



MAHILA P.G. MAHAVIDYALAYA

Recognized as MODEL COLLEGE by Raj. Govt.

Kamla Nehru Nagar, Soorsagar Road, Jodhpur-342009

website: www.mpgmahavidyalaya.org • 0291- 2759473 • Fax: 0291- 2759396

Internal Quality Assurance Cell (IQAC)

Minutes of Online Meeting held on 25th June, 2020

The following members were present in the online meeting that took place on Google Meet (Link:<https://meet.google.com/kcb-innc-ikt>) between 12.30 PM- 2.00 PM.

1. Dr S P Vyas, Member, Management
2. Dr Manorama Upadhyaya, Principal and Chairperson IQAC
3. Dr Avinash Bohra, Coordinator IQAC
4. Dr. Madhika Mathur, Faculty Member
5. Dr. Ritu Soni, Faculty Member
6. Ms. Tina Vyas, Faculty Member
7. Mr. Giriraj Kalla, Faculty Member

- At the outset the Chairperson, IQAC welcomed the members to the online meeting. And raised her concern regarding the unprecedented situation of the rising cases of Covid-19 and the lockdown implemented throughout the country.
- The committee discussed about the ways and means to keep the academic schedule in pace and uninterrupted and also to keep up the morale of the students. The committee was informed that the online mode for teaching was already implemented; suggestions regarding making the mode accessible and student friendly were made in the meeting.

<u>AGENDA /ITEM No.</u>	<u>AGENDA/ITEM</u>	<u>SUGGESTIONS/IMPLEMENTATION OR ACTION TAKEN</u>
1.	Auditing and evaluation of plan proposed and executed in the last academic session especially the new mode of teaching introduced due the present lockdown and ways and means to make teaching and learning more effective and to identify measures to make the teaching learning mechanism safe for all, given the present scenario.	<ul style="list-style-type: none">• In accordance with the last meeting of the previous academic year, strategies regarding the online as well as offline modes of teaching were discussed taking in to consideration the SOPs and notifications released by both UGC and Government of Rajasthan.• It was decided that an SOP for the college and hostel was required to be drafted, implemented and displayed so that the staff and students can work and study in a safe environment. The members were directed to chalk the SOPs and present the same to the chairman at the earliest for implementation and the same be presented in the next meeting.
2.	Academic initiatives taken by the College	<ul style="list-style-type: none">• The Chairman informed the committee that the college was already following COVID appropriate behavior and strictly adhering to the "NO MASK NO ENTRY" dictum and sanitization of the college was being carried out on regular basis with Hands free Sanitizer machines (Manual and Automated) being placed at locations all around the



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		<p>college premises. Thermal Guns for Body Temperature detections were also placed at the college entry gates. Provisions of 1% Sodium Hypochlorite solution spraying for surfaces and possible points of contacts was also made.</p> <ul style="list-style-type: none">• Apart from the above, as discussed in the previous meeting, WhatsApp groups for each class were created so as to keep a track and mentor the students online. Creation of an efficient two-way communication mechanism and offer active learning methods for students was also done. Other measures taken up by the college included the following:<ol style="list-style-type: none">1) Scheduling of classes through online mode for undergraduate and postgraduate levels through online platforms like Google Meet or Zoom2) Uploading of study material on the college website and creation of an e-library for the benefit of the students.3) Conduct of online co-curricular activities for students to help them cope up with the pandemic situation and mentoring them to raise awareness at home regarding the virus and the pandemic.4) Emphasis on ICT and scheduling of online training sessions for teachers to help them learn new tools and techniques of online teaching.5) Creation of an efficient monitoring system for faculty member to track the performance of the students through online quizzes and test. Conduct of online webinars of eminent academicians and scientists to guide students and teachers regarding their subjects and relevant fields of research.
3.	Co-curricular activities conducted and scheduled	<ul style="list-style-type: none">• Prof. S. P. Vyas, Secretary, Jai Narain Vyas Shikshan Sansthan (Member of the Management), suggested organizing of online activities that benefit students, especially extension lectures from Subject experts and student seminars to motivate students regarding online mode of education.• The Chairperson gave guidance and suggestions regarding online extension activities, programs that would help raise awareness regarding covid and also academic aptitude in the students• The Chairperson informed the members regarding the online activities that had taken place in the preceding months by the NSS and NCC unit of the college to not only raise awareness regarding Covid -19 but also guide students to raise awareness and sensitize the area/locality they reside. The activities included online workshop



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		<p>organized by UNFPA and UNICEF, which was attended by the NSS Volunteers, Social Media awareness drives run by College NSS unit, distribution of Sanitizers and masks and participation in online competitions held by various government and non- government agencies.</p> <ul style="list-style-type: none">The Chairperson informed the members regarding the online activities that had taken place in the preceding months by the NSS and NCC unit of the college to not only raise awareness regarding Covid -19 but also guide students to raise awareness and sensitize the area/locality they reside. The activities included online workshop organized by UNFPA and UNICEF, which was attended by the NSS Volunteers, Social Media awareness drives run by College NSS unit, distribution of Masks and sanitizers, participation in online competitions held by various government and non- government agencies. Details of all the activities has also been put up on college's social networking platform. (Details enclosed below)
4.	Infrastructure: status and requirements	<ul style="list-style-type: none">The Coordinator informed the committee regarding the ICT tools available in the Smart room created in the college. The committee decided that a training of the teachers will be scheduled so that they can utilize the facilities for online classes and the students can be benefitted to the maximum.Suggestion of setting up of Wifi routers across the college on various floors for uninterrupted internet for teaching was also made. Provision for tripods for mobiles was also suggested so that teachers can also utilize the chalk and talk method for their online classes.The Chairman and the member of the management assured that the faculty will be given all possible support for carrying out online teaching.

- Meeting was concluded by the coordinator.
- Dr. Madhika Mathur delivered the vote of thanks.


IQAC Chairperson
PRINCIPAL
MAHILA P. G. MAHAVIDYALAYA
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Internal Quality Assurance Cell (IQAC)

Minutes of Online Meeting held on 30th September, 2020

The following members were present in the online meeting that took place on Google Meet (Link:<https://meet.google.com/kcb-innc-ikt>) between 10.30 PM- 11.20 AM.

1. Dr S P Vyas, Member, Management
2. Dr Manorama Upadhyaya, Principal and Chairperson IQAC
3. Dr Avinash Bohra, Coordinator IQAC
4. Dr. Madhika Mathur, Faculty Member
5. Dr. Ritu Soni, Faculty Member
6. Ms. Tina Vyas, Faculty Member
7. Mr. Giriraj Kalla, Faculty Member

The following items were discussed and processed for implementation if required

<u>AGENDA/ITEM</u> <u>M No.</u>	<u>AGENDA/ITEM</u>	<u>SUGGESTIONS/IMPLEMENTATION OR ACTION</u> <u>TAKEN</u>
1.	Take stock of the SOP for the college that was drafted in accordance with the directions received from the Government to carry out official and academic activities in both online and offline modes and revise it according to the situation of the city.	<ul style="list-style-type: none">• The SOP drafted for the College in this new normal was shared with the committee and the members discussed the details pertaining to the procedure. Suggestions regarding Practical classes and their schedule, examination preparation in case of the directives received from the University were made and the team was asked to include and implement the chosen suggestions with immediate effect.• The chairperson suggested the effective distancing of students during university exams by placing tables beside examinees to distance them from each other and the invigilators.• The use of double masks, shields and gloves, thermal gun for temperature measurement at the gate, use of sanitizing machines and 1% sodium hypochlorite disinfection after each class and exam was made mandatory and the management member Prof. S. P. Vyas assured that the management will support and finance these essentials for the safety of the teachers/invigilators and staff.
2.	Academic progression and evaluation schemes, co-curricular and extra-curricular activities undertaken and in process.	<ul style="list-style-type: none">• The committee was briefed about all the academic and co-curricular activities that has taken place in the last three months including the covid testing campaign at the college in collaboration with ESI Hospital on 3rd July 2020



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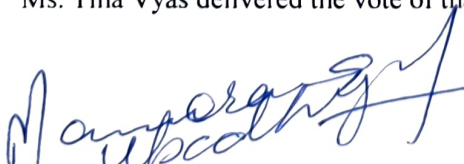
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2.	Academic progression and evaluation schemes, co-curricular and extra-curricular activities undertaken and in process.	<ul style="list-style-type: none">• The committee was briefed about all the academic and co-curricular activities that has taken place in the last three months including the covid testing campaign at the college in collaboration with ESI Hospital on 3rd July 2020 and the NSS Day Celebration on 24th September, 2020 with- online awareness on Covid-19 and ‘No Mask, No Entry Drive’• The NCC activities that took place during the last three months including: Celebration of Kargil Diwas on 26th July, 2020; Social Awareness on Covid.• Academic activities: The online schedule for the classes had been prepared and shared with every class in their respective online groups. Online attendance and monitoring of students through online evaluation was also being carried out and reported to the Principal on a regular basis.
3.	Infrastructure: status and requirements	<ul style="list-style-type: none">• The coordinator informed the committee regarding the ICT training schedule for faculty members and response received from them.• Suggestion of setting up of Wifi routers across the college made in the previous meeting was acted upon and necessary directives regarding the same were made to the Estate officer.

- Meeting was concluded by the coordinator.
- Ms. Tina Vyas delivered the vote of thanks.


IQAC Chairperson
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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting held on 9th January, 2021

The following members were present in the online meeting that took place on Google Meet (Link:<https://meet.google.com/kcb-innc-ikt>) between 10.30 PM- 11.20 AM.

1. Dr S P Vyas, Member, Management
2. Dr Manorama Upadhyaya, Principal and Chairperson IQAC
3. Dr Avinash Bohra, Coordinator IQAC
4. Dr. Madhika Mathur, Faculty Member
5. Dr. Ritu Soni, Faculty Member
6. Ms. Tina Vyas, Faculty Member
7. Mr. Giriraj Kalla, Faculty Member

<u>AGENDA/ITEM No.</u>	<u>AGENDA/ITEM</u>	<u>SUGGESTIONS/IMPLEMENTATION OR ACTION TAKEN</u>
1.	Academic Evaluation at College level, Conduct of theory examination and Practical classes	<ul style="list-style-type: none">• The chairperson informed the committee members that the University exams conducted at the college were carried under strict norms of safety, sanitization and ‘no mask no entry’ rule. The invigilators, staff and examinees all abided by these roles and no untoward incidence was reported.• The practical class schedules for the subjects in science was chalked out and implemented. It was conveyed that the groups of 15 students per batch were formed for each class so that the practical assignments could be carried out in a seamless manner by all students.• The co-curricular activities conducted involved online student webinar hosted by the Department of Biotechnology, covid sensitization drive and lectures.• The Chairperson emphasized on the need to organize seminars and conferences by different departments as they would help the students and the faculty connect with eminent teachers and researchers of the subject and bridge the gap between learning and research.
2.	Review of SOP for College and Hostel	<ul style="list-style-type: none">• The SOP for the college and hostel was reviewed and it was felt that given the current scenario, the norms were to be kept and stringency maintained.



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3.	Initiatives taken by the college	<ul style="list-style-type: none">• Covid awareness-oath- initiative by GOI• Rajasthan state AIDS control society-quiz• ONGC Vigilance and awareness-online poster and quiz presentation• Constitution day celebration• Jodhpur Nagar Nigam and NSS mask distribution and corona awareness programme.• AIDS awareness• National youth week webinar, NSS activities – poster, essay- competitions, short videos. <p>Details of these programs have reported and submitted by the concerned faculty to the principal. The committee appreciated the efforts of the entire faculty and staff at the college during these difficult times.</p>
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- Meeting was concluded by the coordinator.
- Dr. Ritu Soni delivered the vote of thanks.


IQAC Chairperson
PRINCIPAL
MAHILA P. G. MAHAVIDYALA
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