculty members were present:

Hitkari Sahakari Mahila Shiksha Mahavidyalaya
Aarampura (Dhakarkhedi) 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	Sheela
5. Mrs. Beena Lohami	Assistant Professor	Beena
6. Smt. Sangeeta Pancholi	Assistant Professor	Son
7. Mrs. Jaya Singh	Assistant Professor	Jaya
8. Dr. Shaufta Siddiqui	Assistant Professor	S. Siddiqui
9. Mrs. Mamta Prajapat	Assistant Professor	Mamta
10. Mrs. Vanita Hada	Assistant Professor	Vanita
11. Mrs. Trapti Sharma	Assistant Professor	Trapti
12. Mrs. Ratnesh Sharma	Assistant Professor	Ratnesh
13. Mrs. Krishna Gautam	Assistant Professor	Krishna
14. Dr. Neetu Sharma	Assistant Professor	Neetu
15. Dr. Asmita Sharma	Assistant Professor	Asmita
16. Mr. Lekhraj Suman	Assistant Professor	Lekhraj
17. Mr. Chanchal Prabhati	Assistant Professor	Ch
18. Mrs. Anuradha Tanwar	Assistant Professor	Anuradha
19. Mrs. Minakshi Sharma	Assistant Professor	Minakshi
20. Mr. Pradeep Pankaj	Assistant Professor	Pradeep
21. Miss Kavita Modi	Assistant Professor	Kavita
22. Dr. Parmeshwar Gupta	Assistant Professor	Parmeshwar
23. Dr. Manish kumar Gupta	Assistant Professor	Manish
24. Dr. Archana Johari	Assistant Professor	Archana
25. Dr. Seema Sharma	Assistant Professor	Seema
26. Dr. Anjali Saxena	Assistant Professor	Anjali
27. Mr. Kalulal Meena	Assistant Professor	Kalulal Meena
28. Mr. Naveen Sharma	Assistant Professor	Naveen
29. Mr. Laabh Chand Meena	Assistant Professor	Laabh
30. Mr. Balram Saini	Assistant Professor	Balram
31. Mrs. Radha Yadav	Assistant Professor	Radha
32. Mr. Bhawani Singh Rajawat	Assistant Professor	Bhawani
33. Dr. Piyush Kiran Mathur	Assistant Professor	Piyush

34. Dr. Abhilasha Dadhich	Assistant Professor	Abhilasha
35. Mr. Sanjay Sharma	P.T. I	Sanjay
36. Mrs. Laxmi Sharma	Librarian	Laxmi
37. Mr. Bhupendra Kanjoliya	Accountant	Bhupendra
38. Mr. Hariom Meghwal	Computer Operator	Hariom

Action Taken Report:

1. Organization of Different Curricular and extension Activities for the coming session were discussed and the nomenclature of most cell & committees remain same.
2. Various games activities were organized by Sport Committee from 13 July to 15 July 2022 for appreciate sport activities and physical wellbeing & mental fitness.
3. An Awareness session focusing on climate, nature, pollution sustainable development "Tree Plantation Programme was organized by Eco Club on 18 July 2022 and also organized No plastic & Cleanliness programme on 19 July 2022.
4. Faculty development programme was organized 26 July 2022 on the title of "Strategies to teaching methodology for effective teaching in present scenario". Prof. M.L Gautam, EX- Dean of Kota University, Kota was the keynote speaker.
5. "AAZADI KA AMRIT MAHOTSAV" was celebrated on 15 August 2022.
6. Yoga programme was organised under Health & Hyzone Cell on 10 November, 2022. Dr. Nityanand Sharma, Ex-Faculty of VMOU, Kota was Guest speaker.
7. A Workshop was organized on "Ragging & Harassment: Stigma of educated society" by Research committee on 12 November, 2022.
8. An Environment consciousness Session on "Rose Exhibition" Organized by Exhibition on 14 November 2022.
9. An Awareness Rally and Nukkad Natak session on **Girl Safety & Girl Education** Organized by Awareness Committee on 21 December, 2022.
10. The grievance and redressal committee in the college has been continuously striving to solve problems in a rapid and effective manner. Students can drop their complaints in the complaint box provided in college campus. Depending on the severity of the complaint the committee Convenes a meeting to review the case to take appropriate action regarding Grievance Redressal.
11. **Self Defence value added certificate course** was conducted from 15 November 2022 to 19 November 2022 and **Tree Apriciation certificate course** was conducted from 6 February 2023 to 11 February 2023.
12. On the suggestion of the principal, the college faculty published own research paper in research journal and also got the registration done in Ph.D. Course by college faculty.
13. Library automation was started in 2022-2023 and its progress was reviewed and new toilets for girls were constructed and repair work was done where and whenever needed.
14. The administration audit was conducted on 26 May 2023.

Principal/Chairman IQAC

प्रिन्सिपल
हितकारी सहकारी महिला शिक्षा महाविद्यालय
आरामपुरा (धकढखेडी) कैथून रोड कोटा 325001

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Website: -hcwtt.org.in **Date: - 09/05/2023**

Internal Quality Assurance Cell Meeting-4
Notice (2022-23)

A meeting of Internal Quality Assurance Cell is convened on Wednesday 10th May, 2023 at 1.00 p.m. in the IQAC room.

Agenda Of the Meeting:

- To prepare & submit SSR.
- Evolving Steps to do systemic & regular documentation & preparing SSR.
- To discuss criterion & sub-section of SSR & Divide responsibilities.
- Feedback on curriculum & analysis.
- Discussion on Organization of alumni meet/ parent meet.
- Progress work of mentor programme.
- To Maintain green & clean campus.
- Any other matter with the permission of the chair.

Principal/Chairman IQAC

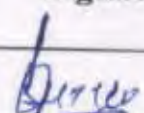
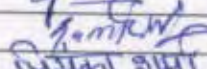
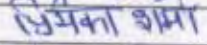
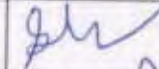
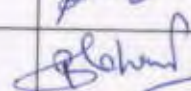
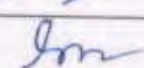
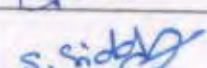
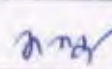
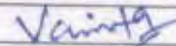
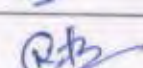
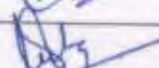
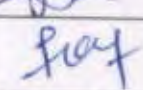
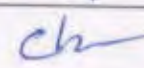
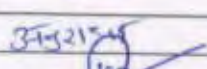
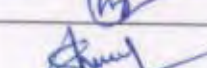
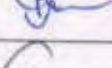
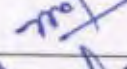
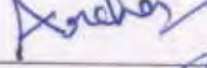
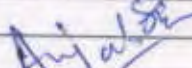
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आरामपुरा (धकडखेडी) कैथून रोड कोटा 325001

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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	
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25. Dr. Seema Sharma	Assistant Professor	
26. Dr. Anjali Saxena	Assistant Professor	

27. Mr. Kalulal Meena	Assistant Professor	कललु मीना
28. Mr. Anjani Nandan	Assistant Professor	अनंजनी
29. Mr. Laabh Chand Meena	Assistant Professor	लाब चंद मीना
30. Mr. Balram Saini	Assistant Professor	B
31. Mrs. Radha Yadav	Assistant Professor	रधा
32. Mr. Bhawani Singh Rajawat	Assistant Professor	भरवाणी
33. Dr. Piyush Kiran Mathur	Assistant Professor	पियूष
34. Mr. Govind Kumar Meena	Assistant Professor	गोविंद
35. Mr. Sanjay Sharma	P.T. I	संजय
36. Mrs. Anita Shrivastav	Librarian	अनिता
37. Mr. Bhupendra Kanjoliya	Accountant	भूपेंद्र
38. Mr. Hariom Meghwal	Computer Operator	हरीम

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

Following decision have been taken unanimously for taking quality initiatives for the session 2022-23.

1. **To prepare & submit SSR:** The meeting held to discuss about the progress of NAAC SSR preparation. It was decided to complete the SSR and submit in the next academic year.
2. **To discuss criterion & sub-section of SSR & Divide responsibilities:** It is suggested to conduct meeting for each criterion separately by criterion incharge with necessary members for effective collection and preparation of criterion wise NAAC SSR Data.
3. **Feedback on curriculum & analysis:** The meeting was held to discuss about the feedback. It was decided that the feedback committee would collect the feedback from student, teacher and analyse the collected data.
4. **Discussion on Organization of alumni meet/ parent meet:** The IQAC conducted a meeting to discuss about the organisation of alumni and parent teacher meeting. It was decided after the discussion that the alumni and parents meet should be organized.
5. **Progress work of mentor programme:** Importance of mentorship was discussed. It was decided with permission of chair to execute mentorship programme, wherein each teacher would be given a set of students(mentee) for mentorship. The rough mentorship plan was presented to the IQAC members by redressal Committee.
6. **To Conduct Remedial Classes:** It was discussed and decided to continue remedial classes for slow learners from every subjects.
7. **Syllabus completion report:** The principal reviewed the syllabus completion report of each subject.
8. **To Maintain green & clean campus:** The meeting was held to discuss about the extend greenery of the campus. It was discussed and decided to maintain green & clean campus through various activities.
9. **Any other matter with the permission of the chair:** No relevant matter.

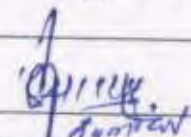
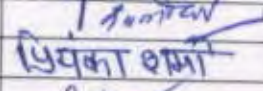
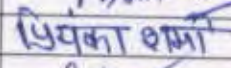
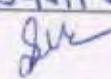

Principal/Chairman

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

The Following Faculty Members were present:


Co-Ordinator IQAC
Coordinator IQAC

Hitkari Sahakari Mahila Shiksha Mahavidyalaya
Aarampura (Dhakarkhedi) 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	<i>B. Lohami</i>
6. Smt. Sangeeta Pancholi	Assistant Professor	<i>Sn</i>
7. Mrs. Jaya Singh	Assistant Professor	<i>J. Singh</i>
8. Dr. Shaufta Siddiqui	Assistant Professor	<i>S. Siddiqui</i>
9. Mrs. Mamta Prajapat	Assistant Professor	<i>mm</i>
10. Mrs. Vanita Hada	Assistant Professor	<i>Vanita</i>
11. Mrs. Trapti Sharma	Assistant Professor	<i>T. Sharma</i>
12. Mrs. Ratnesh Sharma	Assistant Professor	<i>R. Sharma</i>
13. Mrs. Krishna Gautam	Assistant Professor	<i>K. Gautam</i>
14. Dr. Neetu Sharma	Assistant Professor	<i>N. Sharma</i>
15. Dr. Asmita Sharma	Assistant Professor	<i>A. Sharma</i>
16. Mr. Lekhraj Suman	Assistant Professor	<i>L. Suman</i>
17. Mr. Chanchal Prabhati	Assistant Professor	<i>Ch</i>
18. Mrs. Anuradha Tanwar	Assistant Professor	<i>Anuradha</i>
19. Mrs. Minakshi Sharma	Assistant Professor	<i>M. Sharma</i>
20. Mr. Pradeep Pankaj	Assistant Professor	<i>P. Pankaj</i>
21. Miss Kavita Modi	Assistant Professor	<i>K. Modi</i>
22. Dr. Parmeshwar Gupta	Assistant Professor	<i>P. Gupta</i>
23. Dr. Manish kumar Gupta	Assistant Professor	<i>M. Gupta</i>
24. Dr. Archana Johari	Assistant Professor	<i>Archana</i>
25. Dr. Seema Sharma	Assistant Professor	<i>S. Sharma</i>
26. Dr. Anjali Saxena	Assistant Professor	<i>A. Saxena</i>
27. Mr. Kalulal Meena	Assistant Professor	<i>K. Meena</i>
28. Mr. Anjani Nandan	Assistant Professor	<i>A. Nandan</i>
29. Mr. Laabh Chand Meena	Assistant Professor	<i>L. Meena</i>
30. Mr. Balram Saini	Assistant Professor	<i>B. Saini</i>
31. Mrs. Radha Yadav	Assistant Professor	<i>R. Yadav</i>
32. Mr. Bhawani Singh Rajawat	Assistant Professor	<i>B. Rajawat</i>
33. Dr. Piyush Kiran Mathur	Assistant Professor	<i>P. Mathur</i>
34. Mr. Govind Kumar Meena	Assistant Professor	<i>G. Meena</i>

35. Mr. Sanjay Sharma	P.T. I	<i>Sanjay</i>
36. Mrs. Anita Shrivastav	Librarian	<i>Anita Shrivastav</i>
37. Mr. Bhupendra Kanjoliya	Accountant	<i>Bhupendra</i>
38. Mr. Hariom Meghwal	Computer Operator	<i>Hariom</i>

Action Taken Report:

1. Principal notified the formation of steering committee for the smooth conduct of the process of NAAC SSR.
2. For monitoring the criterion wise quality parameters in college following members are recommended by IQAC.

Criterion	Faculty Member Name
1. Curriculum Aspects	Dr. Neetu Sharma Smt. Minakshi Sharma
2. Teaching-learning & Evaluation	Dr. Neetu Sharma Smt. Minakshi Sharma Dr. Parmeshwar Gupta Sri. Pradeep Pankaj
3. Research & Outreach Activities	Smt. Beena Lohami Dr. Sheela Soni
4. Infrastructure & Learning Resources	Sri. Lekhraj Suman Dr. Piyush Kiran Mathur
5. Student Support & Progression	Smt. Jaya Singh Smt. Trapti Sharma Smt. Krishna Gautam
6. Governance Leadership & Management	Smt. Mamta Prajapat Smt. Ratnesh Sharma
7. Institutional Values & Best Practices	Dr. Shaufta Siddiqi Dr. Asmita Sharma

3. The feedback committee is constituted by IQAC and this committee initiated the process of feedback collection of student, Alumni and teacher. The feedback collection process is a continuous activity which is done throughout every year.
4. College has to effort registration of Alumni Association.
5. With the permission of chair to execute mentorship programme. Student Council Committee has been asked to take the review from all Mentors for take a suitable decision of their mentees problem.
6. All the Subject lecturer were instructed to chalk out a plan for the conduct of remedially classes very soon. They were instructed to take up the remedial classes immediately and conduct between 2-3 p.m. from 11 may, 2022 to 30 May, 2022.
7. Syllabus completion report was given by subject teacher in last month of March.
8. On the of theme "Ek podha ek Sankalp" A tree plantation programme was organized on 5 July 2023 by Science and Eco Club in Rainy season.

Principal/Chairman

हलतकलरल सलहकलरल डलहलल शलकुषल डलहलवलदुललय
आरलडडुरल (डलकडखेडुडु) कुडुन रुड कुलल 325001

Co-Ordinator IQAC

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