

Ref. No.-IQAC/2024/01

Date :- 01-07-2024

NOTICE

All the members of IQAC are hereby informed that a meeting of the IQAC will be held as per the details below:


- ❖ Date: 02 July 2024
- ❖ Time: 11:00 AM
- ❖ Venue: Seminar Hall

Agenda of the Meeting:

1. Confirmation of previous meeting minutes
2. Academic Calendar Planning .
3. To organize two-day National Seminar.
4. To conduct faculty and student exchange programme and outreach activities.
5. NAAC documentation & record maintenance
6. Student Induction Program Planning.
7. The holistic Development of student through Value-Added Courses.
8. Planning for Placement Activities & Career Guidance Programme.
9. To documents various activities of the college.

All members are requested to attend the meeting on time.




PRINCIPAL
KAUTILYA MAHILA SHIKSHAK
PRASHIKSHAN MAHAVIDYALAY
NAYAGAON, KOTA (RAJ.)

MINUTES OF THE MEETING

A meeting of the IQAC of Kautilya Mahila Shikshak Prashikshan Mahavidyalaya was held on 02-07-2024 in the IQAC office. In the Meeting following members were present:

S.No.	Name	Designation in IQAC	Signature
1	Mrs. Tabassum Pathan	Member college Management Committee	
2	Mr.Saman Pathan	Management Representative (Secretary)	
3	Mrs. Saniya Pathan	Management Representative	
4	Dr. M.K. Upadhyay	Principal and Chairperson	
5	Dr. Neelam Mishra	IQAC Coordinator	
6	Dr. Brijesh Kumar Tiwari	Member	
7	Dr. Naveen Kumar Sharma	Member	
8	Mr. Vinod Kumar Pandey	Member	
9	Dr. Pinky Vyas	Member	
10	Dr. Mamta Sharma	Member	
11	Mrs. Rajeshwari Vijay	Member	
12	Mr.Kamlesh Kurankare	Educationist	
13	Mr. Sushil Maheshwari	Industrialist	
14	Mrs. Bharti Solanki	Librarian	
15	Mr. Avinash Joshi	Senior Administrative Officer	
16	Mr. Arvind Gautam	Office Superintendent	
17	Rajesh Singh	Accountant	
18	Mrs. Jyoti Sharma	Alumni	
19	Ms. Arifa	Alumni	





PRINCIPAL
 KAUTILYA MAHILA SHIKSHAK
 PRASHIKSHAN MAHAVIDYALAY
 NAYAGAON, KOTA (RAJ.)

Ref. No.-IQAC/2024/ 02

Date :- 02-07-2024

MINUTES OF THE MEETING

The meeting of IQAC was conducted under the chairmanship of the Principal.

DISCUSSION & RESOLUTIONS:

1. CONFIRMATION OF PREVIOUS MINUTES:

Previous meeting minutes were reviewed and approved unanimously.

2. ACADEMIC CALENDAR PLANNING:

Academic calendar for the session was discussed and finalized.

3. NATIONAL SEMINAR:

It was decided to organize a two-day National Seminar in the upcoming semester.

4. EXCHANGE PROGRAMME & OUTREACH ACTIVITIES:

Approval given to initiate collaborations for faculty/student exchange and community outreach.

5. NAAC DOCUMENTATION:

Emphasis was given on proper documentation and timely record maintenance as per NAAC guidelines.

6. STUDENT INDUCTION PROGRAM:

Plan for induction program for new students was approved.

7. VALUE-ADDED COURSES:

It was decided to introduce skill-based courses for holistic development of students.

8. PLACEMENT ACTIVITIES:

It was resolved to:

- ❖ Establish a Placement Cell
- ❖ Conduct career counselling sessions
- ❖ Organize campus recruitment drives
- ❖ Arrange soft skills & interview training

9. DOCUMENTATION OF VARIOUS ACTIVITIES OF THE COLLEGE

It was discussed that proper documentation of all academic and co-curricular activities is essential.

It was resolved that:

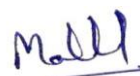
- ❖ All departments will maintain records of activities including reports, photographs, and attendance
- ❖ A standard documentation format will be followed
- ❖ All records will be submitted to IQAC for compilation and digital storage

The meeting ended with a vote of thanks.

IQAC COORDINATOR



PRINCIPAL


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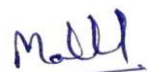
ACTION TAKEN REPORT (ATR)

Date:02-07-2024

S.NO.	DECISION TAKEN	ACTION TAKEN
1	Confirmation of Previous Meeting Minutes	The minutes of the previous meeting were reviewed, confirmed, and officially recorded in the IQAC register
2	Academic Calendar Planning	The academic calendar was prepared in consultation with all departments and circulated to faculty members
3	To Organize Two-Day National Seminar	A seminar organizing committee was formed; theme, dates, and resource persons were finalized
4	Faculty and Student Exchange Programme & Outreach Activities	MoU and communications were initiated with nearby institutions; outreach activities schedule prepared

S.NO.	DECISION TAKEN	ACTION TAKEN
5	NAAC Documentation & Record Maintenance	Departments were instructed to update files and maintain proper records as per NAAC guidelines; documentation formats were standardized
6	Student Induction Program Planning	The induction program schedule was designed and successfully implemented for newly admitted students
7.	Holistic Development through Value-Added Courses	Value-added courses such as Communication Skills, ICT, and Personality Development were introduced and classes commenced
8.	Placement Activities and Career Guidance Programs	A Placement Cell was established; career counselling sessions, resume-building workshops, and mock interviews were conducted
9.	To Document Various Activities of the College for compilation and digital storage	A structured documentation system was implemented; departments were instructed to maintain records of all academic and co-curricular activities with photographs, reports, and attendance, and submit them to IQAC




PRINCIPAL
KAUTILYA MAHILA SHIKSHAK
PRASHIKSHAN MAHAVIDYALAY
NAYAGAON, KOTA (RAJ.)

Ref. No.-IQAC/2024/51

Date :- 11-12-2024

NOTICE

All the members of IQAC are hereby informed that a meeting will be held as per the details below:

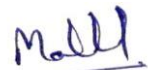
- ❖ Date: 12 December 2024
- ❖ Time: 11:30 AM
- ❖ Venue: Seminar Hall

Agenda of the Meeting:

1. Confirmation of previous meeting minutes
2. Result analysis
3. Student feedback review
4. Remedial classes planning
5. Progress work of mentor programme.
6. To organize alumni meet
7. ICT using in teaching Learning
8. To organize one week pre Internship orientation programme.
9. To organize Faculty Development Programme (FDP)

All members are requested to attend the meeting on time.




PRINCIPAL
KAUTILYA MAHILA SHIKSHAK
PRASHIKSHAN MAHAVIDYALAY
NAYAGAON, KOTA (RAJ.)

MINUTES OF THE MEETING

A meeting of the IQAC of Kautilya Mahila Shikshak Prashikshan Mahavidyalaya was held on 12-11-2024 in the IQAC office. In the Meeting following members were present:

S.No.	Name	Designation in IQAC	Signature
1	Mrs. Tabassum Pathan	Member college Management Committee	
2	Mr. Saman Pathan	Management Representative (Secretary)	
3	Mrs. Saniya Pathan	Management Representative	
4	Dr. M.K. Upadhyay	Principal and Chairperson	
5	Dr. Neelam Mishra	IQAC Coordinator	
6	Dr. Brijesh Kumar Tiwari	Member	
7	Dr. Naveen Kumar Sharma	Member	
8	Mr. Vinod Kumar Pandey	Member	
9	Dr. Pinky Vyas	Member	
10	Dr. Mamta Sharma	Member	
11	Mrs. Rajeshwari Vijay	Member	
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PRINCIPAL
 KAUTILYA MAHILA SHIKSHAK
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 NAYAGAON, KOTA (RAJ.)

Ref. No.-IQAC/2024/52

Date :- 12-12-2024

MINUTES OF MEETING

Date: 12 December 2024

Venue: Seminar Hall

The meeting was conducted under the chairmanship of the Principal. The IQAC Coordinator welcomed all members and highlighted the importance of continuous quality improvement.

1. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting were confirmed.

2. RESULT ANALYSIS

The results were analysed, and areas of improvement were identified.

3. STUDENT FEEDBACK REVIEW

Feedback collected from students was reviewed, and necessary improvements were suggested.

4. REMEDIAL CLASSES PLANNING

It was decided to conduct remedial classes for slow learners.

5. MENTOR PROGRAMME PROGRESS

The progress of the mentor-mentee system was reviewed and appreciated.

6. ALUMNI MEET

It was resolved to organize an alumni meet to strengthen alumni relations.

7. ICT IN TEACHING-LEARNING

Faculty members were encouraged to use ICT tools for effective teaching.

8. PRE-INTERNSHIP ORIENTATION PROGRAMME

A one-week orientation programme will be organized before internship.

9. FACULTY DEVELOPMENT PROGRAMME (FDP)

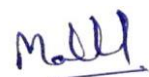
It was decided to organize an FDP to enhance teaching skills, research capability, and use of modern teaching methods among faculty members.

The meeting ended with a vote of thanks

IQAC COORDINATOR



PRINCIPAL



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NAYAGAON, KOTA (RAJ.)

ACTION TAKEN REPORT (ATR)**Date:-12-12-2024**

S.NO.	DECISION TAKEN	ACTION TAKEN
1.	Confirmation of previous meeting minutes	The minutes were confirmed and recorded in the IQAC register
2	Result analysis	Result analysis report was prepared and shared with departments
3.	Student feedback review	Feedback was analysed and suggestions were communicated to faculty
4.	Remedial classes planning	Remedial classes schedule was prepared and classes commenced

S.NO.	DECISION TAKEN	ACTION TAKEN
5.	Progress of mentor programme	Mentor-mentee records were updated and monitoring continued
6.	To organize alumni meet	Alumni meet committee was formed and planning initiated
7.	ICT use in teaching-learning	Faculty were trained and encouraged to use ICT tools in classrooms
8.	Pre-internship orientation programme	Orientation schedule was prepared and implemented
9.	Faculty Development Programme (FDP)	FDP was planned; resource persons identified and schedule prepared




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