



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/MOM-2/2023/8

Date: 06/11/2023

Circular
(2nd Meeting)

The entire IQAC Committee members are hereby informed that the meeting is organized on 10/11/2023 at 2:30 pm in the principal cabin for the following agenda. All should remain present for the meeting.

Agenda

6. To review the minutes of the last meeting.
7. Introduction to IQAC Members.
8. Objective of IQAC Cell
9. Functions of IQAC Cell
10. 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-2/2023/8

Date: 10/11/2023

Minutes of Meeting

The IQAC meeting 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 IQAC meeting. Following were present in the meeting.

Agenda:-

1. To review the minutes of the last meeting.
2. To develop a quality benchmark in various academic and administrative activities of our college.
3. To facilitate the creation of a learner centric environment.
4. To develop and maintain institutions' databases through a proper record keeping system.
5. To discuss the documentation of various activities of our college for quality improvement .
6. Conduct Seminars, Workshop and awareness etc. programme.
7. Feedbacks report regarding all aspects from students , teachers & alumni.
8. Innovation in teaching.
9. Academic Activities
10. Library Development
11. Updation of college website
12. Upgradation of basic infrastructure.
13. Observation and celebrations of important days.

Members Attended

S.no	Members	Status
1	Dr. Aparna Soni	IQAC Coordinator
2	Dr. Mohit Shukla	Faculty Members

3	Dr. Renu Saxena	Faculty Members
4	Dr. Jyoti Sharma	Faculty Members
5	Dr. Kapil Sharma	Faculty Members
6	Dr. Mathureswar Pareek	Connoisseur from the field of education
7	Mr. Nitin Jain	Management Representative
8	Mr.Nirmal Bardiya	Illustrious person from industry
9	Mr. Vinod Sharma	Community Representative
10	Mr. Bhupendra Singh	Alumni Representative
11	Mr. Aditya Sharma	Student Representative
12	Mr. Ajay Choudhary	Student Representative
13	Dr. Mahendra Singh	Admission Committee
14	Dr. Ajit Shukla	Curriculum Reform Committee
15	Dr. Devendra Kumar Singh	Teaching Practice Committee
16	Dr. Shushobit Shukla	Library Advisory Committee
17	Dr. Rakesh Kumar	Co-curricular Activities Committee
18	Dr. Jai Kumar	Academic Planning Committee
19	Dr. Kamlesh Kumar Yadav	Time Table Committee
20	Dr. Ram Achal Patel	Student Attendance Committee

Minutes/Resolution:-

1. To review the minutes of the last meeting.

Agenda -1. To review the minutes of the last meeting

Discussion Points-

1. The minutes of the previous meeting held on 10/08/2023 were reviewed and discussed in detail. Each agenda item from the previous meeting was examined to ensure accuracy and completeness. It was noted that the action items from the last meeting were successfully

implemented. Overall, the implementation of the previous meeting's resolutions was reported as highly effective:

- Positive feedback was received from students, faculty, and staff members regarding the new initiatives.
- The changes led to significant improvements in the efficiency and effectiveness of the college's activities and processes.

No further amendments or corrections to the minutes were required, as all points were found to be accurately recorded and effectively actioned.

Resolution-

The minutes of the last meeting were confirmed as accurate. The successful implementation of the discussed items was acknowledged, and the positive outcomes were commended.

Agenda -2. - To develop a quality benchmark in various academic and administrative activities of our college

Discussion Points-

1. The significance of developing quality benchmarks for both academic and administrative activities was highlighted to ensure high standards and continuous improvement throughout the college. It was proposed to establish a committee responsible for drafting these quality benchmarks, including representatives from different departments. The committee will be tasked with conducting thorough analysis of current practices and identifying areas for improvement. A one-month timeline was set for the committee to draft and present the quality benchmarks for review and approval.

Resolution-

A committee will be formed immediately to draft quality benchmarks for various academic and administrative activities. The committee is expected to complete this task within one month, ensuring that the benchmarks align with the college's mission and objectives.

Agenda -3- To facilitate the creation of a learner centric environment

Discussion Points- Various strategies to foster a learner-centric environment were discussed, emphasizing the importance of student engagement and personalized learning experiences. Suggestions were given to initiate interactive sessions such as- workshop and group discussions, to encourage active student participation. The introduction of mentorship programs was proposed to provide students with personalized guidance and support. Enhancing the student feedback system was recommended to ensure continuous improvement based on student input and experiences.

Resolution-

Initiatives such as interactive sessions, mentorship programs, and an enhanced student feedback system will be implemented to promote a learner-centric environment.

Agenda -4- To develop and maintain institutions' database through a proper record keeping system.

Discussion Points-

- 1. The importance of accurate and comprehensive databases for effective administration was emphasized. Attendees highlighted that well-maintained records are crucial for various academic and administrative functions.**
- 2. The current record-keeping systems were reviewed, and it was concluded that they need upgrading to more advanced digital solutions to enhance efficiency and reliability.**
- 3. To ensure a smooth transition to the new system, it was proposed that comprehensive training sessions be conducted for all relevant staff. This would help them adapt to the new technologies and utilize them effectively.**

Resolution-

The institution will upgrade its record-keeping systems to advanced digital solutions to improve efficiency and data integrity. A comprehensive training program for staff will be implemented to ensure a smooth transition to the new system and to support effective use and maintenance of the databases.

Agenda -5- To discuss the documentation of various activities of our college for quality improvement

Discussion Points-

- 1. It was highlighted that documenting various activities of the college is crucial for assessing the current state and identifying areas for quality improvement.**
- 2. It was discussed how documentation can provide insights into the effectiveness of different activities and initiatives undertaken by the college.**
- 3. It was suggested to explore ways to streamline the documentation process to ensure comprehensive coverage of all activities while minimizing administrative burden.**
- 4. Suggestion was made to explore strategies for using the documented data to implement targeted improvements and enhance the overall quality of college activities.**

Resolution-

It was resolved to establish a structured system for documenting all college activities, utilizing standardized templates and guidelines. This approach will enable us to systematically analyze the effectiveness of our initiatives and make targeted improvements to enhance the overall quality of our college activities.

Agenda -6- To do planning about conducting Seminars, Workshop and Awareness Programme etc.

Discussion Points-

1. The importance of conducting seminars, workshops, and awareness programs in enhancing students' educational experience and fostering their holistic development was highlighted.
2. Suggestions were made to identify relevant and timely topics for these events, ensuring that they address the needs and interests of students, faculty, and the community.
3. Strategies for the effective planning, organization, and execution of these educational events were discussed.
4. A proposal was made to explore ways to maximize student and faculty engagement, encourage active participation, and ensure the success of seminars, workshops, and awareness programs etc.

Resolution-

It was resolved to identify relevant and timely topics for seminars, workshops, and awareness programs, ensuring that these events align with the needs and interests of students, faculty, and the community. A dedicated team will be established to oversee the selection process and implement strategies for maximizing engagement and participation.

Agenda -7- To emphasize on obtaining feedback from Students, Teachers, and Alumni.

Discussion points-

1. It was discussed that obtaining feedback from students, teachers, and alumni is crucial for achieving comprehensive improvement in the college's operations and educational quality.
2. It was decided to implement a systematic feedback collection process at the end of each session to ensure regular and consistent input from all stakeholders.

3. A suggestion was made to thoroughly analyze the collected feedback data to identify key areas for improvement and to make strategic decisions.

4. It was proposed to create action plans based on the feedback analysis to address specific issues and enhance the overall educational experience.

Resolution-

It was resolved to establish a structured feedback system involving students, teachers, and alumni. This system will include regular feedback collection, thorough data analysis, and the creation of actionable strategies to drive continuous improvement in the college.

Agenda -8- To discuss Innovation in Teaching.

Discussion Points-

1. It was discussed that incorporating innovative teaching methods can significantly enhance the learning experiences and outcomes for students.

2. It was decided to implement new teaching techniques across various courses and evaluate their effectiveness in improving student engagement and comprehension.

3. It was suggested to offer professional development opportunities for teachers to equip them with the knowledge and skills needed to implement innovative teaching practices.

4. It was proposed to gather feedback from both teachers and students on the new methods to refine and improve the approaches continuously.

Resolution-

It was resolved to enhance student learning by implementing new teaching methods across different courses. To ensure success, training will be provided to teachers, and feedback will be gathered from both teachers and students for continuous improvement.

Agenda -9- To plan academic activities.

Discussion Points-

1. It was highlighted that a robust schedule of academic activities will enhance the overall educational experience by providing opportunities for practical learning, networking, and skill development.

2. It was decided to expand the range of academic events, including conferences, guest lectures, workshops, and seminars, to enrich the academic calendar and promote interdisciplinary learning.

3. It was proposed to explore innovative formats and topics for academic events to cater to the diverse interests and needs of students, faculty, and the broader academic community.

Resolution-

A resolution was made to enhance the overall educational experience through the implementation of a robust schedule of academic activities. This commitment will provide valuable opportunities for practical learning, networking, and skill development, thus enriching the educational journey of our students.

Agenda --10- To discuss the need of library development.

Discussion Points-

- 1. It was discussed that an updated and well resourced library is crucial for academic success.**
- 2. The existing library resources, including the number of books, seating capacity, and available technology, were reviewed.**
- 3. It was suggested to diversify the book collection to include more contemporary and relevant titles across various disciplines.**
- 4. A proposal was made to enhance digital services by introducing e-books, online databases and improved internet access.**
- 5. Emphasis was placed on subscribing to academic journals to provide up-to-date research materials to students and faculty.**
- 6. Additionally, it was suggested to upgrade the infrastructure to accommodate the increasing demand for digital resources and services.**

Resolution-

A resolution was made to establish a dedicated task force responsible for overseeing the execution of library development initiatives, ensuring timely progress and effective utilization of resources to enhance the library's facilities and services.

Agenda -11- To discuss the need of updating the College Website.

Discussion Points-

- 1. The current state of the college website, including its design, content, functionality, and user interface, was reviewed.**

2. The shortcomings of the existing website like outdated design elements, stale content, navigation issues and lack of mobile responsiveness etc. were discussed.
3. The importance of optimizing the website for mobile devices was emphasized to accommodate users accessing the site on smart phones and tablets.
4. Suggestions were made to update website content to ensure accuracy and relevance, as well as to enhance user engagement.
5. A tentative timeline was proposed for the website updating project, with responsibilities to be assigned to relevant staff members and departments for effective implementation.

Resolution-

A resolution is passed to promptly update the college website, addressing design flaws, improving navigation, and enhancing content relevance. This action aims to provide a more user-friendly and accessible digital platform for all stakeholders.

Agenda -12- To discuss the upgrade of basic infrastructure.

Discussion Points-

1. The current status of the infrastructure was reviewed to identify areas requiring improvement.
2. Specific upgrade needs were discussed, considering safety, efficiency, and technological advancements.
3. Various upgrade plans were proposed, including renovations, equipment replacement, and the implementation of modern technologies to enhance efficiency and effectiveness.
4. A tentative timeline for the upgrade project was established, along with assigning responsibilities to relevant departments and personnel for smooth implementation.

Resolution-

A resolution was made to allocate necessary resources for the immediate implementation of upgrade plans discussed in the meeting, encompassing renovations, equipment replacement, and the integration of modern technologies to enhance efficiency and effectiveness of the college infrastructure.

Agenda -13- To discuss about the Observation and Celebrations of important days

Discussion Points-

1. The idea of celebrating the important days within the college was discussed.

2. Various important days, including cultural, national, and international observances, were reviewed for potential celebration within the college.
3. A discussion was held on how to celebrate these days, exploring different ideas and activities to make the celebrations memorable and inclusive.
4. A committee was formed to organize the celebration, tasked with planning and coordinating various activities to ensure a successful and enjoyable event.

Resolution-

It was resolved to organize and execute events for important days, ensuring engaging activities are planned to foster a sense of unity and enthusiasm among students, faculty and staff members.

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