



Shri Pragma Mahavidyalaya

Post Graduate College of Science, Technology, Management, Art
Pragma Road, Bijainagar - 305624 Distt.-Ajmer, Rajasthan, India
Email : info@pragyacollege.com, Website : www.pragyacollege.com
Ph. : 091-1462-230101, 9587888125, 126

CIRCULAR

Dated -20/01/2021

A meeting of **IQAC Cell Committee meeting** will be held on 21/01/2021 at **01:00 PM** in the Staff Room.

All the members are requested to attend the meeting.

AGENDA

1. To confirm the minutes of meeting held on committee 20/10/2020.
2. Motivate the faculty members to publish research paper in national / international conference/UGC Care/Scopus Journals.
3. Timely collection of the feedback forms all stakeholders.
4. Assessment report of each student of all programs should be shared to all parents of students.
5. If weak students need extra classes then remedial classes should be planned in each program.
6. Review the HR policy.
7. Strictly follow the Covid-19 appropriate behaviour.

IQAC Coordinator

COORDINATOR
Shri Pragma Mahavidyalaya
IQAC
Shri Pragma Mahavidyalaya
Bijainagar-305624

Copy to

1. President & Secretary, Shri Pragma Jain Smarak Samiti
2. Director, Shri Pragma Mahavidyalaya
3. President & Secretary, Shri Pragma Mahavidyalaya Management Committee
4. All department HODs
5. IQAC

Director
Shri Pragma Mahavidyalaya
Bijainagar-305624



Shri Pragma Mahavidyalaya

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The agenda and outcome of the IQAC Cell Committee meeting held on 21/01/2021.

| S. No. | Agenda | Discussion |
|--------|---|---|
| 1 | To confirm the minutes of meeting held on committee 20/10/2020. | ➤ The minutes of IQAC Cell committee Meeting held on 20/10/2020 are confirmed. |
| 2 | Motivate the faculty members to publish research paper in national / international conference UGC Care/Scopus Journals. | ➤ The chairperson of IQAC tells the importance of research paper publish in national / international conference / UGC Care/Scopus Journals to all the members of IQAC. ➤ Publishing research papers in conferences can enhance faculty members credentials when they are being considered for promotions, tenure, or other career advancements. It demonstrates their commitment to scholarship and their ability to engage with the broader academic community. |
| 3 | Timely collection of the feedback forms all stakeholders. | ➤ . |
| 4 | Assessment report of each student of all programs should be shared to all parents of students. | ➤ Sharing assessment reports of each student with their parents can be a valuable initiative. ➤ |
| 5 | If weak students need extra classes then remedial classes should be planned in each program. | ➤ Remedial classes can provide targeted support to struggling students improve their |



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| | | understanding and performance in their studies. |
| 6 | Review the HR policy. | ➤ ➤ |
| 7 | Strictly follow the Covid-19 appropriate behaviour. | ➤ |

The meeting ended with a vote of thanks to the chair.

IQAC Coordinator
COORDINATOR

Shri Pragma Mahavidyalaya
Shri Pragma Mahavidyalaya
Bijainagar-305624

Director
Shri Pragma Mahavidyalaya
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Shri Pragya Mahavidyalaya

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Attendance

| S. No. | Name | Position | Sign |
|--------|----------------------|------------------------------------|------|
| 1 | Dr. Naval Singh Jain | Director | |
| 2 | Mr. Naveen Gehlot | Member(Sr. Administrative Officer) | |
| 3 | Mr. Ramesh Keer | Member(Sr. Administrative Officer) | |
| 4 | Dr. Durga Mewara | Professor | |
| 5 | Dr. Vandana Mehta | Associate Professor | |
| 6 | Dr. Vinita Agarwal | Associate Professor | |
| 7 | Jyoti kankariya | Member | |
| 8 | Mohsin Rai | Member | |
| 9 | Mr. Surendra Pipara | Member from Management | |
| 10 | Mr. Premraj Bohra | Member (From Local Society) | |
| 11 | Priya Gokhru | Member | |
| 12 | Suresh Kumar Joshi | Member | |
| 13 | Smita Kothari | Member | |
| 14 | Garima Saxena | Member | |
| 15 | Neeraj Sharma | Member | |
| 16 | Dinesh Kumpawat | IQAC Coordinator | |

Director
Shri Pragya Mahavidyalaya
Bijainagar-305624

COORDINATOR
IQAC
Shri Pragya Mahavidyalaya
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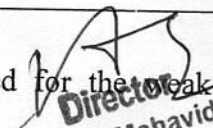
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Action taken report of IQAC meeting held on 21/01/2021.

| S. No. | Agenda | Action Taken |
|--------|---|---|
| 1 | To confirm the minutes of meeting held on committee 20/10/2020. | ➤ The minutes of IQAC Cell committee Meeting held on 20/10/2020 are confirmed |
| 2 | Motivate the faculty members to publish research paper in national / international conference UGC Care/Scopus Journals. | ➤ Provide training and mentorship to help faculty members improve their research and writing skills. ➤ Offer resources and support to facilitate the research and publication process. This could include access to databases, funding for conference registration fees or travel expenses, assistance with manuscript preparation, and guidance on selecting reputable conferences. |
| 3 | Timely collection of the feedback forms all stakeholders. | ➤ |
| 4 | Assessment report of each student of all programs should be shared to all parents of students. | ➤ PTM conducted and assessment reports shared with the parents and IQAC cell. ➤ Providing parents with detailed information about their child's academic performance, strengths and area for improvement. |
| 5 | If weak students need extra classes then remedial classes should be planned in each program. | ➤ Time table changed for the weak students. |


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|---|---|---|
| | | ➤ Extra notes and question papers will arranged for the remedial classes. |
| 6 | Review the HR policy. | ➤ |
| 7 | Strictly follow the Covid-19 appropriate behaviour. | ➤ |

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CIRCULAR

Dated -12/03/2021

A meeting of **IQAC Cell Committee meeting** will be held on 13/03/2021 at **01:30 PM** in the IQAC Conference Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

1. To confirm the minutes of meeting held on 21/01/2021.
2. Review the preparation of examination.
3. Analysis the performance of students in Add-on and Value Added courses.
4. All department heads should take a feedback from students regarding syllabus coverage.
5. Planning and execution of pending outreach and execution activities.
6. Career counselling activities for all UG and PG students.
7. Focus on research /placement/field visit collaboration activities.
8. Timely complete the all pending FDP and activities.

IQAC Coordinator
COORDINATOR
Shri Pragya Mahavidyalaya
IQAC
Shri Pragya Mahavidyalaya
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Copy to

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5. IQAC

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The agenda and outcome of the IQAC Cell Committee meeting held on 13/03/2021.

| S. No. | Agenda | Discussion |
|--------|--|--|
| 1 | To confirm the minutes of meeting held on 21/01/2021. | <ul style="list-style-type: none">➤ The minutes of IQAC Cell committee Meeting held on 21/01/2021 are confirmed. |
| 2 | Review the preparation of examination. | <ul style="list-style-type: none">➤ The chairperson of IQAC reviews the preparation of examination.➤ Effective preparation for university examinations requires a combination of strategic planning, active engagement |
| 3 | Analysis the performance of students in Add-on and Value Added courses. | <ul style="list-style-type: none">➤ Understanding the effectiveness of these courses in enhancing students' skills and competencies beyond their regular curriculum.➤ Assess the long-term impact of these courses on students careers and personal development. |
| 4 | All department heads should take a feedback from students regarding syllabus coverage. | <ul style="list-style-type: none">➤ Reach out to faculty members in each department to inquire about the progress of syllabus complete.➤ The chairperson of IQAC review completing the syllabus ensures that students are exposed to all the essential topics and concepts necessary for their academic and professional development. |
| 5 | Planning and execution of pending outreach and execution activities. | <ul style="list-style-type: none">➤ Assess the status of each activity, identifying what |

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| | | completed and what remains pending. ➤ Determine the resources required for executing the pending activities, including human resources, finances, infrastructure, and materials. |
| 6 | Counseling activities for all UG and PG students. | ➤ ➤ |
| 7 | Focus on research /placement/field visit collaboration activities. | ➤ |
| 8 | Timely complete the all pending FDP and activities. | ➤ Every year college organized a faculty development program for teaching and non-teaching staff. ➤ Collaborate with academic experts, industry professionals, and internal stakeholders to develop curriculum, learning materials, and delivery methods that are relevant, engaging, and effective. |

The meeting ended with a vote of thanks to the chair.

COORDINATOR
IQAC

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Admission

| S.No. | Name of the Members | Position | Sign |
|-------|------------------------|------------------------------------|------|
| 1 | Dr. Naval Singh Jain | Director | |
| 2 | Mr. Naveen Gehlot | Member(Sr. Administrative Officer) | |
| 3 | Mr. Ramesh Keer | Member(Sr. Administrative Officer) | |
| 4 | Dr. Durga Mewara | Professor | |
| 5 | Dr. Prakash Kumar Mall | Associate Professor | |
| 6 | Dr. Vinita Agarwal | Associate Professor | |
| 7 | Abhishek Joshi | Member | |
| 8 | Suresh Kumar Joshi | Member | |
| 9 | Gopal Lal Dheru | Member | |
| 10 | Mr. Surendra Pipara | Member from Management | |
| 11 | Mr. Premraj Bohra | Member (From Local Society) | |
| 12 | Rupali Sharma | Member | |
| 13 | Niranjan Prajapati | Member | |
| 14 | Dinesh Kumpawat | IQAC Coordinator | |

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Action taken report of IQAC meeting held on 13/03/2021.

| S. No. | Agenda | Action Taken |
|--------|--|--|
| 1 | To confirm the minutes of IQAC Cell committee 18/12/2019. | ➤ The minutes of IQAC Cell committee Meeting held on 18/12/2019 are confirmed |
| 2 | Review the preparation of examination. | ➤ |
| 3 | Analysis the performance of students in Add-on and Value Added courses. | |
| 4 | All department heads should take a feedback from students regarding syllabus coverage. | ➤ All department syllabus was completed on time. ➤ |
| 5 | Planning and execution of pending outreach and execution activities. | ➤ Institutions can effectively plan and execute pending outreach and execution activities. ➤ Maintain comprehensive documentation of all outreach and execution activities, including plans, schedules, budgets, reports, and evaluations and submitted to IQAC cell. |
| 6 | Counseling activities for all UG and PG students. | ➤ |
| 7 | Focus on research /placement/field visit collaboration activities. | ➤ |
| 8 | Timely complete the all pending FDP and | ➤ Faculty development program |

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| | activities. | teaching and non-teaching staff successfully done. ➤ In the same manner calendar and reports for this year faculty development program should be submit to IQAC Cell. |
|--|-------------|--|

Director

**Shri Pragma Mahavidyalaya
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CIRCULAR

Dated -22/09/2021

A meeting of **IQAC Cell Committee meeting** will be held on 23/09/2021 at **01:00 PM** in the Staff Room.

All the members are requested to attend the meeting.

AGENDA

1. To confirm the minutes of IQAC Cell committee 13/03/2021.
2. Strictly follow the Covid-19 guidelines in the college campus.
3. Online Teaching practices.
4. Use of Teaching tools.
5. Review the lesson plan of teachers as per course outcomes.
6. Regarding regular meetings of all committee.

IQAC Coordinator
COORDINATOR
Shri Pragya Mahavidyalaya
IQAC

Shri Pragya Mahavidyalaya
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Copy to

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5. IQAC

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The agenda and outcome of the IQAC Cell Committee meeting held on 23/09/2021.

| S. No. | Agenda | Discussion |
|--------|--|---|
| 1 | To confirm the minutes of IQAC Cell committee 13/03/2021. | The minutes of IQAC Cell committee Meeting held on 13/03/2021 are confirmed. |
| 2 | Strictly follow the Covid-19 guidelines in the college campus. | The foremost priority is the health and safety of everyone within the college. |
| 3 | Online teaching practices. | <p>How to provide training and support for faculty to effectively utilize educational technology tools, ensuring they can navigate platforms like Learning Management Systems (LMS), video conferencing software, and online assessment tools.</p> <p>Discuss strategies for designing and developing online courses that are well-structured, accessible, and aligned with learning objectives.</p> <p>The importance of fostering student engagement and interaction in online learning environments.</p> |
| 4 | Use of teaching tools. | <p>The use of teaching tools plays a pivotal role in facilitating effective instruction and enhancing student engagement in both traditional and online learning environments.</p> <p>Incorporating teaching tools into instructional practices can enrich the learning experience, cater to diverse learning preferences, and promote active engagement and academic success among students</p> |
| 5 | Review the lesson plan of teachers | Discuss how effectively teachers |

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| | as per course outcomes. | integrated course outcomes into their lesson plans. Evaluate how well the lesson plans align with the overarching goals and objectives of the institution. |
| 6 | Regarding regular meetings of all committee. | Regular meetings of committees are essential for ensuring effective communication, collaboration, and decision-making within an organization. Provide a platform for members to share updates, progress reports, and important information related to the committee's objectives or projects. |

The meeting ended with a vote of thanks to the chair.

IOAC Coordinator
COORDINATOR

IOAC
Shri Pragya Mahavidyalaya
Shri Pragya Mahavidyalaya
Bijainagar-305624

Director
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Admission

| S.No. | Name of the Members | Position | Sign |
|-------|------------------------|------------------------------------|------|
| 1 | Dr. Naval Singh Jain | Director | |
| 2 | Mr. Naveen Gehlot | Member(Sr. Administrative Officer) | |
| 3 | Mr. Ramesh Keer | Member(Sr. Administrative Officer) | |
| 4 | Dr. Durga Mewara | Professor | |
| 5 | Dr. Prakash Kumar Mall | Associate Professor | |
| 6 | Dr. Vinita Agarwal | Associate Professor | |
| 7 | Niranjana Prajapati | Member | |
| 8 | Suresh Kumar Joshi | Member | |
| 9 | Gopal Lal Dheru | Member | |
| 10 | Mr. Surendra Pipara | Member from Management | |
| 11 | Mr. Premraj Bohra | Member (From Local Society) | |
| 12 | Rupali Sharma | Member | |
| 13 | Dinesh Kumpawat | Member | |
| 14 | Om Prakash Kumawat | Member | |
| 15 | Monu Sharma | Member | |
| 16 | Abhishek Joshi | IQAC Coordinator | |

Director
Shri Pragma Mahavidyalaya

CO-ORDINATOR
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Action taken report of IQAC meeting held on 23/09/2021.

| S. No. | Agenda | Action Taken |
|--------|--|---|
| 1 | To confirm the minutes of IQAC Cell committee 13/03/2021. | The minutes of IQAC Cell committee Meeting held on 13/03/2021 are confirmed. |
| 2 | Strictly follow the Covid-19 guidelines in the college campus. | Collaboration with local health authorities can provide valuable guidance and support in implementing effective COVID-19 mitigation strategies. <ul style="list-style-type: none">➤ Implement mask mandates for indoor spaces, included classrooms, libraries, and common area as recommended by health authorities. |
| 3 | Online teaching practices. | <ul style="list-style-type: none">➤ Evaluate and upgrade the institution's technology infrastructure to support online teaching and learning, including reliable internet connectivity, learning management systems (LMS), video conferencing tools, and online assessment platforms.➤ Implement and enhance online teaching practices, fostering student engagement, learning outcomes, and institutional excellence in online education. |
| 4 | Use of teaching tools. | <ul style="list-style-type: none">➤ College can effectively implement and leverage teaching tools to create dynamic, engaging, and inclusive learning environments that empower students and support faculty achieving their educational goals. |

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| | | |
|---|--|---|
| 5 | Review the lesson plan of teachers as per course outcomes. | <ul style="list-style-type: none">➤ Provide teachers with additional resources, materials, or technology tools to enhance their lesson plans and support the attainment of course outcomes.➤ Implement a system for ongoing monitoring and evaluation of lesson plans to ensure continued alignment with course outcomes. |
| 6 | Regarding regular meetings of all committee. | <ul style="list-style-type: none">➤ Set a consistent schedule for committee meetings and submitted to the IQAC cell.➤ Designate specific individuals within each committee to be responsible for preparing meeting materials, such as progress reports, presentations, or action items.➤ If some committee members are unable to attend meetings in person, consider using technology such as video conferencing or collaboration tools to facilitate remote participation. This allows all members to stay engaged and contribute, regardless of their location. |


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CIRCULAR

Dated -14/12/2021

A meeting of IQAC Cell Committee meeting will be held on 15/12/2021 at 01:00 PM in the Staff Room.


All the members are requested to attend the meeting.


AGENDA

1. To confirm the minutes of IQAC Cell committee 23/09/2021.
2. Review the syllabus coverage.
3. Regular conduction of faculty development program of teaching & non-teaching staff.
4. After Covid-19 second wave regular schedule the extension and outreach activities.

Copy to

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The agenda and outcome of the IQAC Cell Committee meeting held on 15/12/2021

| S. No. | Agenda | Discussion |
|--------|---|---|
| 1 | To confirm the minutes of IQAC Cell committee 23/09/2021. | The minutes of IQAC Cell committee Meeting held on 23/09/2021 are confirmed. |
| 2 | Review the syllabus coverage. | Reach out to faculty members in each department to inquire about the progress of syllabus coverage. The chairperson of IQAC review the course outlines or syllabi for each department's courses to determine which topics have been covered and which are yet to be addressed. |
| 3 | Regular conduction of faculty development program of teaching & non-teaching staff. | Every year college organized a faculty development program for teaching and non-teaching staff. In the same manner calendar for this year faculty development program should be submit to IQAC Cell. |
| 4 | After Covid-19 second wave regular schedule the extension and outreach activities. | |

The meeting ended with a vote of thanks to the chair.


Director
Shri Pragya Mahavidyalaya
Bijainagar-305624


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| 3 | Mr. Ramesh Keer | Member(Sr. Administrative Officer) | |
| 4 | Dr. Durga Mewara | Professor | |
| 5 | Dr. Prakash Kumar Mall | Associate Professor | |
| 6 | Dr. Vinita Agarwal | Associate Professor | |
| 7 | Niranjan Prajapati | Member | |
| 8 | Suresh Kumar Joshi | Member | |
| 9 | Gopal Lal Dheru | Member | |
| 10 | Mr. Surendra Pipara | Member from Management | |
| 11 | Mr. Premraj Bohra | Member (From Local Society) | |
| 12 | Rupali Sharma | Member | |
| 13 | Dinesh Kumpawat | Member | |
| 14 | Om Prakash Kumawat | Member | |
| 15 | Monu Sharma | Member | |
| 16 | Abhishek Joshi | IQAC Coordinator | |

Director
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IQAC Coordinator
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Action taken report of IQAC meeting held on 23/09/2021.

| S. No. | Agenda | Action Taken |
|--------|---|---|
| 1 | To confirm the minutes of IQAC Cell committee 23/09/2021. | The minutes of IQAC Cell committee Meeting held on 23/09/2021 are confirmed. |
| 2 | Review the syllabus coverage. | Reviewing course outlines, curriculum documents, teaching schedules, and feedback from faculty members and students. Identify any gaps or challenges in syllabus coverage, such as outdated content, insufficient time allocation, lack of resources, or inconsistencies across courses and departments. |
| 3 | Regular conduction of faculty development program of teaching & non-teaching staff. | "ज्ञानार्जन" faculty development programmes will be decided for teaching staff. "परिमार्जन" Training program will be decided for non-teaching staff. |
| 4 | After Covid-19 second wave regular schedule the extension and outreach activities. | |


Director
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