



MINUTES OF THE 2nd QUATERLY (Q2) Meeting of IQAC HELD ON 24th DECEMBER, 2019
(AT LOHIA COLLEGE, ROOM NO. 139; 1 pm onwards)

Agenda of meeting:

1. Progress report of previous meetings
2. Feasibility of Hostel renovation
3. Structure, feedback, suggestions regarding Alumni Association & Parents
4. Women cell – overall development of girls through seminars, workshop, lecture relating to self-defence, health care, confidence building etc.
5. Human resources (Faculty development, CAS, organizational leadership and culture, matters related with non-teaching staff)
6. NCC, NSS, Scout & Rover – roll in enhancing communal harmony, personality development program, college campus related environmental issues, etc.
7. Faculty Views (Suggestions/ Survey) for various aspects related to college development through Google form
8. College preparations regarding NAAC visit – roll of IQAC
9. Awareness programme in college employees for paperless work, no plastic use, hygiene, campus beautification, social responsibilities, moral duties, etc.
10. Any other issues with the permission of chair person

The following members are present in the meeting:

1. Sh Dilip Singh Punia, Principal, Chairman IQAC
2. Dr A L Kulhari, Associate Professor, IQAC Coordinator
3. Dr P K Sharma, Associate Professor, Dept. of Botany
4. Dr Ravinder Kumar, Associate Professor, Dept. of Geography
5. Sh Ummed Singh Gothwal, Associate Professor, Dept. of Hindi
6. Dr M K Khardia, Assistant Professor, Dept. of ABST
7. Dr Prashant Kumar, Assistant Professor, Dept. of Business Administration
8. Dr Sumer Singh, Assistant Professor, Dept. of English
9. Dr Parmeshwar Lal, Associate Professor, Dept. of Physics
10. Sh B R Uppadhyay, AAO-I
11. Sh Naresh Kumar (Nominee from Employee)
12. Dr L N Arya (Representative of Alumni)
13. Sh K S Kothari (Representative of Local Society)
14. Sh Madan Lal Sharma (Stackholders Nominee)



1. Progress report of previous meetings

First of all, coordinator of IQAC Dr A L Kulhari read out the progress report on various points of previous meeting held on 17th OCTOBER, 2019. He told that previous year's AQAR had been uploaded on NAAC portal except for year 2018-19, preparations of which are in final stage, will be submitted before next quarter meeting of IQAC.

Online student feedback mechanism has been developed by the college and available on college website. Till date 75 feedback we received so far.

For water harvesting and roof-top solar systems, no progress was made due to lack of funds, so Dr LN Arya and Mr KS Kothari suggested that a separate proposal should be prepared by the college under the boy's fund and sent to the authorities for approval with comments that these are required for the NAAC third cycle visit, although the site has been selected for water harvesting in the campus.

For college canteen, no progress was made, all the members are agreed to build up a permanent structure for this and quality should be maintained. For arrangements of funds Dr P K Sharma suggest boys fund.

Dr A L Kulhari informed the committee that library automation process not completed but some information of books is available on college website. There will be an effort to complete the automation work in the summer vacation.

The site has been selected for urinal facilities and work will begin very soon. Dr R K Budania suggests that for portable urinals, during examinations, college may contact in writing to local Municipal council for installation under "Swachh Bharat Abhiyan" campaigning of GOI.

IQAC reconstituted according to NAAC norms.

2. Feasibility of Hostel renovation

The Principal informed the committee that proposals for lighting work, main gate & windows repair have been already submitted to the directorate of college education Jaipur. Keeping in mind about huge building of hostel and non-availability of required fund, Dr R K Budania suggest that at least one corner of the building will be prepared up to mark so nearly 50 students can be benefited. Dr P K Sharma suggest that a fresh proposal for complete renovation, prepared by PWD, should be sent to the government through directorate and pursued through MLA, local distinguished citizens & political leaders. Dr Parmeshwar Lal suggested that we should try to renovate the ground floor this time.

3. Structure, feedback, suggestions regarding Alumni Association & Parents

All members are agreed to increase the number of alumni of the college. For this, Dr L N Arya suggested that college students should be provided blank form in which they will write their general information when they apply to college leaving certificate. Sh K S Kothari put forward that Rs 200 can be charged under Alumni association head. To enhance the alumni registration, particularly for old students, can be done by handing over this task to already registered members.



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4. Women cell

Principal of the college told the committee that one-day self-defence workshop going to be organise in this college with trained trainers of School education department and collaboration with local police administration in the month of January.

The committee member Dr Prashant Kumar & Dr M K Khardiya brought attention to organise seminar & lecture for build-up self-confidence & hygiene issues under women cell activities.

Sh K S Kothari suggest that women cell also look the matter received as grievances or complaints from girls particularly harassment issues and keep proper record.

5. Human resources managements

Dr A L Kulhari told the committee that IQAC planned to organize training programme for staff members in next month on ethics values, online filling Immovable property return through SSO ID, API Score for CAS, Use of ICT in teaching & Learning, office procedure & service rules.

The members unanimously agreed on staff related issues like

- Staff council meeting should be regularly held.
- Requirement of separate cabin or compartment in the office for office staff.
- First aid room should be updated and keep record.
- Making staff more computer friendly.
- The name of all the teachers of the department should be written on the board which fix outside the department.
- A two wheeler should be provided to class IV employee for outside works like postal department, treasury, other offices etc.
- Basic facilities like RO water, Rest room (specially for women staff), wash room, etc. are in proper condition.

6. NCC, NSS, Scout & Rover

Reports from all units should be prepared with outcomes & documentation just after each activity and submit it to the college & IQAC regularly.

7. Faculty Views (Suggestions/ Survey)

A Mechanism for teacher's feedback should be developed immediately either online or offline.

8. College preparations regarding NAAC visit – roll of IQAC

Dr A L Kulhari highlighted Some important actions are required to NAAC visit such as

- Meetings with all departments, units, staff members
- Give feedback to principal



- Prepare introductory PPT about College.
- Activate SSR committee
- Proper documentation

Dr L N Arya suggested that college be ensure that all preparations must be completed at least 3 days before the visit.

9. Awareness programme in college employees

Dr P K Sharma told the committee that all staff members go for paperless work. They all send their correspondence to the college by email and regularly check their e-mail ID for notices, information's, etc. send from college.

To make campus plastic free, Dr Parmeshwar Lal & Dr M K Khardiya suggest steel water bottles & china-clay made plates are uses in programmes.

Similarly issues like social responsibilities, moral duties, etc. are discussed by the committee and methods to fix them like display on flax, by orientation, etc.

Campus beautification can be achieved by more plantation, systematic & planed construction work, garbage treatment, etc.

10. Any other issues

Some more issues are discussed by the committee such as

- Need of Audio-Podium for college Hall
- Mechanism to collect E-mail ID of admitted students.
- Updating of Scholar/ honours board
- Air quality indicator in the campus
- Play ground
- List of achievements of students (Last five years)
- Discipline in the campus
- MOU possibilities
- Best practices.

There being no other points to discuss, the meeting ended with vote of thanks.