



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/CIRCULAR/2023/5

Date: 06/08/2023

Circular
(1st Meeting)

The entire IQAC Committee members are hereby informed that the meeting is organized on 10/08/2023 at 2:30 pm in the principal cabin for the following agenda. All should remain present for the meeting.

Agenda

1. To review the minutes of the last meeting.
2. Introduction to IQAC Members.
3. Objective of IQAC Cell
4. Functions of IQAC Cell
5. General discussion.
 - • Discussion about the Academic year and framing of college brochures.
 - • Division of department and subject.
 - • To set the time-table and division of the workload.
 - • Admission Counseling.
 - • College magazine.
 - • Student records.
 - • Academic & Administrative Committee Formation.

Members attended-

S.NO	NAME OF STAFF MEMBERS
1	Prof.(Dr.) Rita Bisht (Principal)
2	Prof.(Dr.) Reenu Lulla (Professor)
3	Dr. Renu Saxena (Professor)
4	Dr. Jyoti Sharma (Professor)
5	Dr. Mandakni Kumar (Professor)
6	Dr. Kapil Sharma (Associate Professor)
7	Dr. Virender Singh (Associate Professor)

8	Dr. Sheespal Singh (Associate Professor)
9	Dr. Anil Kumar Tripathi (Associate Professor)
10	Dr. Rakesh Kumar (Associate Professor)
11	Dr. Vineet Sharma (Associate Professor)
12	Dr. Aneesh Kumar Mishra (Associate Professor)
13	Dr. Amit Kumar (Associate Professor)
14	Dr. Satya Prakesh Shukla (Associate Professor)
15	Dr. Shubham Sharma (Associate Professor)
16	Dr. Ahish Kumar Sharma (Associate Professor)
17	Dr. Chirag Vasishth (Associate Professor)
18	Dr. Sunil Kumar (Associate Professor)
19	Dr. Ram Anchal Sharma (Associate Professor)
20	Dr. Neeti Chouhan (Associate Professor)
21	Dr. Jeetendra Kumar (Associate Professor)
22	Mr. Sitaram Mali (Assistant Professor)
23	Mr. Rakesh Agarwal (Assistant Professor)
24	Mr. Vijendra Dhaka (Assistant Professor)
25	Mr. Rajesh Kumar Sharma (Assistant Professor)
26	Mr. Ved Prakash Choudhary (Assistant Professor)
27	Mr. Nilesh Sharma (Assistant Professor)

Copy to:-

- 1) Incharge of the Website
- 2) Management office
- 3) Principal office

Dr. Rita Bisht (Principal)
Chairperson



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. IQAC/MOM-2/2023/6

Date: 10 August, 2023

Minutes of Meeting

The 1st Meeting of The IQAC commenced at 2:30 pm. in the Boardroom, The meeting began with a short Prayer. Dr Rita Bisht the convener welcomed all the staff members for the first IQAC meeting & the new academy term. Following were present in the meeting.

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Minutes/Resolution:-

Agenda 1:- Introduction to IQAC member

In the meeting, the Coordinator of Internal Quality Assurance Cell welcomed all the members and introduced the appointed members one by one. Also, what will be their role in this cell? What responsibilities will they perform? Was also discussed. All the members ensured that they will cooperate fully in fulfilling the assigned responsibilities.

Resolution -It was decided that the main responsibility of IQAC is to initiate, plan and supervise various activities which are necessary to enhance the quality of education provided in an institution. The core work of IQAC members will be as follows -

- Accountability and service to all stakeholders
- Honesty and fairness in all practice
- Generate innovation and creativity
- Inclusivity and care for the marginalized

- Flexibility and stability
- Strive for quality and excellence in all work
- Thought leadership and quality consciousness
- 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.

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

The points discussed in the meeting were that the primary objective of IQAC should be to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. Some work expected from each member of IQAC should be determined. Parameters of each work should be prepared. All work should be based on objective assessment.

Resolution-It was decided that the objectives of IQAC required. To formulate parameters for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Agenda 3:-Functions of IQAC Cell

How IQAC will work was discussed in the meeting. There were also discussions on creating parameters for determining the tasks. As -

1. To develop and apply quality benchmarks/criteria for various academic and administrative activities of the institute.
2. Adoption of knowledge and technology required for collaborative teaching and learning process will facilitate creation of a learner-centric environment conducive to quality education and maturity of faculty.
3. Provision for feedback from students, parents and other stakeholders on quality related institutional processes.
4. Information will have to be disseminated on various quality standards of higher education.

5. Organization of inter and intra institutional workshops, seminars on quality related issues and promotion of quality circles. Various programs/activities leading to quality improvement have to be documented.

6. To act as a nodal agency of the Institute for coordination of quality-related activities including adoption and dissemination of best practices.

7. For the purpose of maintaining/enhancing institutional quality, institutional databases will have to be developed and maintained through MIS. Quality culture will have to be developed in the institution.

Resolution-It was decided that in order to run the college better and smoothly, an IQAC committee will carry out the work based on the prescribed parameters.

Agenda 4:-General discussion.

The following points were also discussed in the meeting -

- Like every year, this year also discusses the academic year and preparation of college brochures.
- Division and distribution of subjects was discussed with the head of each department.
- Time table will have to be passed in the time table committee meeting and discussions will also be held on determining staff wise division of workload.
- Determining the admission counseling committee.
- Getting the college magazine prepared.
- Making policies for saving student records.
- Academic and administrative committee will have to be formed

Resolution:- It was unanimously agreed that DCTE will apply for the assessment and accreditation as per new guidelines of the NAAC.

Adjournment-

Dr.Aparna Soni thanked everyone for their contributions and adjourned the meeting at 3:30 pm.

Dr. Aparna Soni (Professor)

IQAC Coordinator

Dr. Rita Bisht(Principal)
Chairperson