



# ASTHA MAHAVIDHYALAYA, ITAWA

PIPALDA ROAD, ITAWA, KOTA (RAJ.) 325004

Affiliated to Kota University, Kota)

Date:07/07/2022

## IQAC Meeting

### Notice (2022-23)

This is for the information Internal Quality Assurance Cell Members of Astha Mahavidhyalaya Itawa that a meeting of the cell will take place on 10/07/2022 at 2.00 pm. In the chamber of the principal. All cell members are requested to kindly make it convenient to attend the meeting.

### **Agenda of Meeting:**

1. Discussion about the Academic Year 2022-23.
2. Orientation cum initiation programme for freshers.
3. To set the time table & Division of the workload.
4. To Organise Workshop on clean, green and plastic-free college campus.
5. Attendance Monitoring.
6. The library should be enriched according to the syllabus.
7. A career guidance programme organise.
8. Regarding Parking & save energy rules for the students.

  
Dr. Mohammad Usman

IQAC Co-ordinator

Dr. Kamlesh Dayma

Principal  
ASTHA MAHAVIDYALAYA  
ITAWA KOTA (RAJ.)





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The following members were present in the meeting.

Sr.No.	Member Name	Designation	Signature
1	Dr.KamleshDayma	Prinipal	
2	Dr.Mohammd Usman	Co-ordinator	
3	Dr.P.D. Sharma	Assistant Professor.	
4	Dr.Kanchan Bhola	Assistant Professor.	
5	Sh.Kamleshwar Meena	Assistant Professor.	
6	Sh.RamchandraDayma	Assistant Professor.	
7.	Smt. Jaya Modi	Assistant Professor.	
8.	Sh.Shyam Bihari Nayak	Assistant Professor.	
9.	Dr.kapil Nawar	Assistant Professor.	
10	Dr.Gunjan Sharma	Assistant Professor.	
11	Sh. Naveen Kumar	Assistant Professor.	
12	Sh. Pappu Lal Meghwal	Assistant Professor.	
13	Smt.Vijaya Mangal	Assistant Professor	

Dr. Mohammad Usman  
IQAC Co-ordinator

Dr. Kamlesh Dayma  
Principal



**PRINCIPAL**  
ASTHA MAHAVIDYALAYA  
ITAWA KOTA (RAJ.)




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**Minutes of Meeting**

In this meeting several topics were discussed and based on the consent of all the members present the following decisions were made.

- 1.To Initiate Orientation cum initiation programme for freshers: Discussed and decided to organize Orientation Programme For new arrivals.
2. To set the time table, Academic calendar & division of work lode: it was discussed & decided to prepare time table and academic calendar of session 2022-23.
- 3.The library should be enriched according to the new syllabus.
4. It was discussed & decided to Organise one day workshop in month of Augst for students &staff on clean, green and plastic-free college campus.
5. Attendance Monitoring : The principal was held a meeting to discuss about the attendance monitoring of students & staff and it was directed to the in charge of Attendance Committee to ensure regular attendance of monitoring of students.
6. It was decided A career guidance program should be organized for students.
7. It was decided about providing the parking space for the students All the members agreed to provide the sufficient parking space for the students and also decided to aware for save energy rules to students.

  
Dr. Mohammad Usman  
IQAC Co-ordinator

  
Dr. Kamlesh Dayma  
Principal  
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4	Dr. Kanchan Bhola	Assistant Professor.	
5	Sh. Kamleshwar Meena	Assistant Professor.	
6	Sh. Ramchandra Dayma	Assistant Professor.	
7	Dr. Nisha Pareta	Assistant Professor.	
8	Sh. Shyam Bihari Nayak	Assistant Professor.	
9	ShAngraj Suman	Assistant Professor.	
10	Smt. Jaya Modi	Assistant Professor.	
11	Sh. Suresh Malav	Assistant Professor.	
12	Dr. Gunjan Sharma	Assistant Professor.	
13	Dr. Kapil Nawar	Assistant Professor.	
14	Sh. Naveen Kumar	Assistant Professor.	
15	Sh. Pappu Lal Meghwal	Assistant Professor.	

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**Action Taken Report:**

1. Student Induction Program was organized from 06, September to 08, September 2022. and freshers Introduction programme was celebrated on 03/08/2022.
2. A tentative Academic Calendar for 2022-23 session was approved by the principal after consultation with Academic committee.
3. College Library was upgraded according to the new syllabus. And more Books relevant to the B.A./B.SC./B.A.B.ED/B.SC.BED syllabus were procured to enrich the library resources.
4. New strategies were employed on extension to construction & beatification of College Campus.
5. Attendance of the student has to be marked regularly by class teacher with sign. of principal.
6. To create environment consciousness a tree plantation programme Was organised on 15, September 2022 by science department and NSS.
7. Students Parking area provide separately in college campus and keep the vehicles in parking area properly and instructed all staff & students for proper use of electric energy.

  
Dr. Mohammad Usman  
IQAC Co-ordinator



  
Dr. Kamlesh Dayma  
Principal  
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