Excellence in Education

# APEX COLLEGE, MAKRANA

Noorpura, By pass Road, Makrana Distt. Nagaur (Raj.) - 341505

**Affiliated to Maharshi Dayanand Saraswati University, Ajmer**

Email:- apexcollege14@gmail.com          Website:- www.apexcollegemakrana.in

## Internal Quality Assurance Cell

**Ref. No. IQAC/M/2022-23/1**

**Date: 16th March 2023**          **Venue: Room No. IQAC Room**

### Minutes Of Meetings

The 18th meeting of IQAC was held on 16th March 2023 at 1.30 P.M in IQAC Room of Apex College Makrana . The Meeting was chaired by Principal **Dr. Umesh Kumar Sidh.**

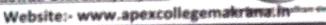### Following members were present during the meeting

| Sr.No. | Name of Member | Role | Designation | Signature |
|---|---|---|---|---|
| 1. | Dr. Umesh Kumar Sidh | Chairperson | Principal | |
| 2. | Dr. Vijai Singh | Coordinator | Assistant Professor dept. of Political Science. | |
| 3. | Dr. Madan Lal Meena | Member | Assistant Professor dept. of Hindi | |
| 4. | Dr. Hemlata Kansara | Member | Assistant Professor dept. of History | |
| 5. | Dr. Shailesh Kumar Yadav | Member | HOD B.A.B.Ed. & BSc BEd | |
| 6. | Dr. Umesh Kumar | Member | Assistant Professor dept. of Physics | |
| 7. | Dikhshita Pareek | Member | Student Representative | |
| 8. | Supreme Biyani | Member | Alumni Representative | |
| 9. | Mr. Ratan Singh | Member | Parents Representative | |
| 10 | Dr. T.N. Gautam | Member | Educationist | |
| 11 | Dr. Sarla Siddh | Member | Governing Council Representative | |
| 12. | Mr. Madan Gopal Sukhariya | Member | Admin Office | |

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| Agenda No. | Brief details |
|---|---|
| 18.1 | **Confirmation of the previous meeting minutes**<br><br>**Decision:** - The minutes of 17th meeting of IQAC held on 27th Dec 2022 were circulated to all the present members. The committee members considered and resolved that the minutes of 17th meeting of IQAC to be confirmed. |
| 18.2 | **Report on the follow up of the previous meeting of IQAC**<br><br>**Decision:** - The reports of action taken on the resolution passed by the IQAC in its 17th meeting were kept among the members of house and same has been noted down by the committee members. |
| 18.3 | **Regarding AQAR Report preparations.**<br><br>**Decision:** - Pending **AQAR Reports** which has to be completed before 28 Feb 2023. Coordinator of IQAC should personally monitor the data collection on immediately base for AQAR. |
| 18.4 | **Review of existing policies.**<br><br>**Decision:** - Committee reviewed the existing policies for maintenance, utilization and implementation of rules and regulation at various subjects and suggests taking any amendment if administration or academic departments found any requirement. |
| 18.5 | **Discussion on college website & digitalization.**<br><br>**Decision:** - Committee recommends that daily basis updates on college website dedicated for student domain should be updated which affects student's scholarships, examination forms or any other important process which may affect student's benefits. (Ex. Mark sheet, Degree arrival, Amendment of scholarships eligibility, distribution policy. |

The meeting ended with vote of thanks by **Chairperson Dr. Umesh Kumar Sidh** to the members of committee for attending the meeting and sharing their valuable time to make the meeting convenient.

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Ref. No. AC/ATR /2022-23/18<sup>th</sup> meeting IQAC                    Date: 28-03-2023

## OFFICE ORDER

For the effective implantation of the resolutions passed in the 18<sup>th</sup> IQAC meeting held on 16<sup>th</sup> March 2023 following actions has to be taken by the concern authority / personnel whose name has been mentioned against the duty assigned :-

| Relevance with Agenda No. | Order passed for implementation of Resolution passed by IQAC | Action to be taken by |
|---|---|---|
| 18.3 | Coordinator of IQAC Dr. Vijai Singh is instructed to collect the required data for AQAR Submission from all the concerning departments of college to submit it on the NAAC Portal before last date. All HOD's are instructed to kindly cooperate with IQAC Coordinator to provide the asked data with top most priority. | Coordinator of IQAC |
| 18.4 | All the HOD's are instructed to submit any suggestions for amendment in the Examination policy, policy for utilization of physical resources, policy for maintenance , circulation & development of library, Grievance Redressal policy. The HOD's should take suggestions from their own department and compilation of same should be submitted to the office for the required changes. | All HOD's & all faculties. |
| 18.5 | The HOD Computer science is instructed to kindly contact administration department head and gets knowledge about the information and its necessity for student. And make it available on the college website for students in public domain. From where the daily basis updates can be seen by the end user. Compliance of the order should be personally submitted by HOD at principal office with 1month | HOD Computer Science |

Principal
Apex College
Makrana

Principal
Dr. Umesh Kumar Sidh