



Shri Pragma Mahavidyalaya

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

CIRCULAR

Dated -15/04/2022

A meeting of **IQAC Cell Committee meeting** will be held on 16/04/2022 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 15/12/2021.
2. Timely submission of course files of all faculty members.
3. Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.
4. Review the Add-on and Value-Add courses those are offered to the students.
5. Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.

COORDINATOR
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 Pragya Mahavidyalaya

Post Graduate College of Science, Technology, Management, Arts & Commerce

Pragya Road, Bijainagar - 305624 Distt.-Ajmer, Rajasthan, India

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The agenda and outcome of the IQAC Cell Committee meeting held on 16/04/2022.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 15/12/2021.	The minutes of IQAC Cell committee Meeting held on 15/12/2021 are confirmed.
2	Timely submission of course files of all faculty members.	Emphasize the significance of timely submission of course files in upholding the standards of academic excellence and fulfilling the institution's commitment to quality education. Highlight the relevance of timely submission of course files in meeting accreditation standards and compliance requirements.
3	Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.	IQAC plays a crucial role in ensuring the quality of academic activities within the institution. By collecting and reviewing papers published by faculty members in reputable journals indexed in UGC Care and presented at recognized conferences, IQAC can assess the quality and relevance of the research output. Submission of papers to IQAC can contribute to the institution's accreditation processes and rankings. Requiring faculty members to submit papers published in UGC Care and National/International conferences to IQAC benefits the institution by enhancing quality assurance, monitoring and evaluation, accreditation and ranking, strategic planning, and intellectual property management. Director



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4	Review the Add-on and Value-Add courses those are offered to the students.	Add-on and Value-add courses play a crucial role in complementing students' academic programs and preparing them for future success. Ensuring relevance, alignment with industry needs, quality teaching and learning experiences, practical application, continuous improvement, accessibility, and recognition, institutions can maximize the value of these courses and contribute to students' holistic development.
5	Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.	

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

IQAC Coordinator

Shri Pragma Mahavidyalaya

**Shri Pragma 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. Neena Kawdia	Associate Professor	
6	Dr. Vinita Agarwal	Associate Professor	
7	Jyoti Kankariya	Member	
8	Suresh Kumar Joshi	Member	
9	Gopal Lal Dheru	Member	
10	Mr. Surendra Pipara	Member from Management	
11	Mr. Premrj Bohra	Member (From Local Society)	
12	Rupali Sharma	Member	
13	Dinesh Kumpawat	Member	
14	Om Prakash Kumawat	Member	
15	Manish Nagwara	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 16/04/2022.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 15/12/2021.	The minutes of IQAC Cell committee Meeting held on 15/12/2021 are confirmed.
2	Timely submission of course files of all faculty members.	Organize workshops or training sessions to equip faculty members with the necessary skills and resources to prepare their course files efficiently. IQAC can implement a system for monitoring the submission of course files, tracking deadlines and following up with faculty members who have not submitted their files on time. IQAC can analyze data on course file submission rates over time to identify trends, patterns, and areas for improvement.
3	Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.	IQAC collects, manages, and analyzes the submitted papers to generate reports on faculty research productivity, trends in publication output, and areas of research strength or weakness within the institution. Submit all papers to IQAC involves a combination of policy development, communication, support services, monitoring, and data analysis to ensure compliance and leverage faculty research output for institutional improvement.
4	Review the Add-on and Value-Add courses those are offered to the students.	Evaluating the existing value-added courses offered at the institution. This assessment should include reviewing the course content relevance to student's academic and career goals. Director Shri Pragya Mahavidyalaya



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		goals, enrolment rates, student feedback, and any available data on the outcomes of these courses.
5	Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.	

Director



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CIRCULAR

Dated -19/08/2022

A meeting of **IQAC Cell Committee meeting** will be held on 20/08/2022 at **01:00 PM** in the Conference Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

1. To confirm the minutes of IQAC Cell committee 16/04/2022.
2. Discuss the replacement of members within the IQAC cell.
3. Review the new Add-on and Value-Added courses.
4. Recruitment of new teaching faculty as per the requirement given by all HOD's.
5. Timely conducting orientation program/FDP on outcome base education (OBE) for teaching members.
6. Discussion with all Head of Department for competitive examination classes for UG and PG students.
7. Schedule and submit the calendar of extension and outreach activities.

IQAC Coordinator

**Shri Pragya Mahavidyalaya
IQAC**

**Shri Pragya Mahavidyalaya
Bijainagar-305624**

Copy to

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2. Director, Shri Pragya Mahavidyalaya
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4. All department HODs
5. IQAC

**Director
Shri Pragya Mahavidyalaya**



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The agenda and outcome of the IQAC Cell Committee meeting held on 20/08/2022.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 16/04/2022.	<ul style="list-style-type: none">➤ The minutes of IQAC Cell committee Meeting held on 16/04/2022 are confirmed.
2	Discuss the replacement of members within the IQAC cell.	<ul style="list-style-type: none">➤ Selection criteria of the members for IQAC cell.➤ Replacement process of the members.➤ Institutions can ensure a systematic and effective process for replacing members within the IQAC cell, thereby strengthening their capacity for quality assurance and institutional improvement.
3	Review the new Add-on and Value-Added courses.	<ul style="list-style-type: none">➤ Evaluate the flexibility of these courses in terms of scheduling and access.➤ New add-on and value-added courses can be a valuable exercise to assess their relevance, quality, and potential benefits to learners.
4	Recruitment of new teaching faculty as per the requirement given by all HOD's.	<ul style="list-style-type: none">➤ As per calculated teaching load in all departments required new faculty members they should submit their requirement to IQAC. <p style="text-align: right;"> Director</p>



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		<ul style="list-style-type: none">➤ As per new faculty requirement received IQAC will sanctioned the teaching and non-teaching posts.
5	Timely conducting orientation program/FDP on outcome base education (OBE) for teaching members.	<ul style="list-style-type: none">➤ 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.➤ Every year college organized a orientation program for students.
6	Discussion with all Head of Department for competitive examination classes for UG and PG students.	<ul style="list-style-type: none">➤ The chairperson of IQAC elaborates the purpose and objectives of offering competitive examination classes.➤ Assessment and evaluation methods for monitoring student progress.
7	Schedule and submit the calendar of extension and outreach activities.	<ul style="list-style-type: none">➤

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


Director
Shri Pragma Mahavidyalaya


IQAC Coordinator
COORDINATOR
Shri Pragma Mahavidyalaya
Shri Pragma Mahavidyalaya
Bijainagar-305624

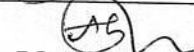


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3	Mr. Ramesh Keer	Member(Sr. Administrative Officer)	
4	Dr. Durga Mewara	Professor	
5	Dr. Neena Kawdia	Associate Professor	
6	Dr. Vinita Agarwal	Associate Professor	
7	Jyoti Kankariya	Member	
8	Suresh Kumar Joshi	Member	
9	Gopal Lal Dheru	Member	
10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


IQAC Coordinator

Shri Pragya Mahavidyalaya
COORDINATOR
IQAC

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Director
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S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 16/04/2022.	➤ The minutes of IQAC Cell committee Meeting held on 16/04/2022 are confirmed.
2	Discuss the replacement of members within the IQAC cell.	➤ Clear selection criteria are established for new members of the IQAC. ➤ New members are integrated into the IQAC, and efforts are made to foster collaboration and teamwork among all members.
3	Review the new Add-on and Value-Added courses.	➤ 17 Value-Added and 13 Add-on courses finalized and report submit to the IQAC cell.
4	Recruitment of new teaching faculty as per the requirement given by all HOD's.	➤ All Recruitments and selection process completed.
5	Timely conducting orientation program/FDP on outcome base education (OBE) for teaching members.	➤ "ज्ञानार्जन" faculty development programmes will be decided for teaching staff. ➤ "परिमार्जन" faculty development programmes will be decided for non-teaching staff. ➤ Schedule for orientation program will decided and report submit to the IQAC cell.
6	Discussion with all Head of Department for competitive	➤ Identified and allocated faculty members with expertise in relevant

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	examination classes for UG and PG students.	subjects to conduct the classes. ➤ Procured necessary materials and resources, including study materials, practice tests, and online resources. ➤ Organized orientation sessions for students to introduce them to the competitive examination classes and clarify expectations.
7	Schedule and submit the calendar of extension and outreach activities.	➤


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CIRCULAR

Dated -16/12/2022

A meeting of **IQAC Cell Committee meeting** will be held on 17/12/2022 at **01:00 PM** in the Conference Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

1. To confirm the minutes of IQAC Cell committee 20/08/2022.
2. Review the syllabus coverage.
3. Planning for the quality placement platform for UG and PG students.
4. Green audit and environment audit.
5. Motivation of all faculty members to publish their research work in quarterly journal and National/International conferences.

IQAC Coordinator
IQAC
Shri Pragya Mahavidyalaya
Shri Pragya Mahavidyalaya
Bijainagar-305624

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The agenda and outcome of the IQAC Cell Committee meeting held on 17/12/2022

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 20/08/2022.	<ul style="list-style-type: none">➤ The minutes of IQAC Cell committee Meeting held on 20/08/2022 are confirmed.
2	Review the syllabus coverage.	<ul style="list-style-type: none">➤ 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	Planning for the quality placement platform for UG and PG students.	<ul style="list-style-type: none">➤ The chairperson of IQAC clearly defines the objectives of the placement platform.➤ Provide personalized career counselling and guidance to students. This includes resume building workshops, mock interviews, personality assessments, and one-on-one counselling sessions to help students explore career options and make informed decisions.➤ Placement officer should submit a yearly placement calendar to IQAC as well as department heads.
4	Green audit and environment	<ul style="list-style-type: none">➤ Green Audit focuses on assessing and improving environmental performance

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	audit.	<p>within the institution. It involves evaluating energy consumption, waste management practices, water usage, and the institution's overall carbon footprint.</p> <ul style="list-style-type: none">➤ Identify areas where the institution can reduce its environmental impact and achieve resource efficiency.
5	Motivation of all faculty members to publish their research work in quarterly journal and National / International conferences.	<ul style="list-style-type: none">➤ The chairperson of IQAC tells the importance of research paper publish in national / international conference 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.

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

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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. Premrj 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	

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Action taken report of IQAC meeting held on 17/12/2022.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 20/08/2022.	➤ The minutes of IQAC Cell committee Meeting held on 20/08/2022 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	Planning for the quality placement platform for UG and PG students.	➤ ICICI Bank, Axis Bank, ICICI Prudential Life Insurance campus drive done and the name of next companies will be submitted soon.
4	Green audit and environment audit.	➤ Conducting energy audits to identify areas for improvement and prioritize energy-saving measures. ➤ Implementing comprehensive waste segregation and recycling programs across campus. ➤ Providing recycling bins in all buildings and public spaces, along with educational campaigns to promote proper waste disposal practices.


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5	Motivation of all faculty members to publish their research work in quarterly journal and National / International conferences.	<ul style="list-style-type: none">➤ 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.
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CIRCULAR

Dated -17/12/2022

A meeting of **IQAC Cell Committee meeting** will be held on 18/03/2023 at **01:00 PM** in the Conference Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

1. To confirm the minutes of IQAC Cell committee 17/12/2022.
2. Timely submission of course files of all faculty members.
3. Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.
4. Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.
5. Planning of Alumni-Meet and interaction with present students.

IQAC Coordinator

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The agenda and outcome of the IQAC Cell Committee meeting held on 18/03/2023.

S. No.	Agenda	Discussion
1	To confirm the minutes of IQAC Cell committee 17/12/2022.	<ul style="list-style-type: none">➤ The minutes of IQAC Cell committee Meeting held on 17/12/2022 are confirmed.
2	Timely submission of course files of all faculty members.	<ul style="list-style-type: none">➤ Emphasize the significance of timely submission of course files in upholding the standards of academic excellence and fulfilling the institution's commitment to quality education.➤ Highlight the relevance of timely submission of course files in meeting accreditation standards and compliance requirements.
3	Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.	<ul style="list-style-type: none">➤ IQAC plays a crucial role in ensuring the quality of academic activities within the institution. By collecting and reviewing papers published by faculty members in reputable journals indexed in UGC Care and presented at recognized conferences, IQAC can assess the quality and relevance of the research output.➤ Submission of papers to IQAC contribute to the institution's accreditation processes and rankings.

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		<ul style="list-style-type: none">➤ Requiring faculty members to submit papers published in UGC Care and National/International conferences to IQAC benefits the institution by enhancing quality assurance, monitoring and evaluation, accreditation and ranking, strategic planning, and intellectual property management.
4	Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.	<ul style="list-style-type: none">➤
5	Planning of Alumni-Meet and interaction with present students.	<ul style="list-style-type: none">➤ The chairperson of IQAC Identify the primary objectives of organizing the alumni meet and interaction with current students. These objectives could include fostering a sense of belonging among alumni, providing networking opportunities, sharing experiences and insights, and enhancing the overall academic and professional development of current students.➤ Set a date and venue for the alumni meet, considering factors such as accessibility, convenience, and availability of resources.➤ Design engaging activities

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		icebreakers to facilitate meaningful interactions between alumni and current students.
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The meeting ended with a vote of thanks to the chair.

IQAC Coordinator
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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. Neena Kawdia	Associate Professor	
6	Dr. Vinita Agarwal	Associate Professor	
7	Jyoti Kankariya	Member	
8	Suresh Kumar Joshi	Member	
9	Gopal Lal Dheru	Member	
10	Mr. Surendra Pipara	Member from Management	
11	Mr. Premj Bohra	Member (From Local Society)	
12	Rupali Sharma	Member	
13	Dinesh Kumpawat	Member	
14	Om Prakash Kumawat	Member	
15	Manish Nagwara	Member	
16	Abhishek Joshi	IQAC Coordinator	

Director

Shri Pragma Mahavidyalaya
Bijainagar-305624

IQAC Coordinator
COOR II

IQAC
Shri Pragma Mahavidyalaya
Bijainagar-305624



Shri Pragya Mahavidyalaya

Post Graduate College of Science, Technology, Management, Arts & Commerce

Pragya Road, Bijainagar - 305624 Distt.-Ajmer, Rajasthan, India

Email : info@pragyacollege.com, Website : www.pragyacollege.com

Ph. : 091-1462-230101, 9587888125, 126

Action taken report of IQAC meeting held on 18/03/2023.

S. No.	Agenda	Action Taken
1	To confirm the minutes of IQAC Cell committee 17/12/2022.	➤ The minutes of IQAC Cell committee Meeting held on 17/12/2022 are confirmed.
2	Timely submission of course files of all faculty members.	➤ Organize workshops or training sessions to equip faculty members with the necessary skills and resources to prepare their course files efficiently. ➤ IQAC can implement a system for monitoring the submission of course files, tracking deadlines and following up with faculty members who have not submitted their files on time. ➤ IQAC can analyze data on course file submission rates over time to identify trends, patterns, and areas for improvement.
3	Those faculty members publish papers in UGC Care and National/International conference should submit the papers to IQAC.	➤ IQAC collects, manages, and analyzes the submitted papers to generate reports on faculty research productivity, trends in publication output, and areas of research strength or weakness within the institution. ➤ Submit all papers to IQAC involves a combination of policy development, communication, support services monitoring, and data analysis to ensure compliance and to support faculty research output for

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		institutional improvement.
4	Analysis the feedback received from different stakeholders and prepares the action taken report of previous reports.	➤
5	Planning of Alumni-Meet and interaction with present students.	<ul style="list-style-type: none">➤ 3rd April 2023 will be finalized for the alumni meet.➤ Establish a planning committee comprising faculty members, administrative staff, student representatives, and alumni coordinators to oversee the organization of the event.➤ Develop a detailed agenda for the event, incorporating a mix of activities such as keynote speeches, panel discussions, workshops, networking sessions, and interactive activities.➤ Assign specific responsibilities to committee members and establish timelines for planning and execution.

Director

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