

Hitkari Sahakari Mahila Shiksha Mahavidyalaya

Arampura (Dhakhar kheri) Kaithoon Road Kota-325001

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

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Date: - 27/01/2024

Internal Quality Assurance Cell Meeting Notice (2023-2024)

A meeting of Internal Quality Assurance Cell is convened on Monday 29th January at 1.00 p.m. in the IQAC room.

Agendas of the Meeting:

1. To review the agenda of previous meeting.
2. To organize Election awareness programme.
3. Regarding Placement Cell.
4. Regarding Website Updation.
5. Regarding Grievance and Redressal cell.
6. Regarding Library Planning.
7. To registration of Alumni association

Principal/Chairman IQAC

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आरामपुरा (धकधकरी) कैथून रोड कोटा-325001

2. Co-ordinator, IQAC, HCWTT College, Kota

3. IQAC File

Co-Ordinator 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	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 Ku. Prabhati	Assistant Professor	Chanchal
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 Modi
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
28. Mr. Anjani Nandan	Assistant Professor	Anjani
29. Mr. Balram Saini	Assistant Professor	Balram
30. Mrs. Radha Yadav	Assistant Professor	Radha
31. Mr. Bhawani Singh Rajawat	Assistant Professor	Bhawani
32. Dr. Piyush Kiran Mathur	Assistant Professor	Piyush
33. Mr. Govind Kumar Meena	Assistant Professor	Govind
34. Dr. Preeti Sharma	Assistant Professor	Preeti
35. Mr. Sanjay Sharma	P.T. I	Sanjay
36. Mrs. Anita Shrivastav	Librarian	Anita Shrivastav
37. Mr. Bhupendra Kanjoliya	Accountant	Bhupendra
38. Mr. Hariom Meghwal	Computer Asst.	Hariom

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Internal Quality Assurance Cell Meeting (2023-2024)

The Minutes of Meeting are as follows:

1. **To review the agenda of previous meeting:** Committee members reviewed the agenda of previous meeting and discussed about SSR and NAAC work.
2. **To organize Election awareness programme:** ELC committee decided should organize an election awareness programme to make students aware about voting and their responsibility towards country.
3. **Regarding Placement Cell:** Placement cell should play a crucial role in locating job opportunities for the pupil teachers by keeping in touch with reputed schools.
4. **Regarding Website Updation:** website updation committee should and enhance website design, the recent information, recent content, recent events etc. on the website and also remove unnecessary and outdated information and content.
5. **Regarding Grievance and Redressal cell:** Grievance committee should always try to resolve problems at the earliest possible opportunity and if any grievance is filed meetings are to be immediately held by the internal members of the cell to find out appropriate solution.
6. **Regarding Library Planning:** Bar code system should be introduced in the library and new books should be purchased as per revised curriculum.
7. **To registration of Alumni association:** It was discussed that proper measures should be taken to register Alumni association.

Principal/Chairman IQAC

प्रिन्सिपल/प्रिन्सिपल
हिक्कारी सहकारी महिला शिक्षा महाविद्यालय
आरामपुरा (धाकड़खेड़ी) कैथून रोड कोटा 325001

Member Name	Designation	Signature
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2. Dr. Madan Mohan Sharma	Visheshadhikari	
3. Dr. Priyanka Sharma	H.O. D	
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7. Mrs. Jaya Singh	Assistant Professor	

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8. Dr. Shaufta Siddiqui	Assistant Professor	S. Siddiqui
9. Mrs. Mamta Prajapat	Assistant Professor	Mamta
10. Mrs. Vanita Hada	Assistant Professor	Vanita
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37. Mr. Bhupendra Kanjoliya	Accountant	Bhupendra
38. Mr. Hariom Meghwal	Computer Asst.	Hariom

ACTION TAKEN REPORT

The action taken of the agenda for the meeting held on 29 January 2024 are as follows:

1. **To review the agenda of previous meeting:** IQAC coordinator informed all the NAAC criteria incharge are working to collect data to prepare and submit SSR.
2. **To organize Election awareness programme:** A voting Awareness programme was organized by ELC on 24 November, 2023 and a workshop was organized on Voting Awareness on 26 May 2024.
3. **Regarding Placement Cell:** Placement committee has been in touch with reputed schools like SARA International Academy, INDIRA International school, Central Public School etc. of the area for campus interview.
4. **Regarding Website Updation:** Website committee updated recent information, recent content and also remove unnecessary content and enhanced website design.
5. **Regarding Grievance and Redressal cell:** Grievance committee tried to resolve problems at the earliest possible opportunity. A meeting was held the same and it was decided to promote measures aimed achieving gender equality and a workshop was organized by grievance and redressal cell.
6. **Regarding Library Planning:** Bar code system was introduced in the library and requisition of new books was given to the library incharge for further action. DELNET Software purchased in month of August 2024.
7. **To registration of Alumni association:** Alumni Association was registered on 25 June 2024. This Allows encouraging, Foster and promoting close relations among the alumni themselves.

Principal/Chairman IQAC

प्राचार्य

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Coordinator IQAC

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