



\* तमसो मा ज्योतिर्गमय \*

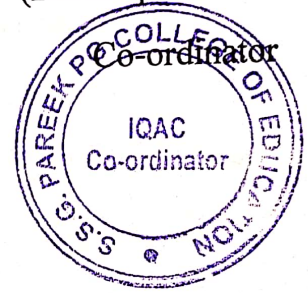
फोन : 0141-2201300

श्री स्वरूप गोविन्द पारीक स्नातकोत्तर शिक्षा महाविद्यालय, बनीपार्क, जयपुर  
S.S.G. Pareek P.G. College of Education, Banipark, Jaipur

## Notice

All are informed that a meeting will be organized by Internal Quality Assurance Cell at M.Ed. seminar hall on 11 August 2021 at 12.00 am.

(Dr. Kalpana Pareek)



Copy to:-

1. Principal
2. All departmental HODS
3. All IQAC members
4. Office copy

Agenda:

1. Confirmation of the minutes of meeting held on 9 march 2021.
2. To follow the strictly Covid guide line.
3. About the academic calendar.
4. Requirement of teaching and non-teaching staff.
5. Planning and execution of value added courses.
6. Monitor the all other committee minutes of meeting.
7. Improvement the academic infrastructure.

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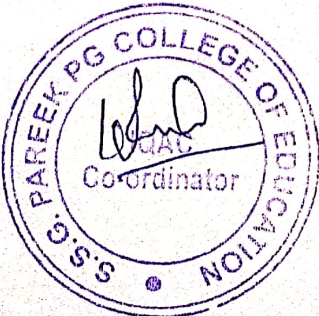
Action taken report of meeting held on 09/03/2021.

| S. No. | Agenda  | Action Taken  |
|--------|---|---|
| 1.     | To Follow The Covid Guidelines  | Colleges adhere carefully to the criteria set forth by the state and federal governments.                   |
| 2.     | Syllabus Coverage.  | The college finished the syllabus on time.  |
| 3.     | Requirement of Online Teaching Tools. So That Online Teaching Not Effected.               | College Should Take Online classes on Google meet, Zoom meet.   |
| 4.     | Create The Video Recording Room.  | Colleges create an ICT-enabled video recording room.  |
| 5.     | Planning and Execution of Value Added Courses   | Value-added courses are skillfully prepared by the college and promptly finished by students                |
| 6.     | Planning and Execution of Add- On Courses   | College successfully planned add-on and timely completed by Student.  |
| 7.     | Improvement in Infrastructure.  | College have two ICT-enabled classrooms devices.  |
| 8.     | Improve The Awareness in Student as well as Faculty Related to the Protective Environment | A social awareness campaign for a disease-free environment was organized by the college.                    |
| 9.     | Analysis The Performance of Student in Early Examination                                  | College take online test or internal assessment   |
| 10.    | Discuss The Feedback Analysis Report of Students, Alumni, Parents and Employer            | College receiving feedback via message and in-person interactions, with various approaches to issue solving |

### IQAC MOM Held on 11 August 2021

Agenda 1- Confirmation of the minutes of meeting held on 9 march 2021.

All members review and confirm the minute of meeting



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**Agenda No. 2-** To follow the strictly Covid guide line.

According to state and federal government regulations, colleges are required to closely adhere to court guidelines on campus for both teachers and students.

**Agenda No.3-** About the academic calendar.

Every department head makes sure that the curriculum is completed on schedule. If a faculty member needs more coursework, they can take them online.

**Agenda No.4-** Requirement of teaching and non-teaching staff.

All department heads should be calculate the total teaching load of classes and total number of faculty required .Then identify the requirement of new faculty.

**Agenda No. 5-** Planning and execution of value added courses.

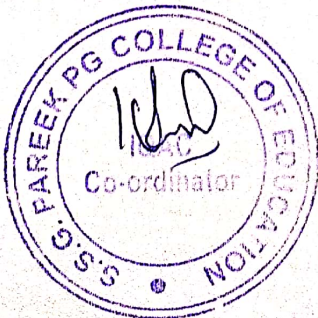
Some value added course are planned as per the demand of covid.

**Agenda No. 6-** Monitor the all other committee minutes of meeting.

All college committees heads should be scheduled the meeting on time so that all matters can be timely solved.

**Agenda No. 7-** Improvement the academic infrastructure.

College campuses should upgrade their IT infrastructure and install the new teachings tools.



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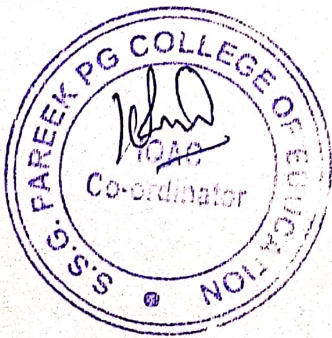
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## ATTEANDANCE

| S.NO. | NAME                    | SIGNATURE |
|-------|-------------------------|-----------|
| 1     | Dr. Pramila dubey       |           |
| 2     | Dr. Sumitra Arya        |           |
| 3     | Dr. Kuldeep pareek      |           |
| 4     | Dr. Geeta parashar      |           |
| 5     | Dr. Arti kalani         | Absent    |
| 6     | Dr. Kiran pareek        |           |
| 7     | Dr. Mona bohra          | Absent    |
| 8     | Shri Ashok Kumar keshot |           |
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| 10    | Dr. Asha gupta          |           |
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## Notice

All are informed that a meeting will be organized by Internal Quality Assurance Cell at M.Ed. seminar hall on 14 December 2021 at 12.00 am.

(Dr. Kalpana Pareek)

Co-ordinator

Copy to:-

1. Principal
2. All departmental HODS
3. All IQAC members
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Agenda:

1. Confirmation of the minutes of meeting held on 11 August 2021.
2. Planning of academic and cultural activities.
3. Motivate the all faculty member to publish more and more research papers in UGC care, journals and national inter-national conferences.
4. Instruct the placement officer to prepare a planer of placement.
5. Planning of faculty development program teaching and non-teaching staff.
6. Motivate the student for enhance the participation in value added courses as well as self-study courses.



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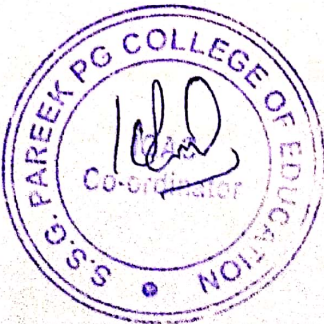
Action taken report of meeting held on 11/08/2021.

| S. No. | Agenda  | Action Taken  |
|--------|---|---|
| 1.     | Confirmation of the minutes of meeting held on 09.03 2021 | All members review and confirm the minute of meeting of last meeting held on 09.03.2021.        |
| 2.     | To follow the strictly Covid guide line                   | As per the state and Central government guideline, college follow strictly all these guidelines |
| 3.     | About the academic calendar                               | The academic calendar is finished on time.  |
| 4.     | Requirement of teaching and non-teaching staff            | All teachings load calculated and all heads share their requirements to principal.              |
| 5.     | Planning and execution of value added courses             | College successfully planned value added courses and timely completed by Student                |
| 6.     | Monitor the all other committee minutes of meeting        | All committees meetings was held on time.   |
| 7.     | Improvement the academic infrastructure                   | A few classrooms have ICT-enabled devices.  |

### IQAC MOM Held on 14 December 2021

Agenda 1-- Confirmation of the minutes of meeting held on 11 August 2021

All members review and confirm the minute of meeting of last meeting held on 11 august ,2021



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**Agenda No. 2-** Planning of academic and cultural activities

To talk about class delegation given by other authorities and by all HODs. The academic calendar should include as many activities as possible that are linked to academics, administration, cultural outreach, extension, and gender-based activities. It should also be completed as soon as possible.

**Agenda No.3-** Motivate the all faculty member to publish more and more research papers in UGC care, journals and national inter-national conferences

It is essential for the overall growth of faculty members. Therefore, the department head should encourage all faculty members to publish more research papers in journals and on a national and international level.

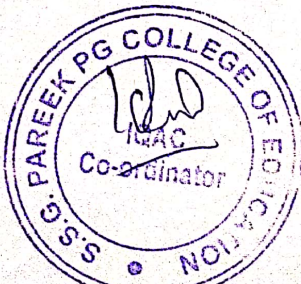
**Agenda No.4-** Instruct the placement officer to prepare a planer of placement

Placement is important for all pass outs and current final year students .so that placement planner should be framed by placement officer.

**Agenda No. 5- Planning** of faculty development program teaching and non-teaching staff

As we know that every year we planned many faculty development programme for academic /administrative and social development of teaching and non-teaching staff.so coordinator of all FDP should plan FDP as per current education session.

**Agenda No. 6-** Motivate the student for enhance the participation in value added courses as well as self-study courses



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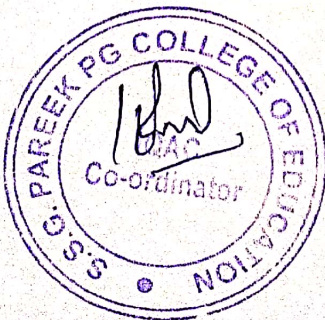
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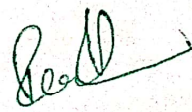
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Agenda:

1. Confirmation of the minutes of meeting held on 14 December 2021.
2. The review the status of completion the syllabus.
3. Timely submission of activity report.
4. For collecting the research paper .
5. Regarding placement of students.
6. Regarding value added courses.
7. Regarding E-waste management .



  
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Action taken report of meeting held on 14./12/2021.

| S. No. | Agenda  | Action Taken   |
|--------|---|--|
| 1.     | Confirmation of the minutes of meeting held on 11.08 2021   | All members review and confirm the minute of meeting of last meeting held on 11.08.2021.   |
| 2.     | Planning of academic and cultural activities  | College timely completed academic calendar and organized various cultural activities related with the course                                 |
| 3.     | Motivate the all faculty member to publish more and more research paper in UGC care ,journals and nation ,inter -nation conferences | Faculty member published their research papers in various journals ,nation ,international  |
| 4.     | Instruct the placement officer to prepare a planer of placement   | Placement officer planned many schools for placement of students .Plan was submitted.  |
| 5.     | Planning of faculty development programme teaching and non-teaching staff   | All teaching and non-teaching staff member participated in various faculty development program organized by college and other colleges also. |
| 6.     | Motivate the student for enhance the participation in value added course as well as self -study course                              | College organized motivation speeches by expert as well as executed various value based activities   |

### IQAC MOM Held on 09 march 2022

Agenda 1-- Confirmation of the minutes of meeting held on 14 December 2021

All members review and confirm the minute of meeting of last meeting held on 14 December 2021.



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**Agenda No. 2-** The review the status of completion the syllabus.

IQAC instruct all HODs to review the syllabus completed by all faculty member in all program

**Agenda No.3-** Timely submission of activity report

As we plan in the last meeting many cultural and academic activities are scheduled and some activities are pending for coming month.

IQAC instruct the all coordinator of cultural and sports activities submit the pending report.

**Agenda No.4 For collecting the research data**

Many faculty member published their paper in nation ,inter nation conferences .so they should submit their supporting proof to the IAC .so that IQAC camp start incentive process as per the policy .

**Agenda No. 5 Regarding placement of students**

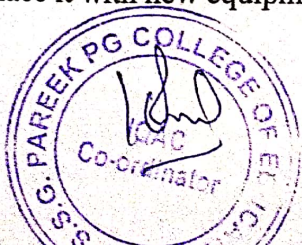
Many students got placement in education institute like school ,college etc. so placement officer should be submitted the appointment order of placed student and details of upcoming placement institute.

**Agenda No. 6- Regarding value added courses**

For the session 2021-22 many value added course was offered by the college .All coordinator of value added course should be ensure the distribution of the certificate timely those students clear the examination.

**Agenda No. 7-Regarding E-waste management.**

College conducted a green audit by the auditor they found that we have to develop system of E-waste management in college .So all E-waste equipment should be submitted to wander timely and replace it with new equipment.



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