



• तमसो मा ज्योतिर्गमय •

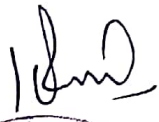
फोन : 0141-2201300

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 22.08.2022 at 2.00 pm.


  
(Dr. Kalpana Pareek)  
Co-ordinator  
IQAC  
Co-ordinator  
S.S.G. PAREEK P.G. COLLEGE OF EDUCATION  
BANIPARK, JAIPUR

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 09.03.2022
2. Replacement in IQAC Composition.
3. About the academic calendar.
4. Requirements of teaching and non-teaching staff
5. Planning of new value added courses and also offer previous value added course.
6. Meeting of all committees should be conducted on- time.
7. Review the academic infra-structure.
8. Planning of FDP for teaching and non-teaching staff members.

  
**PRINCIPAL**  
S.S.G. Pareek P.G. College of Education  
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S.S.G. Pareek P.G. College of Education, Banipark, Jaipur

Action taken report of meeting held on 09/03/2022

S. No.	Agenda	Action Taken
1.	Confirmation of the minutes of meeting held on 09.03.2022	All members review and confirm the minute of meeting of last meeting held on 09.03.2022
2.	The review the status of completion the syllabus.	Syllabus of all programme completed on time.
3.	Timely submission of activity report	Many activities are conducted for the academic year and all reports are submitted on time.
4.	For collecting the research data	The UGC care research paper, conference research paper, books those are edited and publish received by IQAC.
5.	Regarding placement of students	Many students are placed through the campus placements and many students admitted in the competitive exam.
6.	Regarding value added courses	All department HODS, heads evaluate value added course and finally they offer for new value added course for UG and PG students.
7.	Regarding E-waste management.	E-Waste collected in the college at E-Waste room other solid waste are collected in the pat and converted in manure.

**IQAC MOM Held on 22.08.2022**

**Agenda No.1 Confirmation of the minutes of meeting held on 09.03.2022**

All members review and confirm the minute of meeting of last meeting held on 09.03.2022.



  
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**Agenda No. 2- Replacement in IQAC composition**

- Replacement of Dr. Anita Yadav Faculty Member in the place of Dr. Kiran Pareek.
- Replacement of Dr. Mamta Sharma Faculty Member in the place of Dr. Mona Bhora.
- Replacement of Shri Laxmi Kant Pareek , secretary member in the place of Shri Ashok Kumar Keshot , secretary member
- Replacement of Shri Yogesh Dabral Student member in the place of Miss Nisha Mahawar

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

Every department head make sure that the curriculum is completed on schedule. If a faculty member needs more course work, they can take extra classes.

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

All heads of departments must calculate the overall teaching workload for classes and the total number of faculty needed. After that, they should determine whether new faculty is required.

**Agenda No.5- Planning of new value added courses and also offer previous value added course.**

New value added course should be planned and all previous course should be offered again.

**Agenda No.6- Meetings of all committee should be conducted on-time.**

All heads of college committees must attend the meeting as scheduled to ensure timely resolution of all matters.

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

College campus should upgrade their IT infrastructure and install the new teaching tools and if any problem occurred in installed tools then it repair also.

**Agenda No.8- Planning of FDP for teaching and non-teaching staff members.**

Faculty development programme should be planned for teaching and non-teaching staff.



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## ATTEANDANCE

S.No	Name	SIGNATURE
1.	Dr. Pramila Dubey	
2.	Dr. Sumitra Arya	
3.	Dr. Geeta Parasher	
4.	Dr. Kuldeep Pareek	
5.	Dr. Aarti Kalani	आरती कलानी
6.	Dr. Anita Yadav	
7.	Dr. Mamta Sharma	
8.	Shri Laxhmi Kant Pareek	
9.	Shri Yogesh Dabral	
10.	Dr. Asha Gupta	
11.	Dr. Kalpana Pareek	



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## Notice

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3. All IQAC members
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Agenda:

1. Confirmation of the minutes of meeting held on 22.08.2022
2. Planning of academic and cultural activities.
3. Revise the research policy.
4. Focus on MOUs based on research and placement.
5. Planning of faculty development program teaching and non-teaching staff.
6. Encourage the student to increase their involvement in self-study and value-added courses.

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**S.S.G. Pareek P.G. College of Education, Banipark, Jaipur**

Action taken report of meeting held on 22.08.2022

S. No.	Agenda	Action Taken
1.	<b>Confirmation of the minutes of meeting held on 22.08.2022</b>	All members review and confirm the minute of meeting of last meeting held on 22.08.2022
2.	<b>Replacement in IQAC composition</b>	Replacement of Dr.Anita Yadav Faculty Member in the place of Dr. Kiran Pareek. Replacement of Dr. Mamta Sharma Faculty Member in the place of Dr.Mona Bhora. Replacement of Shri Laxmi Kant Pareek , secretary member in the place of Shri Ashok Kumar Keshot , secretary member. Replacement of Shri Yogesh Dabral Student member in the place of Miss Nisha Mahawar
3.	<b>About the academic calendar.</b>	The academic calendar is completed within the scheduled timeframe.
4.	<b>Requirements of teaching and non-teaching staff</b>	All lessons are carefully prepared and all department heads communicate their needs to the principal.
5.	<b>Planning of new value added courses and also offer previous value added course.</b>	The college effectively scheduled and completed additional and value-added courses on time by the student.
6.	<b>Meetings of all committee should be conducted on-time</b>	The meetings of all committees were conducted punctually.
7.	<b>Review the academic infrastructure.</b>	College campuses need to improve their IT infrastructure and incorporate new teaching tools, with a system in place to address any issues that may arise with the installed tools.
8.	<b>Planning of FDP for teaching and non – teaching staff members.</b>	Orientation and induction programme for students and staff conducted successfully.



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**IQAC MOM Held on 10.09.2022**

**Agenda No.1- Confirmation of the minutes of meeting held on 22.08.2022**

All members are to review and confirm the minutes of the previous meeting.

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

Discussing the delegation of responsibilities by other authorities and all heads of departments. The academic calendar should incorporate various activities related to academics, administration, cultural outreach, extension, and gender-based initiatives. It should be finished as quickly as possible as well.

**Agenda No.3- Revise the research policy.**

Many faculty members involve in the research activity like paper presentation, seminars, workshops, publications of articles etc. They all need financial support from college so IAC recommended some improvement in the research policy in incentive part.

**Agenda No.4- Focus on MOUs based on research and placement.**

Research and placement at both collaborative task so that we have to attached institution with good research an placement entities .so that we should sign a MOUs with reputed research institute, colleges and schools.

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

As you are aware, we organize numerous faculty development programs each year to support the social, academic, and administrative growth of both teaching and non-teaching staff. therefore, FDP coordinators should schedule FDP in accordance with the present educational session.

**Agenda No.6- Encourage the student to increase their involvement in self-study and value-added courses.**

Motivate the student for enhance the participation in value added courses as well as self-study courses



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3.	Dr. Geeta Parasher	
4.	Dr. Kuldeep Pareek	
5.	Dr. Aarti Kalani	भारती कालानी
6.	Dr. Anita Yadav	
7.	Dr. Mamta Sharma	
8.	Shri Laxhmi Kant Pareek	
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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 08.02.2023 at 2.00 pm.


  
(Dr. Kalpana Pareek)  
Co-ordinator

Copy to:-

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3. All IQAC members
4. Office copy

Agenda:

1. Confirmation of the minutes of meeting held on 10.09.2022
2. The review the status of completion the syllabus
3. Feedback analysis and action taken report.
4. Mentor-mentee report
5. Preparation of competitive exam.
6. Involvement of faculty and students in outreach
7. Alumni meeting
8. Registration of faculty and students in SWAYAM course. Students and faculty

  
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Action taken report of meeting held on 10.09.2022

S. No.	Agenda	Action Taken
1.	Confirmation of the minutes of meeting held on 10.09.2022	All members review and confirm the minute of meeting of last meeting held on 10.09.2022
2.	Planning of academic and cultural activities	College timely completed academic calendar and organized various cultural activities related with the course
3.	Revise the research policy.	The research policy has been revised and incentive for publication also revised.
4.	Focus on MOUs based on research and placement.	Many MOUs has been successfully signed with a many research institute and schools.
5.	Planning of faculty development program teaching and non-teaching staff	The staff and students' orientation and induction program went well.
6.	Encourage the student to increase their involvement in self-study and value-	Motivate the student for enhance the participation in value added courses as well as self-study courses

**IQAC MOM Held on 08.02.2023**

**Agenda No.1- Confirmation of the minutes of meeting held on 10.09.2022**

All members review and confirm the minute of meeting of last meeting held on 10.09.2022



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

IQAC directs all HODs to examine the syllabus that each faculty member in each program has completed.

**Agenda No.3- Feedback analysis and action taken report.**

Feedback should be collected from all state holders and it should be analysed thoroughly and coordinator should prepare a analysed of all state holders.

After completion of analysing report coordinator should schedule a meeting based on analysed feedback and take a necessary action on it.

**Agenda no.4 - Mentor-mentee report**

Allocation of mentor-mentee was distributed in institution of academic session.

Mentors solve the problem of students, so they should submit their final report to IQAC.

**Agenda no.5 - Preparation of competitive exam.**

The preparation of competitive exam was offed to all students of UG and PG programme so all department head should submitted a report to IQAC regarding success of these classes and benefited student.

**Agenda no.6- Involvement of faculty and students in outreach**

Many outreach activity was conducted throughout year and many students as well as faculty member participate in activities, so coordinator of activities should be submit report with attendance of faculty and students.

**Agenda no.7- Alumni meeting**


Involvements of alumni in each activity throughout the year.

Meeting of alumni should be conduct upcoming month, so timely inform all member of alumni association.

**Agenda no.8- Registration of faculty and students in SWAYAM course.**

Students and faculty members registered themselves in SWAYAM course and complete on time.



  
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