



# S.S. Jain Subodh P.G. Mahila Mahavidyalaya

Date: 09-10-2020

## Notice

**IQAC Meeting** (Internal) will be held on 10.10.2020 at 1:00 pm in the Principal's office.

All committee members are requested to attend this meeting.

Coordinator, IQAC

S. S. JAIN SUBODH  
P.G. MAHILA MAHAVIDYALAYA, JAIPUR

Principal

PRINCIPAL  
S.S. Jain-Subodh P.G. Mahila Mahavidyalaya  
JAIPUR

**S.S. Jain Subodh P.G. Mahila Mahavidyalaya, Rambagh, Jaipur**

**First IQAC (Internal) Meeting**

**Date:** 10-10-2020

**Venue:** Principal's Office

**Time:** 1:30 P.M.

**AGENDA OF THE MEETING**

1. Importance of IQAC formation
2. Accreditation by NAAC
3. Hassle-free conduct of university examinations following COVID-19 guidelines
4. Orientation of teachers for online classes
5. Design and development of the college magazine, *Subodhini* and newsletter, *The Communique*
6. Preparation of TFFT (Time Frame Time Table) for the session 2020-21

**MINUTES OF THE MEETING OF IQAC**

1. The meeting began with a welcome note by the Chairperson, Principal, Dr. Renu Joshi, followed by a discussion on the importance of IQAC formation.
2. Discussion regarding eligibility for assessment and accreditation by NAAC was held, and a structured plan for NAAC accreditation was proposed.
3. Vice-Principal discussed precautions to be followed during university examinations in view of COVID-19, such as maintaining social distancing, wearing masks, and ensuring hygiene.
4. Ms. Garima Nahar suggested conducting online teaching through Google Meet and explained its benefits.
5. The Principal suggested organizing online demo classes to familiarize teachers with the online teaching environment.
6. Members discussed how to organize academic and co-curricular activities online to enhance students' social skills, intellectual abilities, moral values, and personality development.
7. Dr. Anju Joshi recommended that the TFFT proforma be provided to all teachers to maintain uniformity.
8. It was decided to form a committee for the newsletter and magazine. Information regarding activities will be shared in the official WhatsApp group and the college email ID by the activity coordinators.

The meeting concluded with a vote of thanks delivered by the IQAC Coordinator, Dr. Swati Jain.

  
Coordinator, IQAC  
S. S. JAIN SUBODH  
P.G. MAHILA MAHAVIDYALAYA, JAIPUR

  
Principal  
PRINCIPAL  
S.S. Jain Subodh P.G. Mahila Mahavidyalaya  
JAIPUR



S.S. Jain Subodh P.G. Mahila Mahavidyalya  
Rambagh Circle, Jaipur

MEETING (IQAC) HELD ON OCTOBER 10, 2020

Attendance Sheet

The meeting was held on October 10, 2020 at 1:00 PM in the Principal's Office. The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Renu Joshi	Chairperson	
2.	Dr. Indu Sharma	Co-Chairperson	
3.	Dr. Swati Jain	Coordinator	
4.	Dr. Ruchika Sharma	Staff Representative	
5.	Dr. Anjulata Joshi	Faculty Member	
6.	Dr. Rachna Nagar	Faculty Member	
7.	Dr. Anita Sharma (Hist.)	Faculty Member	
8.	Dr. Rekha Jain	Faculty Member	
9.	Ms. Garima Nahar	Faculty Member	
10.	Dr. Krati Saxena	Faculty Member	
11.	Dr. Tanu Yadav	Faculty Member	
12.	Dr. Sunita Gajawat	Faculty Member	Leave
13.	Mrs. Varsha Sharma	Faculty Member	
14.	Mrs. Usha Sharma	Head Librarian	
15.	Mr. Chandan Singh Rathore	Office Superintendent	




S.S. Jain Subodh P.G. Mahila Mahavidyalaya  
Rambagh Circle, Jaipur

Date: 12.02.2021

**Notice**

**IQAC Meeting** (Internal) will be held on 13.02.2021 at 1:00 pm  
in the Principal's office.

All committee members are requested to attend this meeting.

  
Coordinator, IQAC  
S. S. JAIN SUBODH  
P.G. MAHILA MAHAVIDYALAYA, JAIPUR

  
Principal  
PRINCIPAL  
S.S. Jain Subodh P.G. Mahila Mahavidyalaya  
JAIPUR

**S.S. Jain Subodh P.G. Mahila Mahavidyalaya, Rambagh, Jaipur**  
**IQAC (Internal) Meeting**

**Date:** 13-02-2021

**Venue:** Principal's Office

**Time:** 1:00 P.M.

**AGENDA OF THE MEETING**

1. Review of the minutes of the previous meeting
2. Requisition of new courses and an increase in seats in the next session
3. Blood donation and vaccination camp
4. Preparation of the academic calendar for the upcoming session
5. Updating of TFFT (Time Frame Time Table) for the session 2020-21
6. Preparation of course files for the session 2020-21
7. Planning for national and international webinars

**MINUTES OF THE MEETING OF IQAC**

1. The meeting began with the reading and approval of the minutes of the previous meeting.
2. Principal, Dr. Renu Joshi suggested that blood donation camps should be organized in collaboration with a government-recognized blood bank such as SMS Blood Bank. National and international days should also be celebrated on campus to educate students.
3. Dr. Swati Jain suggested that the TFFT should be updated twice in a session and submitted to the college email ID.
4. Vice-Principal recommended that department-wise activities for the upcoming session 2021-22 be collected and consolidated in the academic calendar.
5. It was decided that a course file proforma should be provided to all teachers to maintain uniformity, and it would be prepared by the Computer Department.
6. Dr. Anita Sharma recommended introducing new programs such as Geography (for B.A.) and M.A. in Economics, English, and Psychology to meet students' demands.
7. Dr. Manju Baghmar suggested increasing the number of seats in M.Sc. Chemistry to fulfill growing demand.
8. Members discussed organizing International and National webinars, expert sessions and talks and workshops on contemporary academic and societal issues.

The meeting concluded with a vote of thanks delivered by the IQAC Coordinator, Dr. Swati Jain.

  
Coordinator, IQAC

**S. S. JAIN SUBODH**  
P.G. MAHILA MAHAVIDYALAYA, JAIPUR

  
Principal  
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Rambagh Circle, Jaipur

**MEETING (IQAC) HELD ON FEBRUARY 13, 2021**

**Attendance Sheet**

The meeting was held on February 13, 2021 at 1:00 PM in the Principal's Office. The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Renu Joshi	Chairperson	
2.	Dr. Indu Sharma	Co-Chairperson	
3.	Dr. Swati Jain	Coordinator	
4.	Dr. Ruchika Sharma	Staff Representative	
5.	Dr. Anjulata Joshi	Faculty Member	Leave
6.	Dr. Rachna Nagar	Faculty Member	
7.	Dr. Anita Sharma (Hist.)	Faculty Member	
8.	Dr. Rekha Jain	Faculty Member	
9.	Ms. Garima Nahar	Faculty Member	
10.	Dr. Krati Saxena	Faculty Member	
11.	Dr. Tanu Yadav	Faculty Member	Leave
12.	Dr. Sunita Gajawat	Faculty Member	
13.	Mrs. Varsha Sharma	Faculty Member	
14.	Mrs. Usha Sharma	Head Librarian	
15.	Mr. Chandan Singh Rathore	Office Superintendent	