



(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)  
**R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar**

(AFFILIATED

TO UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur**

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) is a statutory body established by R.K. Vigyan (P.G.) Mahavidyalaya to promote and ensure quality. The IQAC is responsible for developing and implementing quality assurance system in the institution, which includes planning, monitoring, and evaluation of academic and non-academic activities. Accordingly the IQAC cell has been making untiring effort to motivate and guide faculty members, students, as well as non-teaching staff of the institution to achieve quality excellence.

The IQAC also publishes regularly the college Newsletter, which contains all the events happenings in the college mostly relating to the academic matters and achievements of students, teachers and the office staff. The IQAC is Chaired by the Principal of the institution and has a team of members drawn from faculty, students, and non-teaching staff. The IQAC meets regularly to discuss and review the progress of the quality assurance system.

#### AIM

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To identify the gaps required for improvement and progress of the institution thereby widening its scope in higher education.

#### STRATEGIES

*IQAC shall evolve mechanisms and procedures for -*

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of the society.
- Optimization and integration of modern methods of teaching and learning.
- To augment credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

#### FUNCTIONS

*Some of the functions performed by the IQAC are –*

*Principal*  
**Dr. Rekha Gupta**  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## BENEFITS

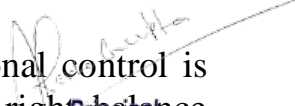
*IQAC will facilitate / contribute towards -*

- Heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Internalization of the quality culture.
- Enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Providing a sound basis for decision-making to improve institutional functioning.
- Acting as a dynamic system for quality changes in HEIs.
- Building an organised methodology of documentation and internal communication.

## ROLE AND RESPONSIBILITIES

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.

Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance

  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
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between the health and growth of an institution needs to be struck.


- ✚ The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.
- ✚ IQAC was conceived as a mechanism to create a quality culture and ensure at the institutional level. It develops a system for conscious, consistent and catalytic action for educational, financial and administrative reforms performance of the organization. IQAC is to plan, guide and maintain Quality Assurance (QA) and Quality Enhancement (QE) activities of the organization.
- ✚ IQAC facilitates creation of a centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participating and learning process. It organizes inter and intra institutional workshops and seminars on quality related themes and promotion of quality circles. IQAC maintains a copy of the records and files all the activities conducted across all the departments of the Institute. It ensures a heightened level of clarity and focus in institutional functioning towards quality enhancement, as well as quality culture. The enhancement and coordination among various activities of the institution and institutionalization are good practices.
- ✚ The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.
- ✚ IQAC serves as a dynamic system for quality change in HEIs. It also produces an organized method of documentation and internal communication. The role of IQAC is extremely broad and not limited. All is subject to reporting to departments and committees/cells/associations
- ✚ IQAC and the suggestions given by IQAC from time to time will have to be followed by all departments.

## COMPOSITION

IQAC is constituted in the institution under the Chairmanship of the Principal, Heads of important academic and administrative units, faculty representatives, few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC is as follows:

- ✚ Chairman: Head of the Institution/ Principal
- ✚ Teachers to represent all level (Three to eight)

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
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- ✚ OnememberfromtheManagement
- ✚ One trust representative.
- ✚ Few Senior administrative officers
- ✚ One nominee each from local society, Students and Alumni
- ✚ One nominee each from Employers/Industrialists/Stakeholders
- ✚ One of the senior teachers as the coordinator/Director of the IQAC

Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
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UNIVERSITY OF RAJASTHAN)

**Behind Kalwar Police Station, Kalwar, Jaipur****IQAC COMPOSITION  
2021-22**

S.No.	NAME	DESIGNATION
1.	Dr. Rekha Gupta	Chairperson
2.	Dr. Gajendra Singh Rajawat	Management Representative
3.	Dr. Jagdish Prasad Sunkariya	Coordinator
4.	Dr. Ram Das Yadav	Staff Representative
5.	Mrs. Yadwanti Sogan	Staff Representative
6.	Mr. Gajraj Singhatiya	Staff Representative
7.	Mr. Sanjay Kumar Yadav	Staff Representative
8.	Mr. Kailash Chand Jat	Staff Representative
9.	Mrs. Sajana Kumari	Librarian
10.	Mrs. Aruna Shukla	Accounts Officer
11.	Dr. P L Regar	Local Society Representative
12.	Mr. Deepak Kumar Bunkar	Alumni Representative
13.	Mr. Arvind Sindhawa	Industrialist
14.	Mr. Nathu Singh	Parent Representative
15.	Ms. Rahul Sharma	Student Representative

IQAC helps the institutions in planning and monitoring. IQAC gives stakeholders or beneficiaries across-sectional participation in the institution's quality enhancement activities



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*R.K. Vigyan (P.G.) Mahavidyalaya*

NOTICE01-01-2022

This is to inform all the faculty members that a meeting will be held in online mode on 1<sup>st</sup> January'2022 through Google Meet at 1:00 pm regarding formation of IQAC Cell in the College. Link for the first meeting will be shared 15 minutes before the scheduled time.


Agenda of the 1<sup>st</sup> IQAC Meeting –

1. Discussion about the benefits of IQAC formation
2. Proposal for the names of IQAC Members
3. Selection of the Members
4. Formation of IQAC Cell
5. Proposed Months for conducting Meetings
6. Planning for Session 2021-22

Dr. Rekha Gupta  
Principal

CC:

1. Office File
2. All HoDs
3. Guard File

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
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**Behind Kalwar Police Station, Kalwar, Jaipur****MINUTES OF MEETINGS (MoMs)****Minutes of Meetings of 1<sup>st</sup> IQAC Meeting held on 1<sup>st</sup> January'2022 in online mode, Session 2021-22**

🇮🇳 The first IQAC meeting of **Session 2021-22** was held on **1<sup>st</sup> January'2022**.

<b>Agenda Items</b>	<b>Agenda</b>
<b>1.1</b>	<b>Address by the College Principal</b>
<b>1.2</b>	<b>Introduction about the proposal of forming IQAC Cell</b>
<b>1.3</b>	<b>Discussion about the benefits of IQAC formation</b>
<b>1.4</b>	<b>Proposal for the names of IQAC Members</b>
<b>1.5</b>	<b>Discussion about the IQAC Members</b>
<b>1.6</b>	<b>Selection of the Members</b>
<b>1.7</b>	<b>Formation of IQAC Cell</b>
<b>1.8</b>	<b>Proposed Months for conducting Meetings</b>
<b>1.9</b>	<b>Planning for Session 2021-22</b>
<b>1.10</b>	<b>Vote of Thanks</b>

The first IQAC meeting of R.K. Vigyan (P.G.) Mahavidyalaya was held on **1<sup>st</sup> January'2022** in online mode through Google Meet at 1:00 PM. This meeting was attended by Dr. P L Regar, Management Members, College Principal and faculty members of the College.

The minutes of the meeting are –

**1.1 Address by the College Principal**

The meeting started with the address of the College Principal, Dr. Rekha Gupta. He put forward the need for forming IQAC with the intent of going for Audit and Assessment Programme (AAP) and National Assessment and Accreditation Council (NAAC).

*Dr. Rekha Gupta*  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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The Principal said there is an underlying need for improving the quality standards in higher education and to match with the Vision of the institution formation of IQAC is the quintessential element. Thereby, the need for forming IQAC becomes mandatory so that the College can progress towards academic growth and holistic development of its students.

## 1.2 Introduction about the proposal of forming IQAC Cell

Dr. Jagdish Prasad Sunkariya, senior faculty member of the College threw some light on the proposal of forming IQAC. She addressed the meeting by highlighting the significance of a devoted group of people for taking care of the rising need to meet the educational quality indexes that she focussed are mandatory in the present scenario.

The students these days are to be made not just degree holders but they should be made competitive enough to face the competitive era by being industry-fit. The discussion was then opened for all the faculty members to have a brain storming session to discuss on the benefits of forming IQAC.

## 1.3 Discussion about the benefits of IQAC formation

The meeting gained momentum with the involvement of all the faculty members giving their opinions on the benefits of forming IQAC. All the learned members of the teaching fraternity attending the meeting gave useful inputs by discussing on the benefits of IQAC and endorsed the thought of forming IQAC. The proposal of forming IQAC was unanimously accepted by all as they believed the formation of IQAC will augment the progress towards educational development and thereby bridging the gap in the present system.

## 1.4 Proposal for the names of IQAC Members

The faculty members attending the meeting suggested names for holding different positions in the IQAC as given in the format by NAAC. The suggestions were made on the basis of competence and also looking at the interest areas of the proposed faculty name. Names for representatives in various categories as required were also suggested for making the working of IQAC effective and to attain its objectives.

## 1.5 Discussion about the IQAC Members

Management member, Principal and all the faculty members discussed on the various names suggested for said positions in IQAC. The discussions were conclusive and the list of selected members was finalised.

## 1.6 Selection of the Members

On the basis of the suggestions and discussion the following members were selected as members of IQAC –

1. Dr. Gajendra Singh Rajawat
2. Dr. Rekha Gupta
3. Dr. Jagdish Prasad Sunkariya





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4. Dr. Ram Das Yadav
5. Mrs. YadwantiSogan
6. Mr. GajrajSinghatiya
7. Mr. Sanjay Kumar Yadav
8. Mr. Kailash Chand Jat
9. Mrs. SajanaKumari
10. Mrs. ArunaShukla
11. Dr. P L Regar
12. Mr. Deepak Kumar Bunkar
13. Mr. ArvindSindhawa
14. Mr. Nathu Singh
15. Ms. Rahul Sharma

The position of the selected members was decided and IQAC was formally constituted.

**1.7 Formation of IQAC**

S.No.	Designation	Nominated By	Name	Address
1.	Chairperson IQAC	President, Governing Council	Dr. Rekha Gupta	541-A Nemisagar Colony Vaishali Nagar Jaipur
2.	Management Representative	President, Governing Council	Dr. Gajendra Singh Rajawat	68/181 HaldighatiMargPratap Nagar, Jaipur
3.	Coordinator IQAC	Chairperson, IQAC	Dr. Jagdish Prasad Sunkariya	B-37SyamMitraMandal Nagar, V K I Road No 5 Murlipura Jaipur
4.	Staff Representative	Chairperson, IQAC	Dr. Ram Das Yadav	Plot No. 47 APaschim Bihar-C Khesupura, Ajmer Road Jaipur
5.	Staff Representative	Chairperson, IQAC	Mrs. YadwantiSogan	Teeba Ki Dhani, Village Post Kachrola, Tehsil, Phulera, Sikar Road, Jaipur
6.	Staff Representative	Chairperson, IQAC	Mr. GajrajSinghatiya	Singhatiyo Ki DhaniVill- Jobner, Jaipur
7.	Staff Representative	Chairperson, IQAC	Mr. Sanjay Kumar Yadav	DhanaKa Bas, P.O. Karansar, Dhanaka Bas, Jaipur
8.	Staff Representative	Chairperson, IQAC	Mr. Kailash Chand Jat	Vill- Bassi Naga, Via- Kalwar, The. Jobner, Jaipur
9.	Librarian	Chairperson, IQAC	Mrs. SajanaKumari	P N 167, R Block, Narayan Vihar, Near Kotecha Royal, The.-Sanganer, Jaipur



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**Behind Kalwar Police Station, Kalwar, Jaipur**

				Jaipur
10.	Accounts Officer	Chairperson, IQAC	Mrs. ArunaShukla	70A Santoshi Mata KeMandirKePiche, PuraniBasti, Jaipur
11.	Local Society Representative	Chairperson, IQAC	Dr. P L Regar	A-66 SyamMitraMandal Nagar, V K I Road No 5 Murlipura Jaipur
12.	Alumni Representative	Chairperson, IQAC	Mr. Deepak Kumar Bunkar	Vill- Rojda Via- Kalwar, Jaipur
13.	Industrialist	Chairperson, IQAC	Mr.ArvindSindhawa	B-17 Sudarshanpura Ind. Area 22 godamjaipur
14.	Parent Representative	Chairperson, IQAC	Mr.Nathu Singh	Bdi school kepaasrojariphulera
15.	Student Representative	Chairperson, IQAC	Ms. Rahul Sharma	47 TalaiValiDhani, Gram - Bavdi, Post - KhoraBisal, Jaipur

**1.8 Proposed Months for conducting Meetings**

The College Principal as Chairperson IQAC proposed to organise four meetings in an academic session. The proposed months for the same were June, October, January and April. The Chairperson believed that the objective of each meeting should be parallel with the overall organisational objectives.

**1.9 Planning for Session 2021-22**

With the post-covid time, a review was done of the planning for the academic session 2021-22. Few specific points were raised by the Principal –

- Classes to be taken on time and in both online and offline mode.
- Course plan to be submitted to HoDs by the deadline.
- Attendance registers are to be checked in every 15 days for keeping a record of students' regularity.
- Tutor registers to be updated as per the admissions.

**Few achievements of the previous session were also mentioned –**

- NSS wing of the college has started receiving funds from the Government of India.
- The college has received 'Best Employer Award' from Employer's Association of Rajasthan.
- Skill Development Programmes have been initiated for developing employability quotient of the students.

**1.10 Vote of Thanks**



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Prof. AmlaBatra extended words of gratitude towards all for attending the meeting.

*R.K. Vigyan (P.G.) Mahavidyalaya*

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE 04-04-2022

This is to notify all the members of IQAC that 2<sup>nd</sup> meeting will be held on 4<sup>th</sup> April'2022 at 1:00 pm in AV Room. All committee members are requested to attend the meeting.


Agenda of the 2<sup>nd</sup> IQAC Meeting -

1. Ensuring a quality assurance mechanism in the College.
2. Enlisting the futuristic plans for the College.
3. NAAC Preparation and Planning.
4. Conducting online and offline classes.
5. Developing a framework for implementing Skill Development Programmes.
6. Alumni Formation
7. Safety Measures Post-Covid
8. Newsletter – Pragati

Dr. Rekha Gupta  
Chairperson IQAC

CC:

1. Office File
2. All HoDs
3. Guard File

  
Principal  
Dr. Rekha Gupta  
R.K. Vigyan (P.G.) Mahavidyalaya  
Kalwar, Jaipur



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**Behind Kalwar Police Station, Kalwar, Jaipur****MINUTES OF MEETINGS (MoMs)****Minutes of Meetings of 2<sup>nd</sup> IQAC Meeting held on 4<sup>th</sup> April'2022,  
Session 2021-22**

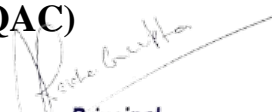
🚩 The second IQAC meeting of Session 2021-22 was held on 4<sup>th</sup> April'2022.

Agenda Items	Agenda
2.1	<b>Welcome of the Members of Internal Quality Assurance Cell (IQAC)</b>
2.2	<b>Introduction of Internal and External Committee Members</b>
2.3	<b>Address by the Chairperson IQAC, R.K. Vigyan (P.G.) Mahavidyalaya</b>
2.4	<b>To confirm the Agenda of 2<sup>nd</sup> IQAC Meeting</b> <ul style="list-style-type: none"> <li>🚩 Ensuring a quality assurance mechanism in the College</li> <li>🚩 Enlisting the futuristic plans for the College</li> <li>🚩 NAAC Preparation and Planning</li> <li>🚩 Conducting online and offline classes</li> <li>🚩 Developing a framework for implementing Skill Development Programmes</li> <li>🚩 Alumni Formation</li> <li>🚩 Safety Measures Post-Covid</li> <li>🚩 Newsletter – Pragati</li> </ul>
2.5	<b>Action taken on the Agenda of the Meeting</b>
2.6	<b>Vote of Thanks</b>

The second IQAC meeting of R.K. Vigyan (P.G.) Mahavidyalaya was held on 4<sup>th</sup> April'2022 in the AV Room at 1:00 PM. This meeting was attended by all the committee members of IQAC.

The minutes of the meeting are –

**2.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)**

  
**Principal**  
**Dr. Rekha Gupta**  
 R.K. Vigyan (P.G.) Mahavidyalaya  
 Kalwar, Jaipur



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IQAC Coordinator opened the session by welcoming all the committee members. The objective of the formation of IQAC was reinforced and support of all the internal and external committee members was sought for effective goals attainment.

## 2.2 Introduction of Internal and External Committee Members

As this was the first meeting after inception of IQAC all the members were formally introduced and were welcomed to participate actively as member of this Cell. They were motivated to give suggestions for developing and maintaining quality standards. The committee members opined that the formation will enhance the

## 2.3 Address by the Chairperson IQAC, R.K. Vigyan (P.G.) Mahavidyalaya

Chairperson IQAC addressed the meeting by highlighting on the various methods in which the quality standards may be improved and how the mechanisms change or adoption of new ways will bring us closer to the present demand of delivering quality education.

## 2.4 To confirm the Agenda of 2<sup>nd</sup> IQAC Meeting

Coordinator IQAC read out the agenda of the meeting which were in lieu with the objectives as laid during IQAC formation. All the members endorsed the meeting agenda and believed the progressive working is the need of the hour.

## 2.5 Action taken on Agenda of 1<sup>st</sup> IQAC Meeting

The following action were taken on the basis of suggestions and recommendations given by the committee members -

### 2.5.1 Ensuring a quality assurance mechanism in the College

- ✚ Process for 2f started.
- ✚ Smart classrooms are setup with the objective of delivering lectures via audio-visual mode.
- ✚ Regular feedbacks from the students are taken for maintaining good teaching standards.
- ✚ Mentorship Programme is introduced for counselling students for guiding them towards better career prospectus.

### 2.5.2 Enlisting the futuristic plans for the College

- ✚ Infrastructure Development to be undertaken by constructing more floors, computer lab and bigger library.
- ✚ Increase in number of MoUs with National and International Bodies.
- ✚ Increasing the scope of the institution by changing from commerce specialised college to more diversified streams.

### 2.5.3 NAAC Preparation and Planning

- ✚ Dr. Rekha Gupta, Chairperson IQAC, put forward the need for formulating a criteria wise NAAC committee for preparation of the various documents in accordance with the NAAC requisites.



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Dr. Jagdish Prasad Sunkariya, Dr. Ram Das Yadav, Mrs. Yadwanti Sogan, Mr. Gajraj Singhatiya, Mr. Sanjay Kumar Yadav, Mr. Kailash Chand Jat and Ms. Priya Sharma have been assigned to take work as criteria coordinators along with one/two faculty member/s as co-coordinators.

## 2.5.4 Conducting online and offline classes

- Keeping in view the post-covid time the committee members opined with the view of conducting classes in hybrid mode.
- Remedial online classes for the weaker students are also conducted as an action plan.

## 2.5.5 Developing a framework for implementing Skill Development Programmes

- EQUIP (Employability Quotient Unique Introduction Programme) is introduced.
- Tally Course and Financial Courses has started.
- Certificate Courses started as an action plan.

## 2.5.6 Alumni Formation

- For better connection with the pass out students the committee endorsed the idea for forming an Alumni Committee.
- Alumni Coordinators are made who are given the responsibility to collect information about the students' details and form Alumni Association at the earliest.

## 2.5.7 Safety Measures Post-Covid

- Covid vaccination certificate to be submitted by all latest by 31<sup>st</sup> December 2022.
- Vaccination camp to be organised on 18<sup>th</sup> January 2022.
- Hybrid mode classes to be continued till further orders.
- Guidelines issued for class conduction.

## 2.5.8 Newsletter – Pragati

- Pragati, which is a regular feature of the college, has been asked to be published on fast-track mode as covid time gave gap to few publications.

## 2.6 Vote of Thanks

IQAC coordinator extended gratitude towards all the committee members for their valuable presence and suggestions for IQAC working.



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(छात्राओं को निःशुल्क शिक्षा देने वाला महाविद्यालय)

# R.K. Vigyan (P.G.) Mahavidyalaya, Kalwar

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Behind Kalwar Police Station, Kalwar, Jaipur

*R.K. Vigyan (P.G.) Mahavidyalaya*

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

30-06-2022

This is to notify all the members of IQAC that 3<sup>rd</sup> meeting will be held on 30<sup>th</sup> June'2022 at 2:00 pm in AV Room. All committee members are requested to attend the meeting.

Agenda for 3<sup>rd</sup> IQAC Meeting -

The following agenda were enlisted for 3<sup>rd</sup> IQAC meeting –

- 1) Introduction of New Courses
- 2) Assessment Audit Report (AAP)
- 3) Computerisation of Library and Office
- 4) Free Education to National and International Sports Achievers and Position holders in Board Examination.
- 5) Revision of internal admission policy.
- 6) Websiteupgradation.
- 7) Social welfare collaborations.
- 8) Publications by faculty members
- 9) Collection of Feedback of various stakeholders
- 10) Change of College Name

Dr. Rekha Gupta  
Chairperson IQAC

CC:

1. Office File
2. All HoDs
3. Guard File





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**Behind Kalwar Police Station, Kalwar, Jaipur****MINUTES OF MEETINGS (MoMs)****Minutes of Meetings of 3<sup>rd</sup> IQAC Meeting held on 30<sup>th</sup> June'2022,  
Session 2021-22**The third IQAC meeting of Session 2021-22 was held on 30<sup>th</sup> June'2022

Agenda Items	Agenda
3.1	<b>Welcome of the Members of Internal Quality Assurance Cell (IQAC)</b>
3.2	<b>Address by the Chairperson IQAC, R.K. Vigyan (P.G.) Mahavidyalaya</b>
3.3	<b>To confirm the Agenda of 3<sup>rd</sup> IQAC Meeting</b> <ul style="list-style-type: none"> <li>📌 Introduction of New Courses</li> <li>📌 Assessment Audit Report (AAP)</li> <li>📌 Computerisation of Library and Office</li> <li>📌 Free Education to National and International Sports Achievers and Position holders in Board Examination</li> <li>📌 Revision of internal admission policy</li> <li>📌 Website Upgradation</li> <li>📌 Social welfare collaborations</li> <li>📌 Publications by faculty members</li> <li>📌 Collection of Feedback of various stakeholders</li> <li>📌 Change of College Name</li> </ul>
3.4	<b>Action taken on Agenda of the Meeting</b>
3.5	<b>Vote of Thanks</b>

The third IQAC meeting of R.K. Vigyan (P.G.) Mahavidyalaya was held on 30<sup>th</sup> June'2022 in the AV Room at 2:00 PM. This meeting was attended by all the committee members of IQAC.

The minutes of the meeting are –

**3.1 Welcome of the Members of Internal Quality Assurance Cell (IQAC)**

IQAC Coordinator opened the session by welcoming all the committee members.

**3.2 Address by the Chairperson IQAC, R.K. Vigyan (P.G.) Mahavidyalaya**

The Chairperson addressed the meeting and welcomed the members to suggest more of initiatives to meet the quality standards in education.



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### 3.3 To confirm the Agenda of 3<sup>rd</sup> IQC Meeting

IQAC Coordinator read out the agenda points for discussion. All the members agreed to keep the agenda items as it is, however, it can be modified in future as per need.

### 3.4 Action taken on Agenda of the Meeting

The following action were taken on the basis of discussions and recommendations by the IQAC members –

#### 3.4.1 Introduction of New Courses

- ✚ The submission to introduce new courses like – B.Sc. Home Sci, M.A. History, M.A. Hindi Lit., M.Sc. Mathematics has been made by the IQAC members.
- ✚ The management members in the meeting agreed on the proposal and assured to take it as an agenda to be discussed in the GC meeting.
- ✚ Also, a proposal to change the name of the College has been made as the present name R.K. Vigyan (P.G.) Mahavidyalaya needs revision as we plan of widening the scope of institution by introducing new disciplines.

#### 3.4.2 Assessment Audit Report (AAP)

- ✚ A committee has been formed for taking care of the working of Assessment Audit Report mandated by Directorate of College Education.
- ✚ The Inspection is expected to be in the month of April hence preparations are processed in lieu to meet the deadline.

#### 3.4.3 Computerisation of Library and Office

- ✚ Mrs. Sajana Kumari presented a report as to how computerisation of office and library is important as computer-based technologies can enhance the working thereby software like Tally was installed in the office.
- ✚ In library e-content creation like e-books and e-journals subscriptions were taken on the recommendations of the departmental heads.

#### 3.4.4 Free Education to National and International Sports Achievers and Position holders in Board Examination

- ✚ A proposal has been submitted to the managing committee for consideration of giving free education to the above mentioned groups of students.
- ✚ As a number of scholarship categories are already running, the proposal will be further taken up in GC meeting soon.

#### 3.4.5 Revision of internal admission policy

- ✚ To improve the Result Percentage in University of Rajasthan examination, a revision has been made in the internal admission policy wherein the minimum percentage for admission in all UG and PG programmes has been revised to minimum 60% in board examination/graduation examination.
- ✚ Though, relaxation in few cases is at the discretion of the Governing Council.

#### 3.4.6 Website upgradation



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- ✚ To match up with the growing IT era, a committee has been constituted comprising of internal faculty members to check website for improvements.
- ✚ Also a proposal has been made to hire a specialist who can guide for updating the college website and making it more lively and visitor-friendly.

### 3.4.7 Social welfare collaborations

- ✚ The NSS wing of the college has started the procedure of village adoption and increasing the number of MOUs with social and health units for taking up more welfare activities.

### 3.4.8 Publications by faculty members

- ✚ Encouragement to faculty members for research publications/patents/books publications were given as a result the number of publications increased.

### 3.4.9 Collection of feedback of various stakeholders

- ✚ Four Formats for collecting feedback are prepared –
  - 1) Exit feedback
  - 2) Parents feedback
  - 3) Alumni feedback
  - 4) Employer feedback

- ✚ Regular monitoring is being processed for improvements in various parameters.

### 3.5 Vote of Thanks

IQAC coordinator extended gratitude towards all the committee members for their valuable presence and suggestions for IQAC working.