



Governed by Kasturba Gandhi National Memorial Trust

Kasturbagram Rural Institute

Kasturbagram, Indore (M.P.) - 452020

An Autonomous Women's College, Affiliated to Devi Ahilya University, Indore



Meeting Minutes

A meeting of Internal Quality Assurance Cell (IQAC) was organized on **Saturday, 19 August 2023** at **11.00 am** in College Office. The members who attended the meeting are as follows.

1.	Dr. Rajesh Vyas, Director	Chairperson	
2.	Dr. S. L. Garg Retd. Principal & Advisor, SAGE University	Member & Nominee from Industrialists	
3.	Dr. Mangal Mishra Principal, SKMG College, Indore	Member Academician & Nominee from the Local Society	
4.	Dr. Radheshyam Tailor Center Chief, KVK, Kasturbagram	Member as Management Representative	
5.	Ms. Nimisha Awasthi Branch Manager, SEWA Organisation, Indore	Member as Employers	ABSENT
6.	Mr. Manohar Sanchar	Member as Stakeholders (Parent)	
7.	Mrs. Archana Dagaokar	Member as Alumni	
8.	Ms. Vaishali Jaiswal	Member as Student	
9.	Dr. Shailbala Gandhi	Teacher Member	
10.	Dr. Indubala Malviya	Teacher Member	
11.	Dr. Kirti Yadav	Teacher Member	
12.	Dr. Vijay Solanki	Teacher Member	
13.	Mr. Govind Nagore	Teacher Member	
14.	Mr. Ravi Bamanke	Teacher Member	
15.	Dr. Gayatri Patel	Teacher Member	
16.	Dr. Yogesh Khinchi	Teacher Member	
17.	Mr. Madhu Singh Solanki	Member as Senior Administrative Officer	
18.	Mr. Mahesh Lakshyakar	Member as Senior Administrative Officer	
19.	Dr. Poonam Kaushik	IQAC Coordinator	

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The Chairperson welcomed and introduced all the respected members. Thereafter the meeting was started in which the following points were discussed and decisions were taken:

Agenda 1: Leave of Absence.

Ms. Nimisha Awasthi had indicated unavailability to attend the meeting due to her prior assignments and therefore leave of absence was granted to her.

Agenda 2: Confirmation of minutes of last meeting.

The members were informed about the decisions taken in IQAC meeting held on 14/05/2022 in which Dr. Karunakar Trivedi, Hon'ble Chairman, chaired the meeting. Action taken on the decisions of this meeting were conveyed to the members. The members were also informed that thereafter, meetings with internal members were conducted on 06/12/2022, 25/03/2023 and 15/06/2023 to discuss the preparation of NAAC Accreditation process. The minutes of all the above meetings were confirmed and approved. It was also decided that IQAC meetings in future should be conducted formally in regular intervals with all the members.

Agenda 3: To discuss the quality benchmarks for academic session 2023-24.

The IQAC coordinator informed the members about various Certificate/Value Added/Add-On Courses (list enclosed) initiated by the institution from the current academic session 2023-24. The Director informed that these courses will help the students in developing entrepreneur skill and more employment opportunities. In this context, Hon'ble member, Dr. Mangal Mishra, suggested that to make the certificate courses more valuable and practical oriented, the institute should initiate collaboration with government agencies such as MSME, MPCOST, Udymita Vikas Kendra, ATDC, Deen Dayal Upadhyay Center of DAVV etc.

The members were informed that in current session 2023-24, students will be given priority in the constitution of different committees of the college. Now, the students will plan and organize or conduct different events and activities under the mentorship of teachers.

The members were informed about the MOU's signed by the college. It was suggested that the institute should initiate the MOUs with other Women Universities such as Banasthali Vidyapith, Jyoti Mahila Vishwavidyalaya, Padmavati University, SNDT Mumbai, Institute of Rural Management, Anand etc. Visits to these Universities may also be planned.

The following unanimous decisions were taken in the matter:

- The Institution should contact MSME, MPCOST, Udymita Vikas Kendra, ATDC, Deen Dayal Upadhyay Center of DAVV etc. for their association and the efforts taken by them will be put in the next meeting.
- IQAC appreciated the efforts taken by the institution regarding formation of different committees under the chair of students.



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- The Institution should initiate the association with Women Universities and the efforts taken by them will be put in the next meeting.
- The students may complete their project /internship/community activities in association with Ek Bharat Shrestha Bharat Campaign and Go Seva Bharti Sansthan, KVK Kasturbagram, Indian Institute of Entrepreneurship Development, Madhya Pradesh Forest Dept. etc.
- Before next meeting, every teaching and non-teaching person should attain computer proficiency.
- Post Graduation in Commerce programme may be started.
- Every teacher associated with the institution should initiate good research activities and should publish at least one research paper in every two months in UGC Care Journals.

Agenda 4: To discuss the quality parameters for teaching learning process for academic session 2023-24.

The following decisions were taken in the matter:

- The teachers should be trained and motivated to do quality teaching using LCD and ICT facilities.
- Smart Board teaching and interactive teaching should be performed on regular basis.
- Faculty Enrichment and Faculty Development Programmes to be organized on regular basis.
- The PPT's and other e-content and material prepared by the teachers should submitted to the administration on regular basis for IQAC records.
- AAA may be initiated with the help of Knowledge Consortium of Gujarat (KCG).
- Research initiation and enhancement by teachers required on urgent basis.

Agenda 5: To discuss and finalize the structured feedback system from different stakeholders for the session 2023-24.

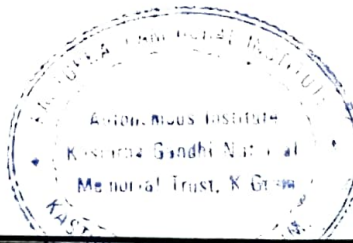
The IQAC coordinator informed the members that the structured feedback formats for different stakeholders were prepared. All the formats were presented before the members. After few additions all the formats were approved. It has also been decided that API based self-appraisal in M.P. government formats from all the teachers should obtained from this session.

Agenda 6: To approve the AQAR submitted for academic session 2021-22.

The AQAR prepared and submitted for academic session 2021-22 was presented before the IQAC members and after observation it was approved.

Agenda 7: To notify the status of Autonomous Extension and NAAC Accreditation.

The Director informed the present and actual status of Autonomous Extension and NAAC Accreditation. He informed that an application for Extension of Autonomy has been submitted to UGC, Delhi. Similarly, SSR has also been submitted to NAAC.



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Application of Extension of Autonomy and SSR submitted to NAAC were presented before the members. IQAC members appreciated the efforts taken by the institution.

Agenda 8: To discuss the IQAC calendar for the session 2023-24.

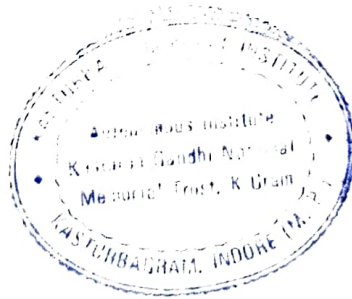
It was decided that IQAC should prepare its own IQAC Calander of its quality related activities for the academic session 2023-24. The Chairperson of IQAC approve the same and IQAC activities may be initiated accordingly. The matter should be presented in next IQAC meeting for its post-facto approval.

Agenda 9: To discuss on the conduction of various workshops and seminars especially for research enhancement, career guidance and on quality education.

It was discussed and decided to organize workshops/ seminars for students to provide career guidance, develop entrepreneur skills, personality development, how to face interview, develop public speaking skills, and communication skills. Teachers should be motivated to involve in research, therefore workshops and seminars on research paper writing, preparation of short-term and long-term research projects, etc. may be organized by the institution. Seminars, workshops, training programmes on innovative teaching methodologies, use of ICT and modern technology in teaching, techniques of making teaching interesting and effective may also be organized.

The meeting was concluded with vote of thanks.

(Dr. Rajesh Vyas)
Director



Dr. Poonam Kaushik
Coordinator