

Date: 25.7.2024

## Vidya Bhawan Rural Institute, Udaipur

### IQAC

#### Minutes of Meeting

A meeting of all IQAC members was organized on 25.7.2024 at 11:35 am in Director Room.

Agenda of the meeting was:

1. Composition of IQAC
2. Purchase of sanitary pad machine and sound system

Following points were discussed in the meeting:

1. The composition of IQAC for the session 2024-25 will be as below:

Dr. T. P. Sharma (Chairperson of IQAC)

Dr. Daksha Sharma (IQAC Coordinator)

Dr. Saraswati Joshi (Administrative officer)

Dr. Kiran Asnani / Dr. Anju Jain (Secretary). This is not finalized.

Dr. Vikas Baya (Member)

Mrs. Kumud Paliwal (Member)

Dr. Rehana Khanam (Member)

Representatives from students, Alumni, Parents, Industry, Management and local society were discussed. It was decided that Mr. Mohanlal Joshi, Librarian VB Sr. Sec School and Vice president of Old Boys Association will be representative from Alumni. Two students (one boy and one girl) will be member from students. Director sir contacted Vidya Bhawan Society for representative from Management.

A brief introduction about IQAC, its role and duties were also summarized.

2. Budget is approved from VB society for the purchase of sanitary pad machine (15,000/-) and sound system (35,000/-). Proposals were prepared and were discussed with committee members and Director Sir. Further process for its purchase will be done soon by Purchase Committee.

Following members were present:

1. Dr. T. P. Sharma

2. Dr. Daksha Sharma

3. Dr. Vikas Baya

4. Mrs. Kumud Paliwal

  
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5. Dr. Kiran Asnani

6. Dr. Rehana Khanam

7. Dr. Anju Jain

**Action Taken Report:**

1. Composition of IQAC 2024-25 is as under:

Dr. T. P. Sharma (Chairperson of IQAC)

Dr. Daksha Sharma (IQAC Coordinator)

Dr. Saraswati Joshi (Administrative officer)

Dr. Kiran Asnani (Secretary)

Dr. Anju Jain (Member)

Dr. Vikas Baya (Member)

Mrs. Kumud Paliwal (Member)

Dr. Rehana Khanam (Member)

Mr. Mohan Lal Joshi (Alumni Representative)

Mr. Rakesh Mishra (Industry Representative)

Mr. Shailendra Singh (Management Representative)

Mr. Bhuwnesh Sharma (Member from Local Society)

Tushar Panwar (Student Representative)

Himakshi Sharma (Student Representative)

2. Sanitary pad vending machine with incinerator and sound system were purchased and installed in Girls Common Room.



  
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Date: 27.7.2024

## Vidya Bhawan Rural Institute, Udaipur

### IQAC

### Minutes of Meeting

A meeting of all IQAC members was organized on 27.7.2024 at 11:30 am in Chemistry Department. Agenda of the meeting was:

1. Preparation of AQAR of session 2023-24 and its criteria-wise work distribution among IQAC members.
2. Discussion about water-harvesting plant/unit.

Following points were discussed in the meeting:

1. For AQAR 2023-24 preparation, the work distribution is as follows:

Section A- Dr. Daksha Sharma

Criteria 1- Curricular Aspects- Dr. Saraswati Joshi

Criteria 2- Teaching-Learning- Dr. Vikas Baya

Criteria 3- Research, Innovation- Dr. Daksha Sharma

Criteria 4- Infrastructure, learning resources- Dr. Anju Jain

Criteria 5- Student Support- Dr. Kiran Asnani

Criteria 6- Governance, Leadership- Mrs. Kumud Paliwal

Criteria 7- Institutional Values- Dr. Rehana Khanam

This work of data collection has to be completed within 15 days.

2. To install a water-harvesting system, a rough estimation from sanitary work was taken. It was suggested by Director Sir to contact Pushpraj sir of Vidya Bhawan School as they are also installing a water-harvesting system at their school. Alternatively, a small water harvesting unit can be installed in Chemistry department where rain water can be stored for garden use.

Following members were present:

1. Dr. Daksha Sharma

2. Dr. Saraswati Joshi

3. Dr. Vikas Baya

4. Mrs. Kumud Paliwal

5. Dr. Kiran Asnani

*(Signature)*

*(Signature)*  
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**Action taken report:**

1. All IQAC members collected data for AQAR criteria-wise in softcopy as well as hardcopy.
2. Mr. Vikram Singh (plumber appointed by VB society) was contacted for water harvesting unit and he gave estimated budget for this work.
3. Water harvesting unit was installed in Chemistry Department.



  
**DIRECTOR**  
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Date: 7.8.2024

## Vidya Bhawan Rural Institute, Udaipur

### IQAC

### Minutes of Meeting

A meeting of all IQAC members was organized on 7.8.2024 at 1:00 pm at Chemistry Department. Agenda of the meeting was:

1. To discuss the progress of work done for filling AQAR 2023-24.
2. To discuss all the points of NAAC Reforms.
3. To nominate secretary from IQAC team

Following points were discussed:

1. AQAR 2023-24 is to be filled and all team members were given the work criteria-wise. Today, all members discussed their work done till now and discussed any difficulty regarding collection of data for filling AQAR. It was suggested that they have to collect as much newspaper cuttings as possible for the activities done by College.
2. NAAC-Reforms were discussed with the Committee members after attending the Regional workshop (Western Region) on NAAC Reforms at Gujarat University, Ahmedabad on 30.7.2024. All the points were discussed with the committee members. It was suggested to form small groups of students for learning (Group Learning), clubs in various departments for conducting activities, to celebrate regional festivals and days. All the financial reports have to be signed duly by CA (audited reports). Binary Accreditation Framework and Maturity based Graded Levels were also discussed with the members. It was suggested to start preparation for Binary Accreditation Framework in September 2024.
3. Dr. Kiran Asnani refused to work as Secretary as she is convenor of more than four committees. Dr. Anju Jain also refused to work as Secretary. No decision is still taken on this matter. This decision will be taken by Director, VBRI.

Following members were present:

1. Dr. Daksha Sharma
2. Dr. Saraswati Joshi
3. Dr. Rehana Khanam
4. Dr. Vikas Baya
5. Mrs. Kumud Paliwal

  
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6. Dr. Anju Jain



**Action taken report:**

1. Chemistry department formed Chimica Club of M.Sc students to organize various activities on the recommendation of IQAC.
2. Sports department formed Sports club of students.
3. Clubs were formed by Mathematics & Physics Department and Computer Science Department.
4. Sawan utsav was celebrated by IQAC.



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Date:4.10.2024

## Vidya Bhawan Rural Institute, Udaipur

### IQAC

### Minutes of Meeting

A meeting of all IQAC members was organized on 4.10.2024 at 12:30 pm at Chemistry Department. Agenda of the meeting was:

1. Mentorship work
2. Feedback analysis form
3. Regarding Educational Tour

Following points were discussed in the meeting:

1. All staff members are allotted students for mentorship work. Dr. Rehana Khanam, Dr. Vikas Baya and Dr. Kiran Asnani will prepare guidelines for Mentorship work. They will check the diaries on 25<sup>th</sup> of every month. Dr. Rehana Khanam will check diaries of Science, Dr. Vikas Baya for Arts and Dr. Kiran Asnani for Commerce.
2. Dr. Harshita Bhatnagar and Dr. Kanchan Paneri will prepare feedback form for Students, Staff, Alumni, Parents and Management. IQAC members will make analysis report and then take necessary action. They will give suggestions on the basis of feedback. Dr. Anju Jain will analyse feedback form of students, Dr. Saraswati Joshi for Alumni, Mrs. Kumud Paliwal for Parents and Dr. Daksha Sharma for Management as well as Teachers.
3. It was discussed that Rs 10000/- are approved for Educational Tour in the IQAC budget. So, an educational tour will be organized on 7.10.2024. students will be visited to Molela (a village famous for Terracotta work) and Haldighati (Battlefield of Maharana Pratap).

Following members were present in the meeting:

1. Dr. Saraswati Joshi
2. Dr. Kiran Asnani
3. Dr. Anju Jain
4. Dr. Vikas Baya
5. Mrs Kumud Paliwal
6. Dr. Daksha Sharma

*[Signature]*

*[Signature]*  
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**Action taken report:**

1. Guideline on mentorship was prepared and circulated to all staff members.
2. Feedback form was prepared and analysed.
3. Tour to Molela and Haldighati was organized on 7.10.2024.



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Date: 15.10.2024

## Vidya Bhawan Rural Institute, Udaipur

### IQAC

#### Minutes of Meeting

An online meeting on Google meet was organized by IQAC at 1:30 pm on 15.10.2024. The agenda of meeting was to arrange a session on Menstrual Hygiene and Personality Development for girls and female staff. The link of meeting was:

<https://meet.google.com/pkj-wcpz-ycq>

Following points were discussed in the meeting:

1. It was decided to conduct a session on Menstrual Health and Personality Development on 16.10.2024 at 11:00 am in Room No.16.
2. Refreshment will be done in Room No.16. Mrs. Kumud Paliwal will manage the Refreshments for Staff, students and Guest.
3. All the arrangements like Projector, Flex and Memento will be done by IQAC members. Memento will be purchased by Dr. Kiran Asnani.
4. Dr. Daksha Sharma will communicate with Mr. Abhishek Choudhary from Whisper (P&G) to arrange the session.

Following IQAC members were present in the meeting:

1. Dr. Rehana Khanam
2. Dr. Daksha Sharma
3. Mrs. Kumud Paliwal
4. Dr. Kiran Asnani

*Rehana*  
*Daksha*  
*Kumud*  
*Kiran*

#### Action taken Report:

Session on Menstrual Hygiene and Personality Development was organized on 16.10.2024 at 11:00 am in Room No.16. 58 students and staff participated in the session.

*Daksha*

*[Signature]*  
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Date: 7.11.2024

## Vidya Bhawan Rural Institute, Udaipur

### IQAC

### Minutes of Meeting

A meeting of all members of IQAC and Women Harassment Cell was organized on 7.11.2024 at 12:30 pm in Chemistry Department. Agenda of the meeting was:

1. To organize a workshop on Self Defence for Girls by Lady Police Patrol Wing of Udaipur.

It was discussed in the meeting that:

1. College forwarded a request letter and mail to Police Department of Udaipur to conduct a workshop on Self Defence. Superintendent of Police, Udaipur accepted our request and 11-13 November 2024 was the date finalized for conducting workshop on Self Defence for girls by Lady Police Patrol Wing.
2. It was discussed that the registration would be open for all Girls student, Female staff, any girl child of Faculty members as well as for outsiders.
3. Work distribution for conducting this workshop was done as below:

- Circulars, Notice, Registration link and Brochure preparation- Dr. Daksha Sharma and Dr. Cheshta Sharma
- Room arrangement with Flex- Dr. Saraswati Joshi
- Students coordination and Guest attending- Dr. Anju Jain and Dr. Vikas Baya
- Refreshment for students and staff- Mrs Kumud and Mrs Bhawna
- Gift Purchase- Dr. Kiran Asnani
- Circular distribution and motivating Girls for participation from College and outside- Dr. Manish Rawal

Following members from IQAC and Women Harassment Cell were present in the meeting:

1. Dr. Manish Rawal
2. Dr. Cheshta Sharma
3. Mrs. Bhawna Lohar
4. Dr. Saraswati Joshi
5. Dr. Daksha Sharma

  
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6. Dr. Kiran Asnani

7. Dr. Anju Jain

8. Dr. Vikas Baya

9. Mrs. Kumud Paliwal

### Action Taken Report:

Circular was prepared and notice was circulated in all Whatsapp group of students.

Girls in Hostel and those working on nearby petrol pump were contacted for participation in self defence workshop.

Self defence workshop for girls by Lady Police Patrol was organized from 11-13 November 2024.

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Date: 13.11.2024

**Vidya Bhawan Rural Institute, Udaipur**

**IQAC**

**Minutes of Meeting**

IQAC conducted a meeting with all staff members of VBRI on 13.11.2024 at 1:30 pm in Room No. 16.

Agenda of the meeting was to explain NAAC process.

Dr. Daksha Sharma, IQAC Coordinator gave power point presentation on all the steps involved in NAAC process. Following points were discussed in the meeting:

1. First cycle of NAAC was done in 2006 in which College scored 2.6 and second cycle in 2014 in which College got 2.2 score. Now, we are going to apply for Binary Accreditation process in starting of 2025.
2. NAAC reforms were explained to all faculty members in which new rules, fees structure and method of application of IIQA were explained.
3. We have to prepare IIQA, SSR according to new guidelines.
4. 10 steps in NAAC binary accreditation system were explained in which IIQA submission followed by SSR submission, DVV (data validation and verification), SSS (student satisfaction survey), any clarification raised during DVV process, Fees submission, Peer team visit and grade releasing process were discussed with staff members.
5. Students section was informed to maintain record of last three year sessions related to their mobile no. E-mail id, domicile, course, program etc. for SSS.
6. All staff members were also instructed to maintain their records related to book/paper publication, FDPs, conferences attended, paper presented etc.
7. All basic preparation related to their department, notice boards have to be made on time.
8. Campus beautification, cleaning of areas and documentation work have to be done on time.



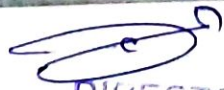
  
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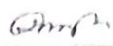
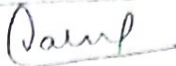
Following members were present in the meeting:

List of staff members attached.

PDAC Meeting		12/11/2017
Attendance sheet		
1) Heena Ameta	<u>He</u>	
2) Chitra Tiwari	<u>Ch</u>	
3) Priyanka Pandya	<u>Priy</u>	
4) Dr. Jyoti Shrivastava	<u>Jy</u>	
5) Dr. Nisha Tiwari	<u>Nish</u>	
6) Hemant Tiwari	<u>Hem</u>	
7) Ragini Gandhi	<u>Ra</u>	
8) Renu Joshi	<u>Ren</u>	
9) Bhawana Lohan	<u>Bh</u>	
10) Chandrakala	<u>Ch</u>	
11) Kunal Palwal	<u>Ku</u>	
12) Dr. Chetani	<u>Ch</u>	
13) Mahadevi Singh	<u>Mah</u>	
14) Dr. Kavita Agrawal	<u>Kav</u>	
15) Dr. Saraswati Joshi	<u>Sar</u>	
16) Dr. Manish Rawal	<u>Man</u>	
17) Dr. Manoj Rajguru	<u>Man</u>	
18) Dr. Shriram Awasthi	<u>Shri</u>	
19) ANAND BHANSAR	<u>Anand</u>	
20) Dr. Ratan Luthra	<u>Rat</u>	
21) Mr. Mohan Kumar	<u>Moh</u>	
22) Dr. Bhavraj Singh Rathore	<u>Bhav</u>	
23) Shankar Lal Khatri	<u>Shank</u>	
24) Anjali Goyal	<u>Anj</u>	
25) Dr. Jyoti Kothiyal	<u>Jyoti</u>	

Paul

  
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26. Dr. Anju Jain 
27. Dr. Kuan Asnani 
28. Dr. Gagan Singh. 
29. Dr. Dalika Sharma 



#### Action Taken Report:

1. Preparation for NAAC Binary Accreditation started.
2. AQAR of session 2023-24 was submitted on time.
3. Various Committees were formed for NAAC related work.



  
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