

# Hitkari Sahakari Mahila Shiksha Mahavidyalaya

Arampura (Dhakhar kheri) Kaithoon Road Kota-325001

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

Email-id: -hcwttbedcollege@gmail.com

Website: -hcwtt.org.in

Date: - 28/08/2024

Mob.No.9462969126

Ph. No.0744-2940126

## Internal Quality Assurance Cell Meeting Notice (2024-25)

A meeting of Internal Quality Assurance Cell is convened on Wednesday 28<sup>th</sup> August at 1.00 p.m. in the IQAC room.

### Agenda Of the Meeting:

- To review the action initiated on the resolution taken in previous meeting.
- To review the progress of NAAC work in the institution.
- To documents various activities of the college.
- To encourage faculty training for enhancing their knowledge and teaching skill for effective teaching.
- To organize two-day National Seminar.
- Institutional Preparedness for NAAC visit.
- To gather Feedback response from students, head of the practice teaching school and alumni in order to take remedial measures to maintain quality & analysis.
- Progress work of mentor programme.
- To organize alumni meet for session 2023-2024.
- To organize three days sports event.
- To organize one-week pre internship orientation programme.
- To conduct faculty and student exchange programme and outreach activities.
- To discuss about various measures needed to update infrastructure facilities.

Principal/Chairman IQAC

हिटकारी महिला शिक्षा महाविद्यालय

- आरम्पूरा (धकधकरी), कैथून रोड, कोटा-325001
- Copy to:
1. To show to IQAC/Faculty Members.
  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. Shaufa Siddiqui        | Assistant Professor |               |
| 9. Mrs. Mamta Prajapat        | Assistant Professor | S. Siddiqui   |
| 10. Mrs. Vanita Hada          | Assistant Professor | mmh           |
| 11. Mrs. Trapti Sharma        | Assistant Professor | Vanita        |
| 12. Mrs. Ratnesh Sharma       | Assistant Professor | CS            |
| 13. Mrs. Krishna Gautam       | Assistant Professor | KS            |
| 14. Dr. Neetu Sharma          | Assistant Professor | Neetu         |
| 15. Dr. Asmita Sharma         | Assistant Professor | Asmita        |
| 16. Mr. Lekhraj Suman         | Assistant Professor | Lekhraj       |
| 17. Mr. Harish Malav          | Assistant Professor | Harish        |
| 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 | PG            |
| 23. Dr. Manish Kumar Gupta    | Assistant Professor | manu          |
| 24. Dr. Archana Johari        | Assistant Professor | Archana       |
| 25. Dr. Seema Sharma          | Assistant Professor | Seema         |
| 26. Dr. Anjali Saxena         | Assistant Professor | Anjal         |
| 27. Mr. Kalulal Meena         | Assistant Professor | Kalulal Meena |
| 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. Avadhesh Ku. Sharma   | Assistant Professor | Avadhesh      |
| 35. Dr. Shalini Upadhyay      | Assistant Professor | Shalini       |
| 36. Dr. Preeti Sharma         | Assistant Professor | Preeti        |
| 37. Mr. Sanjay Sharma         | P.T. I              | Sanjay        |
| 38. Mrs. Anita Shrivastav     | Librarian           | Anita         |
| 39. Mr. Bhupendra Kanjoliya   | Accountant          | Bhupendra     |
| 40. Mr. Hariom Meghwal        | Computer Asst.      | Hariom        |

# Hitkari Sahakari Mahila Shiksha Mahavidyalaya

Arampura (Dhakhar kheri) Kaithoon Road Kota-325001

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

Email-id: -hcwtbedcollege@gmail.com

Website: -hcwt.org.in

Date: - 28/08/2024

Mob.No.9462969126

Ph. No.0744-2940126

## Minutes of Meeting

Following decision have been taken unanimously for taking quality initiatives for the session 2024-2025.

- **Review of previous IQAC meeting:** Minutes of previous meeting were confirmed, suggestion was shared and sought.
- **To review the progress of NAAC work in the institution:** The IQAC Coordinator Dr. Neetu Sharma started the meeting with a welcome note and presented the progress of the preparation of the NAAC parameter wise.
- **To documents various activities of the college:** The Chairperson Dr. Madhu Kumar Bhardwaj guided the faculty Members on various quality improvement measures to be taken by the institution and academic Committee prepared the class routine for the new Semester and old Annual/ Semester Scheme.
- **To organize two-day National Seminar:** It was discussed about proposal plan for two days seminar for session 2024-2025.
- **Institutional Preparedness for NAAC visit:** The meeting discussed the institutional preparedness for NAAC peer team visit and resolved to renovate the college signboards, banners, classrooms and building.
- **To encourage faculty training for enhancing their knowledge and teaching skill for effective teaching:** It was suggested that faculty must participated in faculty development programme, workshop and seminar regularly.
- **To gather Feedback response** from students, head of the practice teaching school and alumni in order to take remedial measures to maintain quality & analysis: The meeting was held to discuss about the feedback. It was decided that the feedback committee should be collected feedback timely from student, teacher, alumni and analyse the collected data.
- **Progress work of mentor programme:** It was informed that mentor-mentee committee is already being constituted, can assign a mentor for a group of 20-25 students (depend upon teacher student ratio) and meeting periodically and keeping records of all meting held time to time.
- **To organize alumni, meet for session 2023-2024:** Resolved and discussed various duties of the staff member for smooth conduct of Alumni meet in the month of December, 2024.
- **To organize three days sports event:** Resolved and discussed various duties of staff members for smooth conduct of three days sports event in the month of February, 2024.
- **To organize one-week pre internship orientation programme:** Discussed and decided to organize one-week pre internship orientation programme for B.Ed. 2<sup>nd</sup> Semester and 4<sup>th</sup> Semester and B.A B.Ed./ B.Sc. B.Ed. 3<sup>rd</sup> year and B.A B.Ed./ B.Sc. B.Ed. 4<sup>th</sup> year students.
- **To conduct faculty and student exchange programme and outreach activities:** MOU should be signed with colleges for faculty and student exchange programmes and community outreach activities should be organized in the College on regular basis.
- **To discuss about various measures needed to update infrastructure facilities:** It was suggested to staff to give written description of the repair work needed in their respective rooms.

The meeting was ended with vote of thanks.

Principal/Chairman IQAC

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

Coordinator IQAC

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

# Hitkari Sahakari Mahila Shiksha Mahavidyalaya

Arampura (Dhakhar kheri) Kaithoon Road Kota-325001

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

Email-id: -hewtbedcollege@gmail.com

Website: -hewtt.org.in

Date: - 16/12/2024

Mob.No.9462969126

Ph. No.0744-2940126

## Internal Quality Assurance Cell Meeting Notice (2024-25)

This is to inform the entire faculty that there will be a meeting held in the principal office on 17<sup>th</sup> December 2024.

All the Staff members are requested to attend the meeting.

### Agenda of the meeting

1. Regarding discussion of Peer Team visit schedule.
2. Orientation to teaching and non-teaching regarding NAAC Peer Team Visit.
3. Regarding various duties during NAAC visit.
4. Maintenance of record and files for NAAC Peer team visit.

Principal/Chairman IQAC

प्रधान

हिटकारी सहकारी महिला शिक्षा महाविद्यालय

आरामपुरा (धाकड़खेडी) कैथून रोड कोटा-325001

Copy to:

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

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

| Member Name                 | Designation         | Signature |
|-----------------------------|---------------------|-----------|
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| 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 | mar              |
| 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. Harish Malav          | Assistant Professor | Harish           |
| 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. Avadhesh Ku. Sharma   | Assistant Professor | Avadhesh         |
| 35. Dr. Shalini Upadhyay      | Assistant Professor | Shalini          |
| 36. Dr. Preeti Sharma         | Assistant Professor | Preeti           |
| 37. Mr. Sanjay Sharma         | P.T. I              | Sanjay           |
| 38. Mrs. Anita Shrivastav     | Librarian           | Anita Shrivastav |
| 39. Mr. Bhupendra Kanjoliya   | Accountant          | Bhup             |
| 40. Mr. Hariom Meghwal        | Computer Asst.      | Hariom           |

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Website: -hcwtt.org.in

Ph. No.0744-2940126

Date: - 17/12/2024

## Internal Quality Assurance Cell Meeting (2024-2025)

### The Minutes of Meeting are as follows:

1. **Discussion of NAAC Peer Team visit schedule:** Discussion regarding Peer Team visit schedule was done. Schedule was shared among all the IQAC members and discussion was there.
2. **Orientation to teaching and non-teaching regarding NAAC Peer Team Visit:** Orientation was given by the chairperson to all the teaching and non-teaching staff members regarding the visit of NAAC Peer team. Planning was done regarding all the duties and maintenance of the files and record.
3. **Regarding various duties during NAAC visit:** Various duties were assigned to the faculty members of the College during NAAC Peer Team visit e.g. Pick up and Drop of Peer Team, NAAC Peer Team visit to the schools along with teachers. Taking care of their refreshment, Their staying facility, Conduction of cultural programme in the college etc.
4. **Maintenance of record and files for NAAC Peer Team visit:** All faculty members and criteria incharge were instructed by principal to maintain the record of files as criteria wise. Lab incharge were asked to maintain the record of all bills in their labs for stock register.

The meeting was ended with vote of thanks.

Principal/Chairman IQAC

प्राचार्य

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

Co-Ordinator IQAC

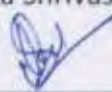
सहसंचालिका

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

## Action Taken Report:

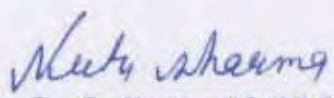
1. Principal Sir discussed the detail schedule of NAAC peer team visit the staff members.
2. Discussion with the members of various committees for their duties and suggestions were invited.
3. Distribution Of Duties as follows:

|    |                                                    |                                                                                                                                                                                                                                                                                                            |                                                                                       |
|----|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1. | <b>Welcome Arrangement</b>                         | Smt. Ratnesh Sharma<br>Smt. Krishna Gautam<br>Smt. Kavita Modi                                                                                                                                                                                                                                             |    |
| 2. | <b>Interaction Arrangement</b>                     | Alumni Interaction- Smt. Jaya Singh, Smt. Beena Lohami<br>Parents Interaction- Dr. Asmita Sharma, Dr. Piyush k. Mathur<br>Student Interaction- Dr. Sheela Soni, Dr. Parmeshwar Gupta<br>Staff Interaction- Dr. Shaufta Siddiqui<br>Management Instruction- Principal & IQAC<br>IQAC Interaction- IQAC cell |    |
| 3. | <b>School Visit/MOU</b>                            | Smt. Beena Lohami, Dr. Parmeshwar Gupta                                                                                                                                                                                                                                                                    |                                                                                       |
| 4. | <b>Sitting Arrangement</b>                         | Sri. Bhawani Singh, Dr. Manish Gupta<br>Sri. Harish Malav, Sri Balram Saini                                                                                                                                                                                                                                |                                                                                       |
| 5. | <b>Presentation Arrangement</b>                    | Sri. Hariom Meghwal,<br>Sri. Pradeep Pankaj                                                                                                                                                                                                                                                                |                                                                                       |
| 6. | <b>Cultural Arrangement</b>                        | Smt. Mamta Prajapat, Smt. Jaya Singh<br>Smt. Ratnesh Sharma, Dr. Sheela Soni<br>Smt. Krishna Gautam, Dr. Piyush k. Mathur                                                                                                                                                                                  |  |
| 7. | <b>Decoration, Rangoli and Banner</b>              | <b>Sri. Lekhraj Suman Sri. Harish Malav</b><br><b>(Banner Change in Various Interaction)</b><br>Smt. Krishna Gautam,<br>Smt. Ratnesh Sharma<br>Dr. Piyush K. Mathur<br>Smt. Kavita Modi                                                                                                                    |  |
| 8. | <b>Refreshment, Lunch, Dinner Arrangement</b>      | Sri Bhupendra Kanjoliya, Smt. Krishna Gautam<br>Smt. Ratnesh Sharma, Smt. Sangeeta Pancholi<br>Smt. Anuradha Tanwar,<br>Dr. Sheela Soni                                                                                                                                                                    |  |
| 9. | <b>Received &amp; see off/ Vehicle Arrangement</b> | Sri. Bhupendra Kanjoliya,<br>Smt. Sheela Soni,<br>Dr. Parmeshwar Gupta<br>Dr. Pradeep Pankaj                                                                                                                                                                                                               |                                                                                       |

|     |                                                                                                                                                   |                                                                                                                                                                                                                                                      |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | <b>Floor Supervisor:</b><br><b>2<sup>nd</sup> floor-</b><br><br><b>1<sup>st</sup> floor</b><br><br><b>Ground Floor</b><br><br><b>Lower Ground</b> | Sri. Lekhraj Suman,<br>Dr. Manish Gupta<br>Smt. Jaya Singh,<br>Smt. Sangeeta Pancholi,<br>Dr. Shalini Upadhayay<br>Sri. Bhawani Singh,<br>Sri. Balram Saini,<br>Sri. Kalulal Meena<br>Smt. Krishna Gautam,<br>Smt. Vanita Hada                       |
| 11. | <b>Teaching and Time Table Arrangement</b>                                                                                                        | Dr. Shaufta Siddiqui, Dr. Parmeshwar Gupta<br>Dr. Sheela Soni                                                                                                                                                                                        |
| 12. | <b>Lab Visit/ Library Visit/College Visit</b>                                                                                                     | Sri. Shankar Suman, Dr. Seema Sharma<br>Sri. Surendra Suman, Dr. Avadhesh Sharma<br>Sri. Harish Malav, Dr. Shalini Upadhayay<br>Smt. Anita Shrivastav<br>IQAC Cell  |
| 13. | <b>Technical and Sound System Arrangement</b>                                                                                                     | Sri. Bhupendra Kanjoliya, Sri. Pradeep Pankaj<br>Sri. Hariom Meghwal, Sri. Lekhraj Suman                                                                                                                                                             |
| 14. | <b>Prayer Arrangement</b>                                                                                                                         | Sri. Sanjay Sharma, Sri. Bhawani Singh<br>Dr. Preeti Sharma<br>Sri. Govind Kumar Meena<br>Dr. Piyush K. Mathur                                                                                                                                       |
| 15. | <b>Physical Resources Arrangement (Water, Light and Cleanliness)</b>                                                                              | Smt. Krishna Gautam<br>Dr. Asmita Sharma<br>Sri. Anjani N. Jangid                                                                                                                                                                                    |
| 16. | <b>Discipline Arrangement</b>                                                                                                                     | Smt. Jaya Singh<br>Dr. Asmita Sharma<br>Sri. Sanjay Sharma<br>Dr. Anjali Saxena                                                                                                                                                                      |

4. On the suggestion of the principal, all the SSR criteria wise files record, supporting documents, committees register, office file record, Lab bill and file record were well organised by all staff.

  
**Principal/Chairman IQAC**  
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 आरामपुरा (धाकडखेडी) कैथून रोड कोटा 325001

  
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