

S.S. JAIN SUBODH P.G. COLLEGE JAIPUR

Autonomous

(Affiliated to the University of Rajasthan, Jaipur)

Re-accredited with A++ Grade (3.82 CGPA-Highest in the Country) by NAAC-UGC

NIRF Ranked Institution

Awarded status of "College of Excellence" by UGC

Awarded "Star Status" by DBT, Govt. of India



Ref.: SCJ/2018-19/117

Office Order

Date: 08/05/2018

The following IQAC committee for the session 2018-2019 has been constituted. All the members are requested to actively participate and contribute to the enhancement of quality initiatives within the college.


(Prof. K.B. Sharma)
Principal

S.No.	Name	Designation	Position
1.	Prof. K.B. Sharma	Principal	Chairman
2.	Dr. Leena Bhatia	Associate Professor	Coordinator
3.	Sh. Vinod Lodha	Alumnus & Management Representative	Member
4.	Sh. R.C.Jain	Management Representative	Member
5.	Dr. Vikram Jain	Associate Professor	Member
6.	Dr. Sarita Singhal	Assistant Professor	Member
7.	Dr. Nandini Sharma	Assistant Professor	Member
8.	Dr. Gauri Dhingara	Assistant Professor	Member
9.	Dr. Yashoda Saini	Assistant Professor	Member
10.	Dr. Namita Singh	Assistant Professor	Member
11.	Dr. Shipra Sharma	Assistant Professor	Member
12.	Dr. Anu Malhotra	Assistant Professor	Member
13.	Dr. Ajaya Esha	Assistant Professor	Member
14.	Dr. Vaibhav Bhatanagar	Assistant Professor	Member
15.	Dr. Vandana Vijay	Assistant Professor	Member
16.	Sh. Ram Chandra Chaudhary	Alumnus	Member
17.	Sh. Deelip Kumar	Office Administrative Staff	Member
18.	Dr. R.L. Meena	Employer	Member
19.	Sh. S.K. Sharma	Industrialist	Member
20.	Mr. Dev Vrat Pant	Student's Representative	Member
21.	Mr. Kostub Acharya	Student's Representative	Member

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Date: _____


NOTICE

May 23, 2018

This is to inform all members of the Internal Quality Assurance Cell (IQAC) that a meeting has been scheduled to take place on June 1, 2018 at 12:30 p.m. in Room No.105. The agenda for the meeting is as follows:

1. Review of minutes of last IQAC Meeting and subsequent action taken
2. Progress of the AQAR report of the session to be placed before IQAC core committee members
3. Discussion on the initiatives by IQAC
4. Increasing the use of ICT in teaching, evaluation and administrative process
5. Any other point with the permission from the chair

All members are requested to attend the meeting on time. In case of inability to attend, you are requested to notify the undersigned prior to the meeting.


(Dr. Leena Bhatia)
Coordinator IQAC

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Date: 01/06/2018

- The members discussed all the initiatives planned by the IQAC team for the enhancement of teaching learning activities throughout the session which were appreciated by the Chairman. The planning included the following:
 - Administrative and Academic Audit by External Peer Team
 - Promotion of Research in Interdisciplinary domain.
 - Participation in NIRF
 - Workshop Seminars and Conferences to be organized.
- Dr. Leena Bhatia emphasized the importance of integrating Information and Communication Technology (ICT) to enhance teaching, evaluation, and administrative processes. She proposed several initiatives, including:
 - Implementing smart classrooms equipped with the latest digital tools.
 - Upgrading existing software to streamline administrative tasks and improve efficiency.
 - Utilizing online platforms for continuous assessment and feedback.
 - Conducting training workshops for faculty to effectively use ICT in their pedagogy.
- Dr. Vandana Vijay supported the initiative and highlighted the necessity of adopting advanced technology to meet contemporary educational demands. She suggested regular upgrades to ensure that the college remains at the forefront of technological advancements. The members unanimously appreciated the proposals and stressed the importance of continuous improvement and adaptation of ICT tools to maintain the institution's high academic standards.
- The coordinator discussed the examination system and schemes with the chairperson and other members and was asked to organize a meeting with Dean Examination regarding proposed dates and pattern of CIA.
- The Coordinator suggested conducting one CIA in place of two as it would save time and increase the number of teaching days. The second CIA could be replaced by an assignment. The members appreciated the proposal of one CIA.
- The Principal kept the issue under consideration and said that this suggestion would be discussed with the controller of examination.
- Dr. Vikram Jain suggested that this year at least two International Conferences should be held. All the members supported the idea.
- Dr. Yashoda Saini suggested that MOU's should be initiated with some B Schools so that the students can be benefitted from it.

The meeting came to an end with the concluding remarks on the importance of the conduction of CIA for the betterment of the students. The Coordinator gave the vote of thanks to all.

Leena
(Dr. Leena Bhatia)
Coordinator

S.S. Jain Subodh P.G. College, Jaipur
Internal Quality Assurance Cell (IQAC)
Attendance Sheet

Date: June 1, 2018

Time: 12:30 p.m.

Venue: Room No.105

S.No.	Name	Designation	Position	Signature
1.	Prof. K.B. Sharma	Principal	Chairman	<i>K.B. Sharma</i>
2.	Dr. Leena Bhatia	Associate Professor	Coordinator	<i>Leena</i>
3.	Sh. Vinod Lodha	Alumnus & Management Representative	Member	<i>Vinod</i>
4.	Sh. R.C.Jain	Management Representative	Member	<i>R.C. Jain</i>
5.	Dr. Vikram Jain	Associate Professor	Member	<i>Vikram</i>
6.	Dr. Sarita Singhal	Assistant Professor	Member	<i>Sarita</i>
7.	Dr.Nandini Sharma	Assistant Professor	Member	<i>Nandini</i>
8.	Dr. Gauri Dhingara	Assistant Professor	Member	<i>Gauri</i>
9.	Dr. Yashoda Saini	Assistant Professor	Member	<i>Yashoda</i>
10.	Dr. Namita Singh	Assistant Professor	Member	<i>Namita</i>
11.	Dr. Shipra Sharma	Assistant Professor	Member	<i>Shipra</i>
12.	Dr. Anu Malhotra	Assistant Professor	Member	<i>Anu Malhotra</i>
13.	Dr Ajaya Esha	Assistant Professor	Member	<i>Ajaya</i>
14.	Dr. Vaibhav Bhatanagar	Assistant Professor	Member	<i>Vaibhav</i>
15.	Dr. Vandana Vijay	Assistant Professor	Member	<i>Vandana</i>
16.	Sh. Ram Chandra Chaudhary	Alumnus	Member	<i>Ra</i>
17.	Shri Deelip Kumar	Office administrative staff	Member	<i>Deelip</i>
18.	Dr. R.L. Meena	Employer	Member	<i>R.L. Meena</i>
19.	Sh. S.K. Sharma	Industrialist	Member	<i>S.K. Sharma</i>
20.	Mr. Dev Vrat Pant	Student's Representative	Member	<i>Dev</i>
21.	Mr. Kostub Acharya	Student's Representative	Member	<i>Kostub</i>

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Date: _____

NOTICE

October 22, 2018

This is to inform all members of the Internal Quality Assurance Cell (IQAC) that a meeting has been scheduled to take place on November 1, 2018 at 1:30 p.m. in Room No.105. The agenda for the meeting is as follows:

1. Review of minutes of the last IQAC Meeting and subsequent action taken
2. Final AQAR report of session 2017-18 to be placed before IQAC core committee members
3. Discussion on the initiatives taken by IQAC
4. Discussion on modern pedagogical tools for enhanced learning in the digital age
5. Any other point with the permission from the chair

All members are requested to attend the meeting on time. In case of inability to attend, you are requested to notify the undersigned prior to the meeting.

(Dr. Leena Bhatia)
Coordinator IQAC

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Date: 01/11/2018

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

An internal meeting of IQAC was held in Room 105 on November 1, 2018 at 1:30 p.m. The following were present in the meeting:

1. Prof. K.B. Sharma – Chairman
2. Dr. Leena Bhatia-Coordinator
3. Sh. Vinod Lodha
4. Dr. Vikram Jain
5. Dr. Sarita Singhal
6. Dr. Nandini Sharma
7. Dr. Gauri Dhingara
8. Dr. Yashoda Saini
9. Dr. Namita Singh
10. Dr. Anu Malhotra
11. Dr. Ajaya Esha
12. Dr. Vaibhav Bhatanagar
13. Dr. Vandana Vijay
14. Sh. Deelip Kumar
15. Dr. R.L. Meena
16. Sh. S.K. Sharma
17. Mr. Kostub Acharya

Agenda

1. Review of minutes of the last IQAC Meeting and subsequent action taken
 2. Final AQAR report of session 2017-18 to be placed before IQAC core committee members
 3. Discussion on the initiatives taken by IQAC
 4. Discussion on modern pedagogical tools for enhanced learning in the digital age
 5. Any other point with the permission from the chair
- The minutes of the previous meeting were read out with the due permission of the chairman and were approved by him.
 - The coordinator discussed the final AQAR report for the session 2017-18, which is to be submitted in December, with the chairperson and other committee members, detailing the progress in teaching and learning activities.
 - The coordinator informed about the two-day National Workshop on 'Biodiversity: Issues & Solutions' scheduled for 28th & 29th September 2018. Members of the Department of Science were invited to discuss the conference preparations. The coordinator emphasized the presence of eminent guests from across India and the need to maintain the quality of presentations.

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Date: 01/11/2018

- The Head of the Department of Science discussed logistics related to guests, jury members, and speakers. Dr. Leena Bhatia suggested some prominent names for the inaugural and valedictory sessions, while Dr. Shipra Sharma recommended notable academicians as speakers.
- Dr. Vandana Vijay raised concerns about classroom allotment issues affecting students. The Chairman assured personal attention to resolve the matter promptly to prevent disruptions in student studies.
- Dr. Gauri Dhingra proposed that intercollege Faculty Development Programs (FDPs) should be organised by the college to enhance reputation, benefit a larger community and increase participant numbers.
- Members were invited to suggest names for resource persons to conduct FDP's. Dr. Sarita Singhal proposed Dr. Anil Mehta as a resource person, and other members provided additional suggestions, all of which were noted by the coordinator.
- The coordinator also announced an International Conference to be organized by the Department of Physics in December, encouraging all members to support and contribute to its success.
- Dr. Leena Bhatia emphasized the critical need to adopt modern pedagogical tools to enhance learning in the digital age. She highlighted the following key initiatives:
 - Equipping classrooms with interactive whiteboards, digital projectors, and high-speed internet to facilitate a more engaging and interactive learning environment.
 - Creating virtual laboratory environments that allow students to conduct experiments and simulations online, providing practical experience without physical constraints.
 - Utilizing online assessment tools for quizzes, assignments, and exams to streamline the evaluation process and provide instant feedback.
 - Organizing workshops and training sessions for faculty to effectively integrate ICT tools into their teaching methodologies.
- Dr. Vikram Jain supported these initiatives, highlighting the necessity of adopting advanced technologies to meet contemporary educational demands and ensure the college remains at the forefront of innovation.
- The Chairman also informed the members that two major activities were to be taken up in the coming 6 months- Administrative and Academic Audit by External Peer Team and participation in NIRF

The meeting concluded with words of appreciation and motivation from the chairman, who encouraged all members to continue their dedicated efforts towards enhancing the institution's academic standards.




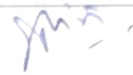







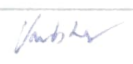





Leena
(Dr. Leena Bhatia)
Coordinator

S.S. Jain Subodh P.G. College, Jaipur
Internal Quality Assurance Cell (IQAC)
Attendance Sheet

Date: September 5, 2018

Time: 1:30 p.m.

Venue: Room No.105

S.No.	Name	Designation	Position	Signature
1.	Prof. K.B. Sharma	Principal	Chairman	
2.	Dr. Leena Bhatia	Associate Professor	Coordinator	
3.	Sh. Vinod Lodha	Alumnus & Management Representative	Member	
4.	Sh. R.C.Jain	Management Representative	Member	—
5.	Dr. Vikram Jain	Associate Professor	Member	
6.	Dr. Sarita Singhal	Assistant Professor	Member	
7.	Dr.Nandini Sharma	Assistant Professor	Member	
8.	Dr. Gauri Dhingara	Assistant Professor	Member	
9.	Dr. Yashoda Saini	Assistant Professor	Member	
10.	Dr. Namita Singh	Assistant Professor	Member	
11.	Dr. Shipra Sharma	Assistant Professor	Member	—
12.	Dr. Anu Malhotra	Assistant Professor	Member	
13.	Dr Ajaya Esha	Assistant Professor	Member	
14.	Dr. Vaibhav Bhatanagar	Assistant Professor	Member	
15.	Dr. Vandana Vijay	Assistant Professor	Member	
16.	Sh. Ram Chandra Chaudhary	Alumnus	Member	—
17.	Shri Deelip Kumar	Office administrative staff	Member	
18.	Dr. R.L. Meena	Employer	Member	
19.	Sh. S.K. Sharma	Industrialist	Member	
20.	Mr. Dev Vrat Pant	Student's Representative	Member	—
21.	Mr. Kostub Acharya	Student's Representative	Member	

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Date: 03/08/2019

Internal Quality Assurance Cell (IQAC) Action Taken Report (ATR) 2018-19

S.No.	AGENDA	ACTION TAKEN
1	Admissions and Commencement of Classes	Admissions saw a significant increase, validating the college's reputation for academic excellence. Classes commenced as scheduled in the second week of July.
2	Review of AQAR Report for 2017-18	The AQAR report for the session 2017-18 was reviewed by the committee and necessary suggestions were incorporated. The report was submitted on December 29, 2018
3	Initiatives for Enhancement of Teaching and Learning Activities	An external peer team conducted an administrative and academic audit in February 2019, and the recommendations are being implemented. Research projects in interdisciplinary domains have been encouraged and funded.
4	Integration of Information and Communication Technology (ICT)	Smart classrooms with the latest digital tools were implemented. Administrative software was upgraded to improve efficiency. Training workshops for faculty on using ICT in pedagogy were conducted successfully.
5	Examination System and CIA	A meeting with the Dean of Examination was organized to discuss CIA dates and patterns. The proposal to conduct one CIA instead of two was discussed, and scheduled for implementation.
6	Workshop Seminars and Conferences organized	<ul style="list-style-type: none">• UGC Organized A One Day Workshop on National Academic Depository• Workshop on Prevention of Sexual Harassment at Workplace• Workshop on Quality Research Paper Writing and Publications.• Workshop on implementation and Analysis of the Student and Faculty feedback in the institution.• Workshop on laboratory manual preparation, handling of sophisticated equipment in the department of Physical Sciences and Life Sciences• A two day international conference on "Role of ICT in Higher Education and Research"

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7.	MoUs	MoUs were initiated and signed with academic institutions to provide students with additional opportunities and benefits.
8.	National Workshop on 'Biodiversity: Issues & Solutions'	The workshop was successfully held on 28th & 29th September 2018 with eminent guests and high-quality presentations.
9.	Intercollege Faculty Development Programs (FDPs)	Following FDPs were organized to enhance the reputation of the college and benefit a larger academic community: <ul style="list-style-type: none">• A five days Faculty Development Programme on "Teaching Learning Methodologies in Higher Education"• A one day Faculty Development Programme on "Research Methodologies in Higher Education"• A one day Faculty Development Programme on "Open Source Technologies Methodologies in Higher Education"• A one day Faculty Development Programme on "Resource Mobilization"
10.	Classroom Allotment Issues	Classroom allotment issues raised were addressed promptly to ensure no disruption to student studies.
11.	Modern Pedagogical Tools	Classrooms were equipped with interactive whiteboards, digital projectors, and high-speed internet. Workshops and training sessions were organized for faculty to integrate ICT tools into teaching methodologies.
12.	Major Activities in the Coming Six Months	Plans for an Administrative and Academic Audit and participation in NIRF were set in motion, with teams designated to oversee these initiatives.

Leena
(Dr. Leena Bhatia)
Coordinator