



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## 6.5.1

*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.*

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## Establishment Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) is a statutory body was established in 2017 in St. Wilfred's PG College to promote and ensure quality. The IQAC is responsible for developing and implementing a quality assurance system in the institution, which includes planning, monitoring, and evaluation of academic and non-academic activities.

The IQAC is Chaired by the Principal of the institution and has a team of members drawn from faculty, students, and non-teaching staff. The IQAC meets regularly to discuss and review the progress of the quality assurance system.

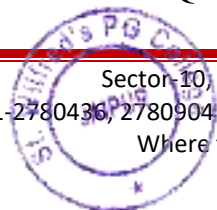
The IQAC has the following functions:

- To develop and implement a quality assurance system in the institution.
- To plan, monitor, and evaluate academic and non-academic activities.
- To identify and address areas of improvement.
- To promote a culture of continuous improvement in the institution.
- To prepare and submit an annual quality assurance report to the UGC.

The IQAC plays an important role in ensuring the quality of education in higher education institutions. The IQAC's activities help to improve the quality of teaching, learning, and research in the institution. The IQAC also helps to promote a culture of continuous improvement in the institution.

The following are the steps involved in the establishment of an IQAC:

- The Principal of the institution constitutes the IQAC.
- The IQAC invites applications from faculty, students, and non-teaching staff for membership.
- The IQAC shortlists the applications and selects the members.
- The IQAC holds its first meeting and elects the office-bearers.



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*Jareem*  
Principal

*Kapita*  
IQAC HEAD



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- The IQAC develops and implements a quality assurance system in the institution.
- The IQAC is a valuable resource for higher education institutions. The IQAC's activities help to improve the quality of education and promote a culture of continuous improvement in the institution.

Initiative taken by IQAC:-

- To establish student developed cell
- Decide to organized International /National Seminar/ Workshop/Conferences
- Establishment of sports Board to encourage students in taking participation at International /National/ State Level in different sports
- To provide Internal scholarship for Economical Weeks students and sports achievers
- To Constitutions of Internal committee and decide their objectives and responsibilities
- Address all the committee coordinators to organized events and activities throw out the year



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## Role and Responsibility of IQAC

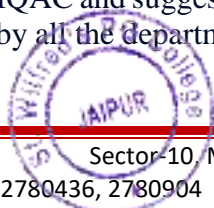
An Internal Quality Assurance Cell (IQAC) is formulated with a major purpose to maintain long-term quality standards across all the sections of the Institute. It is a significant administrative body that is responsible for all quality matters. The main aim of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic, Financial and administrative performance of the institution. The relevance is to the quality of academic and research programs. Equitable is access to the affordability of academic programs for various sections of society.

IQAC was conceived as a mechanism to build and ensure a quality culture at the institutional level. It develops a system for conscious, consistent and catalytic action to improve the academic, Financial and administrative performance of the institution. The IQAC is meant for planning, guiding and maintaining Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution.

IQAC facilitates creation of centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participating and learning process. It organizes inter and intra institutional workshops and seminars on quality related themes and promotion of quality circles.

IQAC maintains a copy of the records and files all the activities conducted across all the departments of the Institute. It ensures heightened level of clarity and focus in institutional functioning towards quality enhancement, as well as quality culture. The enhancement and coordination among various activities of the institution and institutionalize are good practices.

IQAC acts as a dynamic system for quality changes in HEIs. It also builds an organized methodology of documentation and internal communication, the role of IQAC is highly comprehensive and is not limited. All the departments and Committees/cells / associations are subjected to report to IQAC and suggestions given by IQAC from time to time are to be followed by all the departments.



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## Quality Initiatives by IQAC

IQAC has promoted quality in the institution at various levels for better academic and administrative support such as, minimum set of standards maintained in all internal activities, which consists of Regular internal assessments, Intra and Inter-collegiate competitions, organizing seminars and conferences, Assignments, and regular feedback from the students.

The IQAC monitors the implementation of the teaching plans prepared and executed by the teachers.

The IQAC expects the teachers should forward the syllabus completion report by the end of each month. The campus has been equipped with ICT-enabled classrooms for the last two years. Online Feedback from students, alumni, parents, and faculty in academic development is taken and analyzed. Conferences, Seminars, workshops and FDP are conducted regularly to enhance the Quality of the institution as Faculty could keep themselves updated on the times.

Teachers are encouraged to participate in Syllabus Revision Workshops. The teaching plan is being maintained to monitor the lecture delivery system.

IQAC is continuously engaged in imparting and sharing ideas by organizing workshops on best practices adopted by College. Students are encouraged to participate in co-curricular programs and write research papers.

IQAC organizes ICT workshops to enable teachers to adopt technology in teaching-learning to make the art of classroom pedagogy more relevant and interesting for students. Academic and Administrative Audit is conducted from time to time.

IQAC believes in establishing a democratic pattern of administration. The Management along with the principal ensures that equal opportunities are given to staff members who are best suited for a particular department and also, they are provided with opportunities to hone their skills.



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The IQAC reviews the teaching and learning process, its structures, and methodology of operation and learning outcomes periodically as per norms. Two broad areas where these reforms are reflected are as follows:

**1. Attainment of Programme Outcomes, Programme Specific Outcomes, and Course Outcomes-** It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process. IQAC suggests innovative pedagogical methodologies in teaching learning in addition to the completion of the curriculum through Assignments, Class Tests, and submission of projects etc. IQAC promotes the culture of research amongst students by organizing Research Workshops for students. The college offers certificate add-on or value - added courses to impart life skills and is transacted by practitioners, thus providing opportunities to students for hands-on experience and building bridges with the world of work.

**2. Effective Use of ICT in Teaching and Learning** -IQAC has ensured that classrooms and labs are equipped with ICT facilities. New classrooms have been constructed which are multimedia equipped with projectors and whiteboards as screens. Teachers are encouraged to use ICT tools and organized workshops to familiarize the faculty with the various teaching and communication.



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## INTERNAL QUALITY ASSURANCE CELL

### (IQAC) 2017-18

#### Constitution

S. No.	Name	Designation
1.	Dr. Anupama Parashar	Principal & Chairperson <b>IQAC</b>
2.	Dr. Kapila Parihar	Head & Convener <b>IQAC</b>
3.	Dr. N. M. Sharma	Academic Advisor
4.	Dr. K. M. Badaya	Industrial Advisor
5.	Prof. B. D. Rawat	Management Nominee
6.	Dr. Rajani Vyas	Dean, Department of Science
7.	Dr. Dileep Gupta	HOD, Department of Botany
8.	Dr. Seema Jacob	HOD, Department of Zoology
9.	Mr. Sanjay Sharma	HOD, Department of Mathematics
10.	Dr. Manisha Tiwari	HOD, Arts & Humanities
11.	Mr. Hardyan Baberwal	HOD, Department of Economics
12.	Dr. Monika Sharma	HOD, Department of Sociology
13.	Dr. B.L. Choudhary	HOD, Department of Physics
14.	Dr. Neelu Jain	HOD, Department of Commerce & Management
15.	Mr. Rohit Barotia	HOD, Department of Computer Science
16.	Ms. Khushboo Jain	Office Incharge
17.	Mr. Deepak Kumar	Student Nominee
18.	Mr. Neeraj Meena	Alumni
19.	Mr. Rakhi Lodhi	Stake Holder
20.	Mr. Gurumukh Kamal	Employer



*Kapila*

*Anupama*  
Principal  
(Dr. Anupama Parashar)



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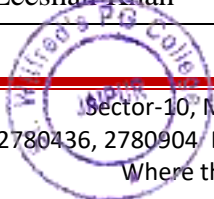
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

(2022-23)

### Re-Constitution

S.No.	Name	Designation	Contact No.
1.	Dr. Fareeda Hasani	Principal & Chairperson IQAC	7340295214
2.	Dr. Kapila Parihar	Head & Convener IQAC	9783237555
3.	Dr. N. M. Sharma	Academic Advisor	9928082956
4.	Dr. K. M. Badaya	Industrial Advisor	9829056485
5.	Prof. B. D. Rawat	Management Nominee	9414052907
6.	Dr. Rajani Vyas	Dean, Department of Science	9460553725
7.	Dr. Anupama Sharma	HOD, Department of Chemistry	9829132867
8.	Dr. Dileep Gupta	HOD, Department of Botany	9414227880
9.	Dr. Seema Jacob	HOD, Department of Zoology	8209232766
10.	Dr. S.K. Gupta	HOD, Department of Physics	9784271105
11.	Ms. Vandana Palsaniya	HOD, Department of Mathematics	9461481058
12.	Mr. Sudhir Verma	HOD, Department of Env. Science	9460556505
13.	Dr. Monika Sharma	HOD, Arts & Humanities	9351207315
14.	Mr. Roopendra Singh	HOD, Department of Geography	7725907090
15.	Dr. Neema Shekhawat	HOD, Department of Psychology	8209631242
16.	Mr. Hardyan Baberwal	HOD, Department of Economics	9829576311
17.	Dr. Sangeeta Kumari	HOD, Department of Commerce & Management	9928353932
18.	Mr. Kapil Gupta	Office Incharge	9001906238
19.	Mr. Sohail Jain	Student Nominee	7976115867
20.	Mr. Mohd. Adeel	Alumni	7792003006
21.	Mr. Rinku Yadav	Stake Holder	8426051149
22.	Mr. Zeeshan Khan	Employer	8949783597



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# ST. WILFRED'S P.G. COLLEGE

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Ref. No. SWPG/IQAC/2022/01

Date: 04/07/2022

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 07/07/2022 at 11.00 AM in Seminar Room. All the members are requested to attend the same.

*Kapila*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

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IQAC HEAD  
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# ST. WILFRED'S P.G. COLLEGE

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Ref. No. SWPG/IQAC/2022/02

Date: 05/07/2022

## CIRCULAR

It is to inform all the members of IQAC Cell that there will be a meeting on 07/07/2022 at 11.00 AM in Seminar Room to discuss about the formation of various committees for session 2022-23 which will be responsible for the planning of different activities and Orientation program. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

*Kapil*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

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IQAC Members Called for the Meeting:

S. No.	Name	Designation
1.	Dr. Fareeda Hasani	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. N. M. Sharma	Academic Advisor
4.	Dr. K. M. Badaya	Industrial Advisor
5.	Prof. B. D. Rawat	Management Nominee
6.	Dr. Rajani Vyas	Dean, Department of Science
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12.	Mr. Sudhir Verma	HOD, Department of Env. Science
13.	Dr. Monika Sharma	HOD, Arts & Humanities
14.	Mr. Roopendra Singh	HOD, Department of Geography
15.	Dr. Neema Shekhawat	HOD, Department of Psychology
16.	Mr. Hardyan Baberwal	HOD, Department of Economics
17.	Dr. Sangeeta Kumari	HOD, Department of Commerce & Management
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20.	Mr. Mohd. Adeel	Alumni
21.	Mr. Rinku Yadav	Stake Holder
22.	Mr. Zeeshan Khan	Employer



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Meeting Minutes

Date: 07/07/2022

Time: 11:00 AM

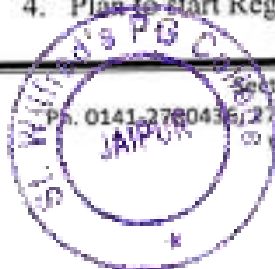
Place: Seminar Room

Attendees:

S. No.	Name	Signature
1.	Dr. Fareeda Hasani (Principal & Chairperson IQAC)	Fareeda
2.	Dr. Kapila Parihar (Head & Convener IQAC)	Kapila
3.	Dr. Rajani Vyasa	Rajani
4.	Dr. Anupama Sharma	Anupama
5.	Dr. Dileep Gupta	Dileep
6.	Dr. Seema Jacob	Seema
7.	Dr. S.K. Gupta	S.K. Gupta
8.	Ms. Vandana Palsaniya	Vandana
9.	Mr. Sudhir Verma	Sudhir
10.	Dr. Monika Sharma	Monika
11.	Mr. Roopendra Singh	Roopendra
12.	Dr. Neema Shekhawat	Neema
13.	Mr. Hardyam Baberwal	Hardyam
14.	Dr. Sangeeta Kumari	Sangeeta
15.	Mr. Kapil Gupta	Kapil
16.	Mr. Sohail Jain	Sohail
17.	Mr. Mohd. Adeel	Adeel
18.	Mr. Rinku Yadav	Absent
19.	Mr. Zeeshan Khan	Zeeshan

Agendas to be discussed: -

1. Formation of Committees for the next session.
2. Discussion on planning next year's activities: Cultural, sports, tech fest (science fair), inter college competition, college in-house activities, workshops, seminars, guest lectures, etc.
3. Welcome and Orientation Day for New UG Students.
4. Plan to start Regular Competitive Classes



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**Agenda 1:** Formation of Committees for the next session.

## Minutes:

The meeting was called to order by Head IQAC at 11.AM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

**Formation of Committees:** IQAC Head emphasized the importance of committees in the efficient functioning of the college and announced the formation of various committees for the next session.

The committees and their respective members are as follows:

**A. Academic Committee:** The Academic Committee will be responsible for monitoring and evaluating the academic programs and curriculum. The following listed members are introduced in the meeting. The committee will focus on enhancing the quality of education and promoting academic excellence.

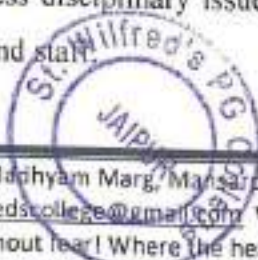
**B. Departmental Academic Committee:** The Departmental Academic Committee will be formed for each department. The following listed members are introduced in the meeting. They will review and advise on the department's academic programs, course offerings, and student learning outcomes.

**C. Examination Committee:** The Examination Committee will oversee all matters related to examinations, including the setting of question papers, evaluation procedures, and result publication. The following listed members are introduced in the meeting. It will ensure the smooth conduct of examinations and maintain the integrity of the evaluation process.

**D. Research Committee:** The Research Committee will support and promote research activities among faculty members and students. The following listed members are introduced in the meeting. The committee will facilitate research collaborations, provide guidance on research methodologies, and encourage the dissemination of research findings.

**E. Discipline Committee:** The Discipline Committee will be responsible for maintaining discipline and ensuring a conducive learning environment in the college. The following listed members are introduced in the meeting. The committee will address disciplinary issues, implement disciplinary policies, and promote ethical conduct among students and staff.

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**F. Women's Cell and Sexual Harassment Committee:** The Women's Cell and Sexual Harassment Committee will work towards creating a safe and inclusive environment for women in the college. The following listed members are introduced in the meeting. They will handle complaints, conduct awareness programs, and ensure the implementation of policies to prevent sexual harassment.

**G. Student Development Cell:** The Student Development Cell will focus on the holistic development of students. The following listed members are introduced in the meeting. The committee will organize workshops, seminars, and training sessions to enhance students' interpersonal skills, leadership abilities, and career development.

**H. Cultural Committee:** The Cultural Committee will be responsible for organizing cultural events and activities within the college. The following listed members are introduced in the meeting. The committee will plan and execute various cultural programs, such as music competitions, dance performances, drama productions, art exhibitions, and literary festivals.

**I. Anti-Ragging Committee:** The Anti-Ragging Committee will ensure a ragging-free environment in the college. The following listed members are introduced in the meeting. The committee will monitor and address any incidents of ragging, conduct awareness campaigns, and implement preventive measures.

**J. Entrepreneurship Cell:** The Entrepreneurship Cell will promote entrepreneurial culture and support aspiring entrepreneurs. The following listed members are introduced in the meeting. The committee will organize workshops, mentorship programs, and networking events to foster entrepreneurship and innovation among students.

**K. Grievance Committee:** The Grievance Committee will address grievances and complaints from students, faculty members, and staff. The following listed members are introduced in the meeting. The committee will ensure the fair resolution of grievances and work towards maintaining a harmonious college environment.

**L. Training & Placement Cell:** The Training & Placement Cell will facilitate training programs and placement opportunities for students. The following listed members are introduced in the meeting. The

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*Jaree*  
Principal  
(Dr. FARHANA HASANI)  
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committee will collaborate with industries, organize placement drives, and provide career guidance to students.

**M. Student's Sports Association:** The Student's Sports Association will promote sports activities and represent the interests of student athletes. The following listed members are introduced in the meeting. The committee will organize sports events, training sessions, and participate in inter-college sports competitions.

**N. Alumni Association Cell:** The Alumni Association Cell will engage and connect with the college's alumni. The following listed members are introduced in the meeting. The committee will organize alumni reunions, maintain alumni databases, and facilitate networking opportunities for current students and alumni.

**O. Scholarship Cell:** The Scholarship Cell will assist students in accessing scholarship opportunities and financial aid. The following listed members are introduced in the meeting. The committee will disseminate information on scholarships, assist in the application process, and provide support to deserving students.

**P. Public Relationship Committee:** The Public Relationship Committee will manage the college's public image and communication. The following listed members are introduced in the meeting. The committee will handle public relations, media interactions, and coordinate promotional activities.

IQAC Head stressed the importance of each committee's role and encouraged members to collaborate, communicate effectively, and fulfill their responsibilities diligently.

**Committee Responsibilities and Goals:** IQAC Head provided an overview of the responsibilities and goals of each committee. The **Academic Committee** will focus on enhancing teaching and learning practices, ensuring academic standards, and monitoring student performance. The **Departmental Academic Committee** will advise on curriculum development, course reviews, and program improvement specific to each department. The **Examination Committee** will ensure the smooth conduct of examinations, maintain the integrity of the evaluation process, and timely publication of results. The **Research Committee** will encourage research activities, support grant applications, and

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facilitate research collaborations. The **Discipline Committee** will enforce discipline policies, address disciplinary issues, and promote ethical behavior. The **Women's Cell and Sexual Harassment Committee** will provide support to women and handle complaints related to sexual harassment. The **Student Development Cell** will organize activities to enhance students' skills and personal development. The **Cultural Committee** will plan and execute cultural events to celebrate diversity and promote artistic talents. The **Anti-Ragging Committee** will work towards maintaining a ragging-free environment. The **Entrepreneurship Cell** will nurture entrepreneurial skills and promote innovation among students. The **Grievance Committee** will address grievances and ensure fair resolution. The **Training & Placement Cell** will provide career guidance and placement opportunities. The **Student's Sports Association** will encourage sports participation and represent the college in sports competitions. The **Alumni Association Cell** will strengthen the bond with alumni and provide support to current students. The **Scholarship Cell** will assist students in accessing financial aid. The **Public Relationship Committee** will manage the college's public image and communication.

**Reporting and Communication:** IQAC Head highlighted the significance of regular reporting and communication among committee members. It was emphasized that updates, progress reports, and any issues or concerns should be communicated to the Principal's Office in a timely manner. Committees were encouraged to maintain open lines of communication and collaborate with other committees whenever necessary.

**Agenda 2:** Discussion on planning next year's activities: Cultural, sports, tech fest (science fair), inter college competition, college in-house activities, workshops, seminars, guest lectures, etc.

## Minutes:

**Discussion on planning next year's activities:** IQAC Head initiated the discussion by emphasizing the importance of a vibrant and inclusive extracurricular program in the college. The following points were discussed:

*Kapila*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
FAREEDA HASANI  
St. Wilfred's P.G. College  
Jaipur

Sector-10, Meera Marg, Mordhyan Marg, Manjarovar, Jaipur-302020

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## A. Cultural Activities:

IQAC Head highlighted the need for a diverse range of cultural activities to promote creativity and talent among students. Suggestions were invited from the attendees regarding specific events such as music competitions, dance performances, drama productions, art exhibitions, and literary festivals.

## B. Sports Activities:

IQAC Head emphasized the importance of promoting physical fitness, teamwork, and healthy competition among students through sports activities. Attendees were encouraged to propose different sports events, tournaments, and initiatives that cater to various interests and skill levels.

## C. Tech Fest (Science Fair):

Faculty members with expertise in scientific fields discussed the idea of organizing a tech fest or science fair to foster scientific inquiry and innovation among students. They brainstormed potential activities such as science exhibitions, project competitions, poster presentations, and interactive workshops.

## D. Inter College Competition:

IQAC Head expressed the desire to foster healthy competition and exchange of ideas among colleges. Attendees were invited to suggest inter-college competitions in various domains, such as academic quizzes, debates, sports tournaments, and cultural showcases.

## E. College In-house Activities:

The need for organizing regular in-house activities within the college premises was discussed. Suggestions included celebrations of cultural and national events, college fests, talent shows, and community service initiatives.

## F. Workshops, Seminars, and Guest Lectures:

The importance of organizing workshops, seminars, and guest lectures to expose students to new ideas, industry insights, and emerging trends was highlighted. Attendees were encouraged to propose relevant topics and potential guest speakers/experts.

*Kapil*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Jareem*  
Principal  
(Dr. NEERA MASANI)  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR

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The attendees actively participated in the discussion, providing suggestions and ideas for various events and activities. Principal emphasized the importance of engaging both faculty members and students in the planning and execution of these initiatives.

**Agenda 3: Welcome and Orientation Day for New UG Students:** The IQAC Head proposed organizing a Welcome and Orientation Day to introduce incoming undergraduate students to the college's environment, resources, and academic culture. This would include informative sessions, campus tours, and interactive activities to facilitate their transition.

**Agenda 4: Plan to Start Regular Competitive Classes:** The IQAC Head discussed the implementation of regular competitive classes to enhance students' preparedness for competitive exams. These classes would provide specialized instruction and guidance to interested students, with a focus on various competitive exams.

#### Action Plan:

IQAC Head assigned responsibilities to faculty members and student representatives for organizing and coordinating different events.

A comprehensive timeline was discussed and agreed upon to ensure that all activities are properly planned and executed throughout the academic year.

It was decided to form specific organizing committees for each event/activity, consisting of both faculty members and student representatives.

Formulating a comprehensive agenda for the Welcome and Orientation Day, including session topics and logistical arrangements.

Developing a curriculum and timetable for the regular competitive classes, along with identifying suitable instructors.

*Kapila*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

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## Other matters:

IQAC Head encouraged all attendees to actively promote and participate in the planned activities to make them successful.

The need for effective communication channels to keep everyone informed about the progress and updates regarding the events was discussed. Suggestions were invited for potential collaborations with external organizations, experts, and alumni who could contribute to the success of the activities.

The meeting concluded at 12.30 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

*Fareeda*  
Principal

*Kapila*  
IQAC Head

CC :-

1. All members of IQAC

*Kapila*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2022/03

Date: 04/10/2022

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 06/10/2022 at 11.00 AM in Seminar Room. All the members are requested to attend the same.

*Kapil*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*Kapil*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2022/04

Date: 05/10/2022

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 06/10/2022 at 11.00 AM in Seminar Room to discuss about the organization of Remedial Classes, Academic Audit, Sports Activities, Fresher's Party, & Internal Assessment. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

*Kapil*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*Kapil*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
ST. Wilfred's P.G. College  
Jaipur



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members Called for the Meeting:

S. No.	Name	Designation
1.	Dr. Fareeda Hasani	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. N. M. Sharma	Academic Advisor
4.	Dr. K. M. Badaya	Industrial Advisor
5.	Prof. B. D. Rawat	Management Nominee
6.	Dr. Rajani Vyas	Dean, Department of Science
7.	Dr. Anupama Sharma	HOD, Department of Chemistry
8.	Dr. Dileep Gupta	HOD, Department of Botany
9.	Dr. Seema Jacob	HOD, Department of Zoology
10.	Dr. S.K. Gupta	HOD, Department of Physics
11.	Ms. Vandana Palsaniya	HOD, Department of Mathematics
12.	Mr. Sudhir Verma	HOD, Department of Env. Science
13.	Dr. Monika Sharma	HOD, Arts & Humanities
14.	Mr. Roopendra Singh	HOD, Department of Geography
15.	Dr. Neema Shekhawat	HOD, Department of Psychology
16.	Mr. Hardyan Baberwal	HOD, Department of Economics
17.	Dr. Sangeeta Kumari	HOD, Department of Commerce & Management
18.	Mr. Kapil Gupta	Office Incharge
19.	Mr. Sohail Jain	Student Nominee
20.	Mr. Mohd. Adeel	Alumni
21.	Mr. Rinku Yadav	Stake Holder
22.	Mr. Zeeshan Khan	Employer

Kapila  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



Fareeda  
Principal  
DR. FAREEDA HASANI  
St. Wilfred's P.G. College  
Jaipur

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Meeting Minutes  
Date: 06/10/2022  
Time: 11:00 AM  
Place: Seminar Room  
Attendees:

S. No.	Name
1.	Dr. Fareeda Hasani (Principal & Chairperson IQAC) <i>Fareeda</i>
2.	Dr. Kapila Parihar (Head & Convener IQAC) <i>Kapila</i>
3.	Dr. Rajani Vyas <i>Rajani</i>
4.	Dr. Anupama Sharma <i>(A)</i>
5.	Dr. Dileep Gupta <i>Dileep</i>
6.	Dr. Seema Jacob <i>Seema</i>
7.	Dr. S.K. Gupta <i>S.K.</i>
8.	Ms. Vandana Palsaniya <i>Vandana</i>
9.	Mr. Sudhir Verma <i>Sudhir</i>
10.	Dr. Monika Sharma <i>Monika</i>
11.	Mr. Roopendra Singh <i>Roopendra</i>
12.	Dr. Neema Shekhawat <i>Neema</i>
13.	Mr. Hardyant Baberwal <i>Hardyant</i>
14.	Dr. Sangeeta Kumari <i>Sangeeta</i>
15.	Mr. Kapil Gupta <i>Kapil</i>
16.	Mr. Sohail Jain <i>Sohail</i>
17.	Mr. Mohd. Adeel <i>Adeel</i>
18.	Mr. Rinku Yadav <i>Rinku</i>
19.	Mr. Zceshan Khan <i>Zceshan</i>

## Agendas:

1. Plan to organize Remedial Classes for the students.
2. Plan to conduct Academic Audit for all the departments.
3. Plan to organize Sports Activities for college students.
4. Plan to organize Fresher's Party.
5. Plan to organize Internal Assessment.



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Minutes:

### Opening Remarks:

The Principal commenced the meeting by expressing gratitude to all attendees and emphasized the significance of organizing college events to foster a vibrant campus environment.

**Agenda 1: Plan to Organize Remedial Classes:** The IQAC Head proposed the organization of remedial classes to provide additional support to students who require assistance in specific subjects. The purpose is to ensure that every student has the opportunity to excel academically, promoting inclusivity and addressing learning gaps.

**Agenda 2: Plan to Conduct Academic Audit:** Discussion centered around the importance of conducting an academic audit for all departments. The IQAC Head highlighted that an academic audit ensures alignment with educational objectives, curriculum effectiveness, faculty performance, and overall quality assurance.

**Agenda 3: Plan to Organize Sports Activities:** The IQAC Head emphasized the significance of physical well-being and proposed a plan to organize various sports activities for college students. These activities are aimed at promoting a healthy lifestyle, team spirit, and a balanced academic experience.

**Agenda 4: Plan to Organize Fresher's Party:** The IQAC Head discussed the plan to organize a Fresher's Party, which serves as a welcoming event for new students. The event aims to create a positive atmosphere for new students to interact, familiarize themselves with their peers, and feel integrated into the college community.

**Agenda 5: Plan to Organize Internal Assessment:** The IQAC Head presented the idea of conducting internal assessments to gauge students' understanding of the curriculum and to provide timely feedback. This assessment mechanism enhances the learning process and aids in continuous improvement.

**Discussion and Feedback:** Attendees engaged in discussions after each agenda item, sharing their perspectives, suggestions, and concerns related to the proposed initiatives.

**Action Items:** Key action items that emerged from the discussions included:

- Forming a committee to design and implement the remedial classes, including identifying subjects and students in need.
- Outlining the process and timeline for the upcoming academic audit, including data collection and analysis.

*Kapil*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
FAREEDA HASANI  
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- Planning sports activities, considering available resources and facilities, and determining the event schedule.
- Creating a committee to organize the Fresher's Party, specifying the theme, activities, and logistics.
- Developing a strategy for implementing internal assessments, including assessment methods and frequency.

**Next Steps:** The IQAC Head underscored the importance of collaboration among all stakeholders and urged attendees to actively participate in the successful execution of the proposed initiatives.

**Closing Remarks:** The Chairperson expressed gratitude to all participants for their valuable contributions and reaffirmed the commitment to enhancing the overall quality of education and student experience.

The meeting concluded at 12.30 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

  
Principal

  
IQAC Head

CC :-

1. All members of IQAC

  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



  
Principal  
(Dr. FAREEDA HASANI)  
Wilfred's P.G. College

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 27/12/2022

Ref. No. SWPG/IQAC/2022/05

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 30/12/2022 at 11.00 AM in Seminar Room. All the members are requested to attend the same.

*Kapil*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*Kapil*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
Wilfred's P.G. College  
Jaipur

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2022/06

Date: 28/12/2022

## CIRCULAR

It is to inform all the members of IQAC Cell that there will be a meeting on 30/12/2022 at 11.00 AM in Seminar Room to discuss about the organization of Inter College Fest for various streams, FDP, National Seminar & Pre University Examination. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

*Kapila*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*Kapila*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members Called for the Meeting:

S. No.	Name	Designation
1.	Dr. Fareeda Hasani	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. N. M. Sharma	Academic Advisor
4.	Dr. K. M. Badaya	Industrial Advisor
5.	Prof. B. D. Rawat	Management Nominee
6.	Dr. Rajani Vyas	Dean, Department of Science
7.	Dr. Anupama Sharma	HOD, Department of Chemistry
8.	Dr. Dileep Gupta	HOD, Department of Botany
9.	Dr. Seema Jacob	HOD, Department of Zoology
10.	Dr. S.K. Gupta	HOD, Department of Physics
11.	Ms. Vandana Palsaniya	HOD, Department of Mathematics
12.	Mr. Sudhir Verma	HOD, Department of Env. Science
13.	Dr. Monika Sharma	HOD, Arts & Humanities
14.	Mr. Roopendra Singh	HOD, Department of Geography
15.	Dr. Neema Shekhawat	HOD, Department of Psychology
16.	Mr. Hardyan Baberwal	HOD, Department of Economics
17.	Dr. Sangeeta Kumari	HOD, Department of Commerce & Management
18.	Mr. Kapil Gupta	Office Incharge
19.	Mr. Sohail Jain	Student Nominee
20.	Mr. Mohd. Adeel	Alumni
21.	Mr. Rinku Yadav	Stake Holder
22.	Mr. Zeeshan Khan	Employer



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

*Kapila*  
IQAC  
ST. WILFRED'S P.G. COLLEGE  
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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Meeting Minutes  
Date: 30/12/2022  
Time: 11:00 AM  
Place: Seminar Room  
Attendees:

S. No.	Name
1.	Dr. Fareeda Hasani (Principal & Chairperson IQAC) <i>Fareeda</i>
2.	Dr. Kapila Parihar (Head & Convener IQAC) <i>Kapila</i>
3.	Dr. Rajani Vyas <i>Rajani</i>
4.	Dr. Anupama Sharma <i>(A)</i>
5.	Dr. Dileep Gupta <i>Dileep</i>
6.	Dr. Seema Jacob <i>Seema</i>
7.	Dr. S.K. Gupta <i>Sunit</i>
8.	Ms. Vandana Palsaniya <i>Vandana</i>
9.	Mr. Sudhir Verma <i>Sudhir</i>
10.	Dr. Monika Sharma <i>Monika</i>
11.	Mr. Roopendra Singh <i>Roopendra</i>
12.	Dr. Neema Shekhawat <i>Neema</i>
13.	Mr. Hardyam Baberwal <i>Hardy</i>
14.	Dr. Sangeeta Kumari <i>Sangeeta</i>
15.	Mr. Kapil Gupta <i>Kapil</i>
16.	Mr. Sohail Jain <i>Sohail</i>
17.	Mr. Mohd. Adeel <i>Adeel</i>
18.	Mr. Rinku Yadav <i>Rinku</i>
19.	Mr. Zeeshan Khan <i>Zeeshan</i>

## Agendas:

1. Plan to organize Inter - college Commerce and Management Quest: COMXPLORE.
2. Plan to organize Inter College Science Exhibition(SCIENTIA-2023).
3. Plan to organize FDP on Soft Skills and Research methodology.
4. Plan to conduct Academic Audit for all the departments.
5. Plan to conduct Pre University Examination & PTM.
6. Plan to organize National Seminar on "NEP 2020"

*Fareeda*  
Principal  
FAREEDA HASANI  
ST. WILFRED'S P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Minutes:

### Opening Remarks:

The Principal commenced the meeting by expressing gratitude to all attendees and emphasized the significance of organizing college events to foster a vibrant campus environment.

**Agenda 1: Plan to Organize Inter-College Commerce and Management Quest: COMXPLORE:** The IQAC Head introduced the proposal to organize an inter-college event, COMXPLORE, focused on Commerce and Management. The event aims to foster healthy competition, knowledge sharing, and networking among students from various colleges.

**Agenda 2: Plan to Organize Inter-College Science Exhibition (SCIENTIA-2023):** Discussion centered around the plan to host SCIENTIA-2023, an inter-college science exhibition. The event seeks to provide a platform for students to showcase their scientific innovations, projects, and research findings.

**Agenda 3: Plan to Organize Faculty Development Program (FDP) on Soft Skills and Research Methodology:** The IQAC Head proposed conducting an FDP to enhance faculty members' soft skills and research methodology knowledge. This program aims to equip educators with the necessary tools to provide holistic and effective education.

**Agenda 4: Plan to Conduct Academic Audit:** Attendees engaged in a detailed discussion about conducting an academic audit for all departments. The IQAC Head stressed the importance of this process in maintaining quality standards, curriculum alignment, and instructional effectiveness.

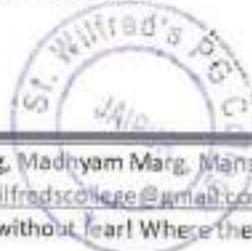
**Agenda 5: Plan to Conduct Pre University Examination & PTM:** The IQAC Head presented a plan to organize a pre-university examination followed by a Parent-Teacher Meeting (PTM). This initiative aims to assess students' readiness and provide an opportunity for parents and teachers to discuss their academic progress.

**Agenda 6: Plan to Organize National Seminar on "NEP 2020":** Discussion revolved around the proposal to organize a national seminar focused on the National Education Policy (NEP) 2020. The seminar would facilitate discussions among educators, experts, and stakeholders on the policy's implications and implementation strategies.

**Discussion and Feedback:** After each agenda item, participants engaged in discussions, sharing their insights, suggestions, and concerns related to the proposed initiatives.

**Action Items:** Key action items identified included:

*Kapila*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
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# ST. WILFRED'S P.G. COLLEGE

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- Forming organizing committees for COMXPLORE and SCIENTIA-2023, outlining event logistics, themes, and participant engagement.
- Developing the curriculum and schedule for the FDP on Soft Skills and Research Methodology.
- Creating a plan for the academic audit, detailing the audit process, timelines, and roles.
- Organizing resources and schedules for the Pre University Examination and PTM.
- Planning the structure, speakers, and content for the National Seminar on "NEP 2020".

**Next Steps:** The IQAC Head emphasized the importance of collaboration and commitment from all stakeholders to ensure the successful execution of the proposed initiatives.

**Closing Remarks:** The Chairperson thanked all participants for their valuable contributions, highlighting the collective effort toward enhancing the college's educational environment and quality.

The meeting concluded at 12.30 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

  
Principal

  
IQAC Head

CC :-

1. All members of IQAC

  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2022/07

Date: 24/02/2023

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 27/02/2023 at 11.00 AM in Seminar Room. All the members are requested to attend the same.

*K. P. J.*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*K. P. J.*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2022/08

Date: 25/02/2023

## CIRCULAR

It is to inform all the members of IQAC Cell that there will be a meeting on 27/02/2023 at 11.00 AM in Seminar Room to discuss about the organization of Inter College Cultural Fest, Farewell Party, Alumni Meet and Engagement Program & Felicitation of Outgoing Students. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

*Kapil*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*Kapil*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members Called for the Meeting:

S. No.	Name	Designation
1.	Dr. Fareeda Hasani	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. N. M. Sharma	Academic Advisor
4.	Dr. K. M. Badaya	Industrial Advisor
5.	Prof. B. D. Rawat	Management Nominee
6.	Dr. Rajani Vyas	Dean, Department of Science
7.	Dr. Anupama Sharma	HOD, Department of Chemistry
8.	Dr. Dileep Gupta	HOD, Department of Botany
9.	Dr. Seema Jacob	HOD, Department of Zoology
10.	Dr. S.K. Gupta	HOD, Department of Physics
11.	Ms. Vandana Palsaniya	HOD, Department of Mathematics
12.	Mr. Sudhir Verma	HOD, Department of Env. Science
13.	Dr. Monika Sharma	HOD, Arts & Humanities
14.	Mr. Roopendra Singh	HOD, Department of Geography
15.	Dr. Neema Shekhawat	HOD, Department of Psychology
16.	Mr. Hardyan Baberwal	HOD, Department of Economics
17.	Dr. Sangeeta Kumari	HOD, Department of Commerce & Management
18.	Mr. Kapil Gupta	Office Incharge
19.	Mr. Sohail Jain	Student Nominee
20.	Mr. Mohd. Adeel	Alumni
21.	Mr. Rinku Yadav	Stake Holder
22.	Mr. Zeeshan Khan	Employer



*Fareeda*  
Principal  
Dr. FAREEDA HASANI  
St. Wilfred's P.G. College  
Jaipur

*Kapila*  
IQAC HEAD  
St. WILFRED'S P.G. COLLEGE  
JAIPUR





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Meeting Minutes

Date: 27/02/2023

Time: 11:00 AM

Place: Seminar Room

Attendees:

S. No.	Name
1.	Dr. Fareeda Hasani (Principal & Chairperson IQAC) <i>Fareeda</i>
2.	Dr. Kapila Parihar (Head & Convener IQAC) <i>Kapila</i>
3.	Dr. Rajani Vyas <i>Rajani</i>
4.	Dr. Anupama Sharma <i>(A)</i>
5.	Dr. Dileep Gupta <i>Dileep</i>
6.	Dr. Seema Jacob <i>Seema</i>
7.	Dr. S.K. Gupta <i>S.K.</i>
8.	Ms. Vandana Palsaniya <i>(V)</i>
9.	Mr. Sudhir Verma <i>Sudhir</i>
10.	Dr. Monika Sharma <i>Monika</i>
11.	Mr. Roopendra Singh <i>Roopendra</i>
12.	Dr. Neema Shekhawat <i>Neema</i>
13.	Mr. Hardyant Baberwal <i>(H)</i>
14.	Dr. Sangeeta Kumari <i>Sangeeta</i>
15.	Mr. Kapil Gupta <i>Kapil</i>
16.	Mr. Sohail Jain <i>Sohail</i>
17.	Mr. Mohd. Adeel <i>Adeel</i>
18.	Mr. Rinku Yadav <i>Rinku</i>
19.	Mr. Zeeshan Khan <i>Zeeshan</i>

Agendas:

1. Plan to organize PANACHE- 2023 Inter College Cultural Fest.
2. Plan to organize Farewell Party for UG and PG Department (Science, Arts, Commerce).
3. Plan to organize Alumni Meet and Engagement Program.
4. Plan to Felicitate Outgoing Students.
5. Plan to organize Campus interview for students and Internship opportunity.
6. Plan to organize Career Counselling session for school students for upcoming session.

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*Fareeda*  
 (Dr. Fareeda Hasani)  
 Principal  
 ST. WILFRED'S P.G. College  
 Jaipur



# ST. WILFRED'S P.G. COLLEGE

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## Minutes:

### Opening Remarks:

The Principal commenced the meeting by expressing gratitude to all attendees and emphasized the significance of organizing college events to foster a vibrant campus environment.

**Agenda 1: Plan to Organize PANACHE-2023 Inter College Cultural Fest:** The IQAC Head proposed the organization of PANACHE-2023, an inter-college cultural fest aimed at promoting artistic expression, collaboration, and cultural diversity among students. The event is envisioned to showcase various talents and provide a platform for interaction.

**Agenda 2: Plan to Organize Farewell Party for UG and PG Departments (Science, Arts, Commerce):** Discussion revolved around the idea of hosting a farewell party for outgoing UG and PG students from the Science, Arts, and Commerce departments. The event aims to celebrate their achievements and contributions to the college.

**Agenda 3: Plan to Organize Alumni Meet and Engagement Program:** The IQAC Head highlighted the importance of maintaining connections with alumni and proposed organizing an alumni meet and engagement program. This initiative intends to reconnect with former students, gather their feedback, and foster a sense of belonging.

**Agenda 4: Plan to Felicitate Outgoing Students:** Discussion centered on the plan to felicitate students who are graduating and completing their programs. The IQAC Head suggested a formal felicitation ceremony to acknowledge their accomplishments and provide inspiration to other students.

**Agenda 5: Plan to Organize Campus Interviews and Internship Opportunities:** The IQAC Head discussed the proposal to facilitate campus interviews for students and offer internship opportunities in collaboration with industry partners. This initiative aims to enhance students' employability and practical experience.

**Agenda 6: Plan to Organize Career Counselling Session for School Students for Upcoming Session:** The IQAC Head presented the idea of conducting career counseling sessions for school students to guide them in making informed academic and career choices. The sessions would provide insights into various fields of study and potential career paths.

**Discussion and Feedback:** Participants engaged in discussions after each agenda item, sharing their perspectives, suggestions, and potential challenges related to the proposed initiatives.

**Action Items:** Key action items identified included:

Forming committees for PANACHE-2023, outlining event themes, activities, and logistics.

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Principal  
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Jaipur





# ST. WILFRED'S P.G. COLLEGE

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- Planning the farewell party, specifying event details and engagement strategies for different departments.
- Establishing an alumni engagement plan, including outreach strategies and potential collaboration opportunities.
- Designing the felicitation ceremony format, identifying speakers, and organizing certificates.
- Collaborating with industries for campus interviews and internship opportunities, specifying the selection process and timelines.
- Developing content and schedules for career counseling sessions for school students.

**Next Steps:** The IQAC Head emphasized the importance of teamwork and active involvement from all stakeholders to ensure the successful execution of the proposed initiatives.

**Closing Remarks:** The Chairperson thanked all participants for their valuable contributions and highlighted the positive impact these initiatives will have on student engagement, career readiness, and alumni relations.

The meeting concluded at 12.30 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

*Fareeda*  
Principal

*Kapil*  
IQAC Head

CC :-

1. All members of IQAC

*Kapil*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
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Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 18/04/2023

## IQAC ACTION TAKEN REPORT

Session: 2022-23

Plan of Action	Achievements/ Outcomes
Constitution of Internal Committees	Roles and responsibilities of internal committees have been decided and various activities have been done by these committees throughout the year.
Organizing workshops, seminars and conferences	One national conferences has been organized and workshops have been conducted department wise.
Organizing Guest Lectures	Various guest lectures in subjects physics, mathematics, zoology, chemistry and computer science were organized by eminent educationist.
College In-house Activities	Academic and Co-curricular activities were organized such as Happy Nagari, Chemistry Olympiad, Science Exhibition and Commerce fest etc.
Alumni engagement Activities	Notable alumnus are invited for interacting with the final year students to share their experience through motivational lecture.
Planning of Internal Assessment and Pre University examination	Internal Assessment and Pre University examination were conducted to evaluate academic performance of the students.
Conduction of Remedial Classes	Remedial classes have been conducted for weak learners to increase their performance.
Academic Calendar and Departmental Calendar	Academic Calendar and Departmental Calendar have been prepared by Deans of their respective departments.
Faculty Development Programme	FDP were conducted for upliftment of the teaching staff.
IIQA	Preparations for IIQA has been done.
Instructions about SSR	Preparations of criteria wise files, data compilation and collection and meetings have been explained by IQAC coordinator to all the criteria coordinators.
Feedback Mechanism	Feedback of students, alumni, teachers and parents were taken and action taken report has been submitted.
Academic Audit	Department wise academic audit has been conducted once in a year.
Participation of the students	Student development cell has organized various programmes and it ensured maximum participation of the students.



*Kapil*  
IQAC HEAD

*Kapil*  
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*Tareeqa*  
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## IQAC REPORT 2022-23

### ANNUAL REPORT 2022-2023

The primary goal of the Internal Quality Assurance Cell is to create a system for consciously, consistently, and effectively improving institutions' performance on a whole.

The institution's activities and policies are directed towards academic and holistic excellence by the IQAC. In the month of July 2022–2023, the academic year began. Respected Principal Dr. Farida Hasani called a meeting of the whole IQAC and informed the participants of the new NAAC evaluation structure and the necessity of beginning the SSR preparation process. The department heads. The organisers of various forums planned the demand for academic, curricular, cocurricular, and extracurricular events in conjunction with IQAC while taking into account the academic requirements of the college and the general development of the students.

The Internal Quality Assurance Cell (IQAC) has carried out a number of significant programmes with the purpose of sustaining and enhancing an institution's quality-oriented initiatives. Here is a quick summary of the activities that were completed during the academic year 2022-2023 in accordance with UOR criteria.

In the academic year 2022–2023, St. Wilfred's PG College, ran the following programmes:

On August, 8th 2022, the college held an induction programme in the open ground area to welcome new students. The program's main goal was to inform parents and students about the academic components of the curriculum as well as to acquaint students of the Institute's rules and regulations. The fundamental college rules were explained to the students. Students visited their respective departments with department Heads. They were given information about their academic schedules.

On November 19, 2022, the fun filled programme "Navmanjari" was hosted to formally welcome the newly admitted undergraduate and graduate students. It was an amazing event full of anticipation, happiness, music, fervor, laughter, and excitement.

St. Wilfred's PG College organised a variety of guest lectures, seminars, and workshops in several fields while keeping in mind the students' curiosity. The main goals were to broaden the students' knowledge, inform them of important new trends, and make them aware of work opportunities. The colleges invite guest lecturers within the college premises to deliver lectures to the students. These professors, lecturers, or instructors are not part of the organization's core faculty.

### Guest Lectures

In the Lecture series following lectures were scheduled and various eminent Professors were invited to deliver knowledgeable lecture to the students. It goes without saying that students were not only enlightened by these lectures but also thoroughly enjoyed them. In a guest lecture, students get new perspectives and opinions that are often missed in a regular class. A guest lecture gives students a better



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opportunity to learn about an explicit topic in a way that gets them involved in the class and actively join in a more convenient way of teaching.

Here is a the list of series of guest lectures organized by various departments.

Dr. Santosh Kumar Charan delivered the lecture on the topic of “Animal Behavior Communication” on 17.10.2022, for B.Sc. Part III around 60 students attended the guest lecture. Students gained knowledge of Animal Behavior Communication. The lecture was arranged by Department of Zoology, under the aegis of IQAC, Cell.

Prof. R.K. Bansal of Department of Chemistry, UOR, delivered the guest lecture on the topic of “3D Model of Chemistry” on 10.10.2022 for B.Sc. Part I Students about 50 students attended the guest lecture and gained an insight on 3D Model of Chemistry

Professor: Prof. G.P. Singh of Department of Botany, UOR, was invited to deliver guest lecture on 16.11.2022 for B.Sc. Part I, students. He is an eminent personality in the field of Botany, and has written many books on Range of Thallus Structure in Algae, about 50 students attended the guest lecture.

An Expert, Prof. Anil Sharma, explained the basic things regarding Analytic Function CR Equation on 28.10.2022. The lecture was arranged for B.Sc. Part II year students. About 80 students attended the seminar and they enriched their knowledge on the subject. This lecture was organized by Department of Physics under the aegis of IQAC Cell of St. Wilfred college.

Department of Arts, had organized the guest lectures for the benefit of its students:

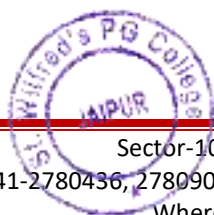
Prof. C.V. Dhavalia delivered the lecture on the topic of “Climate Changes” on 05.12.2022 about 120 students of B.A. & M.A classes, attended the guest lecture.

Another Lecture by Professor Prof. Vijay Veer Singh was held on 12.12.2022, for BA & MA. Students on the topic of “New Economic Policy”. About 100 students attended the guest lecture. And students gained knowledge on Climate Change and New Economic Policy.

Prof. Arun Pandey delivered the lecture on the topic of “Personality Grooming & Communication Skill” on 02.01.2023, 80 students attended the guest lecture. Students were benefitted by the lecture on Personality Grooming & Communication Skill.

**Department of Commerce**, organized a lecture on Entrepreneurship for B.Com., BBA & PG Commerce students on 12.01.2023, about 130 Students attended the guest lecture. Prof. Anurag Sharma, explained the basic things regarding Entrepreneurship.

For B.Sc. & M.Sc. Chemistry students an Expert, Dr. Neelima Gupta delivered a lecture on “Organic Reactions-Disconnections” she explained the basic fundamentals on Organic Reactions-Disconnections. The lecture was scheduled on 17.01.2023, about 100 Students were present for the lecture.



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## Conference/ Seminars/Workshop:

St. Wilfred's P.G.College's Internal Quality Assurance Cell (IQAC) organized series of Conference/ Seminars in the session 2022-23, to enhance and instill the spirit of inquiry and learning.

National Seminar on Voluntary Efforts for Saving the Earth & Environment, was Organized by Department of Environmental Science. The Resource Person was Prof T.I. Khan. The speaker praised and motivated the students for their voluntary efforts for saving the Earth & Environment.

The Seminar conducted by Student Development Cell & Women's Cell on the history and evolution of personality development, in the 21st century. The speakers shared valuable insights highlighting the importance of having a positive approach towards life. The session was interactive and Dr. Garima Mishra encouraged students to identify their weaknesses and provided practical tips on how to overcome them about 100 Students participated in the seminar.

One day- Road safety and Traffic awareness programme was conducted for creating awareness on road safety in the students. Guest of the day Ms. Nisha Bagga delivered a lecture on Road Safety. More than 100 NSS Volunteers has participated in the events.

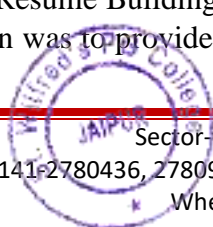
The workshop on "Tech Ready Job Ready" by Edureka Learning was organized in college to provide students with valuable knowledge and skills that could help them succeed in the job market. About 351 students Enrolled themselves.

Student Development Cell organized a workshop for use healthy and chemical free products. The workshop Increased Awareness in the students as to how to lead chemical free lifestyle. Resource Person was Ms . Sonali Jain- Vidhyanjali ahimsa sondarya. About 126 students Participated

One Day workshop was Organized by Computer Science Department & Student Development Cell : The workshop on cybersecurity provided students with valuable knowledge and skills related to cyber security. During the workshop, students learned about different types of cyber threats and attacks, as well as ways to protect against them. Mr. Umesh Arya was the Resource Person and Faculty Coordinator was Ms Shipra Sharma . 423 students enrolled for the workshop.

One Day Seminar on "How To Crack Interview" was conducted On 16th September 2022, aimed at providing guidance to students on how to succeed in job interviews. The event was attended by over 100 students from various courses. Dr. Muktika Ahaskar emphasized the importance of understanding the job requirements and company culture before going for an interview. The seminar was organized for the benefit, about 108 students who had enrolled themselves for the same

One Day Resume Building Session: On August 27, 2022 was organized for students. The aim of the session was to provide guidance and tips to the students on how to build an effective resume



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that would help them stand out from the crowd in job applications. Dr. Aditi Joshi covered various topics related to resume building such as the importance of tailoring resumes to specific job requirements. The event was well-organized and received positive feedback from the students, who found the information and advice provided to be extremely helpful in building their resumes for future job applications around 122 students registered their names to get the training.

The college organized a creative psychological workshop that provided students with a unique learning experience. During the workshop, students were taught various techniques to enhance their creativity and explore their psychological wellbeing. The workshop included activities such as guided meditation, art therapy, and storytelling. The workshop helped students gain a better understanding of themselves and their emotions, and provided them with tools to cope with stress and improve their mental health. Resource Person was Prof. Mukta Singhvi and 106 students were present for the workshop.

The college organized a one-day workshop on disaster management, which provided students with valuable knowledge and skills related to managing natural and human-made disasters. The workshop covered various topics such as disaster preparedness, response, and recovery. They were also trained on search and rescue operations, first aid, and psychological support for victims. The workshop also allowed students to network with professionals in the disaster management field and learn about career opportunities in this field. Resource Person, S.P. Lokesh Sonwal, IAS appreciated the participation of the students.

Workshop on How to overcome stress and anxiety was organized by Psychology Department, it aimed to cover various topics related to stress and anxiety. Attendees learned about the nature of stress and anxiety, recognize the signs, learn coping and prevention strategies, and understand when to seek professional help. 63 students successfully participated in the workshop.

The BCA department organized a one-day workshop on Computer Basic to educate participants about the fundamentals of computing. Prof. A.K. Tiwari was the resource person.

The Student Development Cell has organized a yoga session on April 3, 2023, focused on stress management. The session included guided meditation, breathing exercises, and yoga poses that promote relaxation and reduce stress levels. 147 students participated in the programme. Mr Hari Om Sharma was the resource person he was overwhelmed by seeing the enthusiasm of the students.

The BCA Department (Computer Science) and Student Development Cell jointly organized a one-day Tally workshop that aims to equip attendees with practical knowledge on Tally software. The workshop covered topics such as basic accounting principles, inventory management, and payroll accounting using Tally. About 253 students were present for the workshop. Mr. Ganesh Gupta was the resource person.



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*Kapita*  
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Prof. M. K. Pandit delivered a motivational lecture to students, emphasizing the importance of setting goals, staying focused, embracing failure, believing in oneself. Prof. Pandit emphasized that success is not just about achieving goals, but also about personal growth and development. Prof. Pandit's message was that with hard work, dedication, and perseverance, anyone can achieve their dreams.

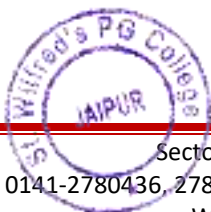
Ms Pushpa Mai delivered a lecture on Gender Sensitization and Women Empowerment in Institutes of Higher Education aimed to create awareness among students and staff about gender issues in society and promote gender equality. She discussed various topics, including gender stereotypes, gender discrimination, and violence against women.

The Commerce Department and Student Development Cell organized a one-day workshop on Business Analytics. The workshop aimed to help students understand the importance of analytics in business decision-making. The workshop covered various topics such as data analysis, data visualization, and statistical tools used in business analytics. The workshop was an excellent learning opportunity for students interested in pursuing a career in analytics. Prof. S.K. Mangal was the resource person, and 141 students participated in the workshop.

Youth Parliament is organized by political science department., Dr I.S. Sodhi was the resource person, 83 students were present for the event.

Campus interviews were a great opportunity for students to showcase their skills and secure internships. In the past, many companies would come to college campuses to conduct interviews for internships and entry-level positions. These interviews were highly competitive, and students would often spend a lot of time preparing for them. It is essential for students to keep building their skills and experience, so they are ready for any opportunities that come their way. 358 enrolled themselves for the event. Ms. Priyanka (HR) & Mr. Rahul (HR) were there to conduct the placement drive.

A Faculty Development Program (FDP) was organized to enhance the professional development and teaching skills of faculty members. It helped to enhance the quality of teaching and learning, it improved the overall institutional reputation by attending lecture from qualified and experienced Professor Reena Mathur of, Department Of Zoology, University Of Rajasthan . 55 faculty had enrolled themselves to get benefit from the lecture.



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## ACTIVITY

A National Seminar on Intellectual Property Rights Awareness Programme was held in the Department of Commerce. The Seminar was Organized by the Department of Commerce and attended by students and faculty members of the college. The seminar was proved fruitful for students and staff of the college. Resource Person Dr. Jitendra Sharma. On 1/7/2022

Activity Incharge Dr. Sangeeta kumari

A Seminar on Intellectual Property Rights Awareness Programme was held in the Department of Environmental Science on 2/4/2023 . The seminar was attended by sixty-nine students and faculty members of the college. The speaker emphasized on the benefits of IPR awareness. Dr. Jitendra Sharma was the resource person and activity incharge was Mr. Sudhir Verma.

National Seminar on NEP 2020 : A Futuristic approach for youth empowerment was held in the Department of English. The seminar was attended by three hundred fifty two students and faculty members of college. The speaker emphasized on the NEP:2020 for empowerment of youth.

25/2/2023. Activity –Incharge Dr. Kapila Prihar

**Inter College Science Exhibition SCIENTIA-2023):** IQAC.Cell of St. Wilfred's P.G. College was organized on January 21, 2023, from 10 a.m. to 4 p.m. Inter College Science Exhibition was arranged on the open ground of the college campus. We accepted submissions from various colleges in the categories of working, nonworking, and poster presentation. More than 100 entries, came from various Jaipur colleges which was divided among three categories—working, non-working model, and poster presentation. Dr. Assistant Professor, Department of Botany, UOR; Dr. Rajbala Verma, Assistant Professor, Department of Zoology, UOR; and Dr. Kesar Chayal, Assistant Professor, Department of Home Science, UOR were the event's main guests. The show was planned to advance analytical and research.



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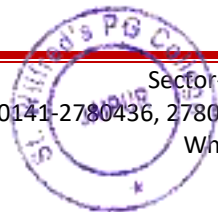
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Pictures:



*Fareeda*  
Principal

*Kapita*  
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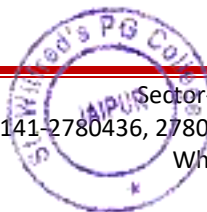
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