



## DEEPSHIKHA COLLEGE OF TECHNICAL EDUCATION

(UNDER THE MANAGEMENT OF DEEPSHIKHA KALA SANSTHAN)

AFFILIATED TO RAJASTHAN UNIVERSITY & APPROVED BY NCTE, STATE GOV. OF RAJASTHAN

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. IQAC/ATR-1/2023/7

Date: 01/11/2023

#### **Action taken report**

#### **Agenda 1:- Introduction to IQAC member**

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time to working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It is advisable to change the coordinator after two to three years to bring new thoughts and activities in the institution.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

<b>Principal as chairperson</b>	<b>Prof.(Dr.) Rita Bisht (Principal)</b>
<b>IQAC Coordinator</b>	<b>Dr. Aparna Soni (Professor)</b>
<b>Faculty Members</b>	<b>Dr. Mohit Shukla (Professor)</b>
	<b>Dr, Renu Saxena (Professor)</b>
	<b>Dr. Jyoti Sharma (Professor)</b>
	<b>Dr. Kapil Sharma (Associate Professor)</b>
	<b>Dr. Virendra Singh (Associate Professor)</b>
<b>Dr.Aneesh Kumar Mishra (Associate Professor)</b>	
<b>Management Representative</b>	<b>Mr. Nitin Jain</b>
<b>Connoisseur from the field of education</b>	<b>Dr. Mathureswar Pareek (Dean ,Education Dept. University of Rajasthan)</b>

<b>Illustrious person from industry</b>	<b>Mr. Nirmal Bardiya</b>
<b>Community Representative</b>	<b>Mr. Surendra Chaturvedi</b>
<b>Administrative Representative</b>	<b>Mr. Vinod Sharma</b>
<b>Alumni Representative</b>	<b>Mr. Bhupendra Singh , Mr. Amit Sharma</b>
<b>Student Representative</b>	<b>Two student representatives - each year with a tenure of 2 years</b>

## **Agenda 2:-Objective /Strategies & Benefits of IQAC Cell**

### **Objective:**

The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

### **Strategies:**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

### **Benefits:-**

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture NAAC for Quality and Excellence in Higher Education
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices

- To provide a sound basis for decision making to improve institutional functioning
- To act as a change agent in the institution
- To better internal communication.

### Agenda 3:-Functions of IQAC Cell

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution
- Dissemination of information on the various quality parameters of higher education
- Organization of workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes / activities leading to quality improvement
- Acting as a nodal agency of the institution for quality-related activities
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

### Agenda 4:-General discussion.

1. - B.Sc.B.Ed first year admission form, brochure for B.Sc.B.Ed syllabus has been prepared under the guidance of Dr. Anil Sharma. Also, the marking scheme etc. has been printed in both the languages and released to the candidates completely free of cost.

2- For B.Sc.B.Ed courses, a time table has been made by dividing the workload equally between teachers and teaching subjects, the classes are moving according to that.

3- Keeping in mind the availability of teachers and weightage of the subject, the timetable has been kept flexible.

- [https://docs.google.com/spreadsheets/d/1AXVV55rt5o4w\\_-o1pzQZvHANfbLhdRnl3xbC6bddeaE/edit#gid=680928670](https://docs.google.com/spreadsheets/d/1AXVV55rt5o4w_-o1pzQZvHANfbLhdRnl3xbC6bddeaE/edit#gid=680928670)
- [https://docs.google.com/spreadsheets/d/1AXVV55rt5o4w\\_-o1pzQZvHANfbLhdRnl3xbC6bddeaE/edit#gid=1512632100](https://docs.google.com/spreadsheets/d/1AXVV55rt5o4w_-o1pzQZvHANfbLhdRnl3xbC6bddeaE/edit#gid=1512632100)

4- The process of admission counseling has ended. The role of the leaders was active.

5- Preparation of the college magazine and accordingly the necessary programs for the college magazine is being carried out as per the annual planner. The workload of providing

necessary data for the magazine and encouraging students to write articles, poems etc. have been distributed.

6- The recording of students has been maintained in the software. Besides, for convenience, the recorder has also been maintained in the scholar register.

7- College Committee has been formed to run all the academic and administrative works of the college smoothly. The meetings of the committees have also been fixed; the committees are working as per the meeting dates.

- [https://docs.google.com/spreadsheets/d/1vRu1Int6xMLfLFqXOWsHUv9nCOWuZi\\_mqMtcXeH\\_dng/edit#gid=0](https://docs.google.com/spreadsheets/d/1vRu1Int6xMLfLFqXOWsHUv9nCOWuZi_mqMtcXeH_dng/edit#gid=0)

S.no	Committee	Members	Post Held On
1	ADMISSION COMMITTEE	Dr. MAHENDRA SINGH Dr. AJIT SHUKLA Dr.DEVENDRA KUMAR SINGH	Convener Member Member
2	CURRICULUM REFORM COMMITTEE	Dr. AJIT SHUKLA Dr. DEVENDRA KUMAR SINGH Dr. SHUSHOBHIT SHUKLA	Convener Member Member
3	TEACHING PRACTICE COMMITTEE	Dr.DEVENDRA KUMAR SINGH Dr.SHUSHOBHIT SHUKLA Dr.MOHIT SHUKLA	Convener Member Member
4	LIBRARY ADVISORY COMMITTEE	Dr.SHUSHOBHIT SHUKLA Dr.MOHIT SHUKLA Dr.ANIL KUMAR TRIPATHI	Convener  Member Member
5	SADAN/ HOUSE CONSTITUTION	Dr.MOHIT SHUKLA Dr.ANIL KUMAR TRIPATHI Dr.RAKESH KUMAR	Convener Member Member
6	SEMINAR/ MAGAZINES COMMITTEE	Dr.ANIL KUMAR TRIPATHI Dr.RAKESH KUMAR Dr.JAI KUMAR	Convener Member Member
7	CO- CURRICULAR ACTIVITIES COMMITTEE	Dr.RAKESH KUMAR Dr.JAI KUMAR Dr.KAMLESH KUMAR YADAV	Convener Member Member

8	<b>ACADEMIC PLANNING &amp; MANAGEMENT COMMITTEE</b>	Dr.JAI KUMAR Dr.KAMLESH KUMAR YADAV Dr.SUNIL KUMAR	Convener Member Member
9	<b>TIME - TABLE COMMITTEE</b>	Dr.KAMLESH KUMAR YADAV Dr.SUNIL KUMAR Dr.RAM ACHAL PATEL	Convener Member Member
10	<b>EXAMINATION CELL COMMITTEE</b>	Dr.SUNIL KUMAR Dr.RAM ACHAL PATEL Dr.ASHVINI KUMAR DWIVEDI	Convener Member Member
11	<b>STUDENT ATTENDANCE COMMITTEE</b>	Dr.RAM ACHAL PATEL Dr.ASHVINI KUMAR DWIVEDI Dr.AMIT KUMAR	Convener Member Member
12	<b>CLUB COMMITTEE</b>	Dr.ASHVINI KUMAR DWIVEDI Dr.AMIT KUMAR Dr.KAPIL SHARMA	Convener Member Member
13	<b>TOUR COMMITTEE</b>	Dr.KAPIL SHARMA Dr.SATYA PRAKASH SHUKLA Dr.ANEESH KUMAR MISHRA	Convener Member Member
14	<b>PLACEMENT COMMITTEE</b>	Dr.AMIT KUMAR Dr.KAPIL SHARMA Dr.SATYA PRAKASH SHUKLA	Convener Member Member
15	<b>NEWS PUBLICATION COMMITTEE</b>	Dr. MAHENDRA SINGH Dr. SATYA PRAKASH SHUKLA Dr.ANEESH KUMAR MISHRA	Convener Member Member
16	<b>ALUMNI ASSOCIATION COMMITTEE</b>	Dr. MAHENDRA SINGH Dr.ANEESH KUMAR MISHRA Dr.AJIT SHUKLA	Convener Member Member
17	<b>GUIDANCE &amp; COUNSELING COMMITTEE</b>	Dr.SUNIL KUMAR Dr.RAM ACHAL PATEL Dr.ASHVINI KUMAR DWIVEDI	Convener Member Member
18	<b>DISCIPLINARY COMMITTEE</b>	Dr.RAKESH KUMAR Dr.JAI KUMAR Dr.KAMLESH KUMAR YADAV	Convener Member Member
19	<b>WOMEN CELL COMMITTEE</b>	Dr.ANIL KUMAR TRIPATHI Dr.RAKESH KUMAR Dr.JAI KUMAR	Convener Member Member

<b>20</b>	<b>PROBLEM SOLVING COMMITTEE</b>	<b>Dr.AJIT SHUKLA Dr.DEVENDRA KUMAR SINGH Dr.SHUSHOBHIT SHUKLA</b>	<b>Convener Member Member</b>
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**Dr. Aparna Soni (Professor)**  
**IQAC Coordinator**

**Dr. Rita Bisht(Principal)**  
**Chairperson**