



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## 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.

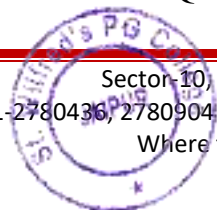
The IQAC has the following functions:

- 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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*Fareed*  
Principal

*Kapil*  
IQAC HEAD

SR. PRINCIPAL  
JAIPUR



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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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Principal  
(Dr. FAREEDA HASANI)  
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*Kapita*  
IQAC HEAD  
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## Role and Responsibility of IQAC

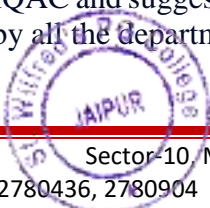
An Internal Quality Assurance Cell (IQAC) is formulated with a major purpose to maintain long-term quality standards across all the sections of the Institute. It is a significant administrative body that is responsible for all quality matters. The main aim of IQAC is to develop a system for conscious, 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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(Dr. FAREEDA HASANI)  
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Kapila  
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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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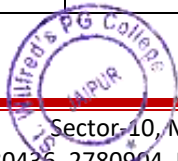
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## INTERNAL QUALITY ASSURANCE CELL

(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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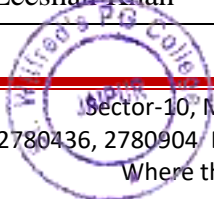
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

(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



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

(Affiliated to the University of Rajasthan)

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

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

(Affiliated to the University of Rajasthan)

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
7.	Dr. Anupama Sharma	HOD, Department of Chemistry
8.	Dr. Dileep Gupta	HOD, Department of Botany
9.	Dr. Seema Jacob	HOD, Department of Zoology
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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  
FAREEDA HASANI  
ST. WILFRED'S P.G. College  
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# ST. WILFRED'S P.G. COLLEGE

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Meeting Minutes

Date: 07/07/2022

Time: 11:00 AM

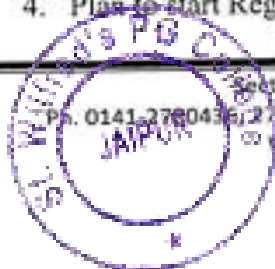
Place: Seminar Room

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. Hardyant Baberwal	Hardy
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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JAIPUR



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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.

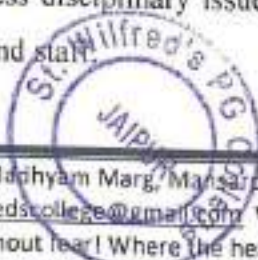
**B. Departmental Academic Committee:** The Departmental Academic Committee will be formed for each department. The following listed members are introduced in the meeting. They will review and advise on the department's academic programs, course offerings, and student learning outcomes.

**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.

*Kafila*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
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*Jareeda*  
Principal  
(SANDRA HASANI)  
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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

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



Jaleel  
Principal  
(Dr. FARIDA HASANI)  
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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:

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IQAC HEAD  
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*Fareeda*  
Principal  
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# ST. WILFRED'S P.G. COLLEGE

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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.

  
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

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# 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  
ST. WILFRED'S P.G. COLLEGE  
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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)  
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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  
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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.

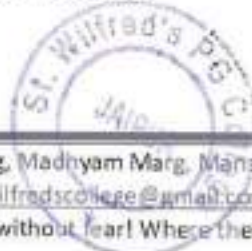
**Agenda 5: Plan to Conduct Pre University Examination & PTM:** The IQAC Head presented a plan to organize a pre-university examination followed by a Parent-Teacher Meeting (PTM). This initiative aims to assess students' readiness and provide an opportunity for parents and teachers to discuss their academic 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
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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>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>Hardyam</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*  
 Principal  
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 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 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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(Dr. AREEEDA HASANI)  
Principal  
St. Wilfred's P.G. College  
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)  
St. Wilfred's P.G. College  
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*  
IQAC HEAD  
ST WILFRED'S P.G. COLLEGE  
JAIPUR

*Tareeqa*  
Principal  
ST WILFRED'S P.G. COLLEGE  
JAIPUR

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# ST. WILFRED'S P.G. COLLEGE

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Meeting Minutes

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

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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:

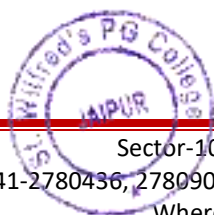
Prof. C.V. Dhavalia delivered the lecture on the topic of “Climate Changes” on 05.12.2022 about 120 students of B.A. & M.A classes, attended the guest lecture.

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.



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

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

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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.

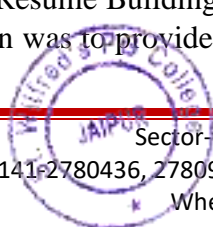
The workshop on "Tech Ready Job Ready" by Edureka Learning was organized in college to provide students with valuable knowledge and skills that could help them succeed in the job market. About 351 students Enrolled themselves.

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.



*Fareeda*  
Principal  
(Dr. FARIEDA HASANI)

*Kapita*  
ISAC HEAD



# ST. WILFRED'S P.G. COLLEGE

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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.

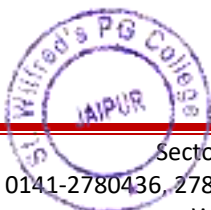
Ms Pushpa Mai delivered a lecture on Gender Sensitization and Women Empowerment in Institutes of Higher Education aimed to create awareness among students and staff about gender issues in society and promote gender equality. She discussed various topics, including gender stereotypes, gender discrimination, 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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(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College

*Kapila*  
IQAC HEAD  
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JAIPUR



# ST. WILFRED'S P.G. COLLEGE

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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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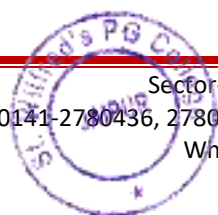
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Pictures:



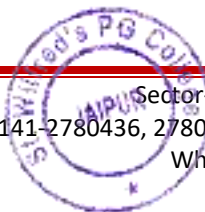
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Head

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2021/01

Date: 05/07/2021

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 06/07/2021 at 11.00 AM in Seminar Room. All the members are requested to attend the same.

*Kapli*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*Kapli*

IQAC HEAD

ST. WILFRED'S P.G. COLLEGE  
JAIPUR



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2021/02

Date: 05/07/2021

## CIRCULAR

It is to inform all the members of IQAC Cell that there will be a meeting on 06/07/2021 at 11.00 AM in Seminar Room to discuss about the formation of various committees for upcoming session which will be responsible for the conduction of several activities. 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)  
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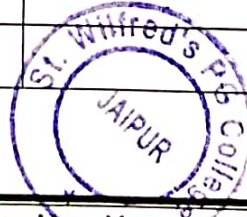
# ST. WILFRED'S P.G. COLLEGE

(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.	Mr. Rajesh Sahu	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*



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

(Affiliated to the University of Rajasthan)

Meeting Minutes

Date: 06/07/21

Time: 11.00 AM

Location: Seminar Room

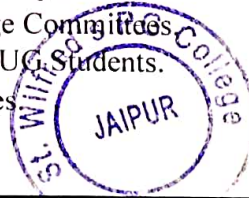
Attendees:

S. No.	Name	Signature
1.	Dr. Fareeda Hasani (Principal & Chairperson IQAC )	Fareeda
2.	Dr. Kapila Parihar (Head & Convener IQAC )	Kapila
3.	Dr. Rajani Vyas	Rajani
4.	Dr. Anupama Sharma	Anupama
5.	Dr. Dileep Gupta	Dileep
6.	Dr. Seema Jacob	Seema
7.	Mr. Rajesh Sahu	Rajesh
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. Hardyan Baberwal	Hardyan
14.	Dr. Sangeeta Kumari	Sangeeta
15.	Mr. Kapil Gupta	Kapil Gupta
16.	Mr. Sohail Jain	Sohail Jain
17.	Mr. Mohd. Adeel	Adeel
18.	Mr. Rinku Yadav	Rinku
19.	Mr. Zeeshan Khan	Zeeshan

## Agendas to be discussed: -

1. Formation of Committees for the Upcoming Session
2. Instructions and Expectations for College Committees
3. Welcome and Orientation Day for New UG Students.
4. Plan to start Regular Competitive Classes

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)

## Agenda 1: Formation of Committees for the Upcoming Session

### Meeting Summary:

The meeting commenced with the Principal Dr. Fareeda Hasani addressing the attendees, highlighting the importance of forming various committees for effective functioning and development of the institution in the upcoming session. The following committees were proposed:

**Academic Committee:** Responsible for reviewing and improving the academic curriculum, implementing innovative teaching methods, and monitoring the overall academic performance of the students.

**Departmental Academic Committee:** Tasked with enhancing the quality of education in each department, including curriculum design, faculty development, and ensuring effective teaching-learning processes.

**Examination Committee:** Responsible for conducting and overseeing fair and transparent examinations, ensuring adherence to academic regulations, and maintaining the integrity of the evaluation process.

**Research Committee:** Focused on promoting research activities within the institution, facilitating research collaborations, and encouraging faculty and student involvement in research projects.

**Discipline Committee:** Ensures discipline and decorum on campus, handling disciplinary issues, and implementing rules and regulations to maintain a conducive learning environment.

**Women's Cell and Sexual Harassment Committee:** Dedicated to creating a safe and respectful environment for women, addressing any complaints related to sexual harassment, and organizing awareness programs.

**Student Development Cell:** Provides guidance and support for students' personal and professional growth, organizing skill development workshops, career counseling, and mentoring programs.

**Cultural Committee:** Responsible for organizing cultural events, festivals, and celebrations, fostering artistic and cultural talent among students, and promoting cultural diversity on campus.

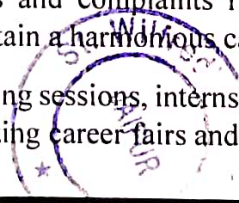
**Anti-Ragging Committee:** Ensures a ragging-free environment by implementing strict measures to prevent ragging incidents, conducting awareness campaigns, and addressing any complaints related to ragging.

**Entrepreneurship Cell:** Supports and encourages entrepreneurial endeavors among students, providing guidance, mentorship, and resources to develop innovative ideas and start-ups.

**Grievance Committee:** Handles grievances and complaints raised by students, faculty, or staff, ensuring a fair and prompt resolution to maintain a harmonious campus environment.

**Training & Placement Cell:** Facilitates training sessions, internships, and job placements for students, liaising with potential employers, and organizing career fairs and recruitment drives.

*Kapila*



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



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**Student's Sports Association:** Promotes sports and physical fitness activities, organizes sports events and tournaments, and supports talented athletes to participate in intercollegiate competitions.

**Alumni Association Cell:** Establishes a strong network of alumni, fostering alumni engagement, organizing alumni reunions, and leveraging alumni resources for the benefit of current students.

**Scholarship Cell:** Identifies and awards scholarships and financial aid to deserving students, manages scholarship programs, and assists students in availing external scholarships.

**Public Relationship Committee:** Manages the institution's external communication, builds relationships with the community, media, and other organizations, and promotes the positive image of the institution.

The Principal emphasized that each committee should define their roles, responsibilities, and action plans for the next session. A deadline of 15 days was set for the committees to submit their reports to IQAC Head, outlining their future planning and initiatives.

**Agenda 2:** Instructions and Expectations for College Committees.

## Meeting Summary:

IQAC Head emphasized the importance of various committee's roles in fostering a productive and engaging college environment. The following instructions and expectations were communicated to the committees:

**Organize Meetings of Respective Departments:** IQAC Head requested that each committee organize departmental meetings at least once or twice per year. These meetings should provide a platform for faculty members and students to discuss relevant academic and administrative matters.

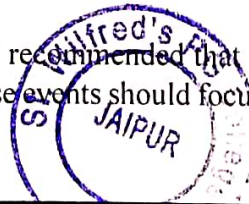
**Appoint Student Representatives:** It was suggested that every class should have a student representative to ensure effective communication between the committee and the students. These representatives would act as a liaison, conveying students' concerns, suggestions, and feedback to the respective committees.

**Encourage Student Participation:** The committees were tasked with promoting student participation in various college activities, including academic competitions, cultural events, sports tournaments, and community outreach programs. This involvement would enrich students' overall college experience and foster personal growth.

**Discuss Successful Conduction of Annual Programs:** The committees were urged to review and discuss the successful conduction of the college's annual academic and cultural programs. They should analyze the strengths, weaknesses, and areas for improvement, making note of valuable lessons learned for future reference.

**Organize Workshops and Seminars:** It was recommended that the committees organize workshops and seminars on a department-wise basis. These events should focus on enhancing students' knowledge.

*Kapila*



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



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skills, and industry-relevant insights, providing a platform for interactive learning and professional development.

**Define the Role of Alumni:** The committees were encouraged to define the role of alumni in encouraging and supporting the current students of the college. They should explore avenues to involve alumni in mentoring programs, guest lectures, career guidance sessions, and networking opportunities to benefit the present students.

**Conduct Alumni Engagement Programs:** The committees were assigned the responsibility of organizing alumni engagement programs and lectures. These events should provide a platform for alumni to share their experiences, achievements, and insights, inspiring and motivating the current students.

**Recognize Alumni Contributions:** The committees were instructed to acknowledge and highlight the contributions made by alumni to the college's growth and success. This recognition could be through publications, social media platforms, or specific events dedicated to honoring and showcasing notable alumni achievements.

**Felicitate Notable Alumni and Motivate Present Students:** The committees were encouraged to organize felicitation ceremonies to honor notable alumni who have excelled in their respective fields. Such events would serve as a source of inspiration and motivation for the present students, demonstrating the potential and opportunities available after graduation.

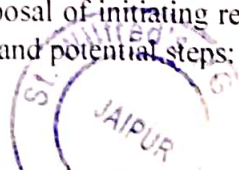
## Agenda 3: Welcome and Orientation Day for New UG Students

The meeting convened to discuss the upcoming "Welcome and Orientation Day" for new undergraduate students. IQAC Head highlighted the importance of a seamless transition for new students and proposed the following:

1. **Welcome and Orientation Day:** It was agreed upon that a Welcome and Orientation Day should be scheduled for [Insert Month] to provide vital information and create a welcoming environment for incoming undergraduate students.
2. **Key Content:** Discussions included the inclusion of sessions on academic requirements, campus facilities, student support services, and extracurricular activities. Additionally, utilizing senior students as mentors to assist newcomers was considered valuable.
3. **Committee Formation:** A committee comprising volunteers from various departments will be formed to meticulously plan and execute the Welcome and Orientation Day, ensuring a comprehensive approach.

## Agenda 4: Plan to Start Regular Competitive Classes

The meeting then shifted its focus to the proposal of initiating regular competitive classes within the institution. IQAC Head outlined the rationale and potential steps:



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

*Kalpi*  
IQAC  
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1. **Importance of Competitive Classes:** The need for competitive exam preparation classes, as a means to enhance academic performance and prepare students for future career opportunities, was discussed.
2. **Implementation Plan:** To start, the identification of relevant competitive exams and the development of structured curricula for each were suggested. It was also proposed to consider hiring experienced faculty or external experts for effective teaching.
3. **Inclusivity:** While initially open to all interested students, the potential identification of high-achieving students who could benefit the most from these classes and receive additional support was addressed.
4. **Committee Formation:** A subcommittee will be formed to create a detailed plan for both the Welcome and Orientation Day and the Regular Competitive Classes. Volunteers from various departments will be included to ensure a well-rounded approach.

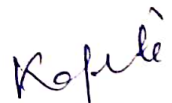
IQAC Head expressed appreciation to the committee representatives for their commitment and dedication to the college's development. It was emphasized that the committees should proactively implement the instructions and report progress regularly.


The meeting concluded with the Principal expressing gratitude to all attendees for their participation and commitment to the institution's progress.

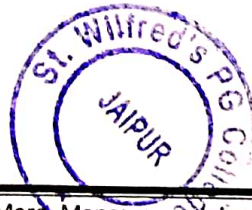
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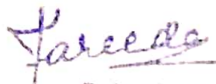
1. All members of IQAC

  
Principal

  
IQAC Head

  
IQAC HEAD



  
Principal  
(Dr. FAREEDA H. TANI)  
St. Wilfred's P.G. College



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2021/03

Date: 16/10/2021

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 18/10/2021 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



*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/2021/04

Date: 16/10/2021

## CIRCULAR

It is to inform all the members of IQAC Cell that there will be a meeting on 18/10/2021 at 11.00 AM in Seminar Room to discuss about the formation of NAAC Steering committee and various criteria coordinators. 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



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



# 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.	Mr. Rajesh Sahu	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 Hasani*  
Principal  
(Dr. FAREEDA HASANI)  
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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Meeting Minutes

Date: 18/10/2021

Time: 11.00 AM

Location: 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 Vyas	Rajani
4.	Dr. Anupama Sharma	(A)
5.	Dr. Dileep Gupta	Dileep
6.	Dr. Seema Jacob	Seema
7.	Mr. Rajesh Sahu	Rajesh
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. Hardyan Baberwal	Hardyan
14.	Dr. Sangeeta Kumari	Sangeeta
15.	Mr. Kapil Gupta	Kapil Gupta
16.	Mr. Sohail Jain	Sohail Jain
17.	Mr. Mohd. Adeel	Adeel
18.	Mr. Rinku Yadav	Rinku
19.	Mr. Zeeshan Khan	Zeeshan

## Agenda:

1. Proposal for the Formation of NAAC Steering Committee.
2. Assignment of Work to Different Criteria Coordinators.
3. Plan to organize Internal Assessment.
4. Plan to organize Inter Collegiate Competition "PANACHE".
5. Plan to organize Fresher's Party "Nav-Farang".

IQAC HEAD  
St. WILFRED'S P.G. COLLEGE



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

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## Meeting Summary:

The meeting commenced at 11.00 AM with Principal's presiding over the session. The primary objective of the meeting was to discuss the establishment of the NAAC (National Assessment and Accreditation Council) Steering Committee and to allocate responsibilities to the various criteria coordinators.

**Agenda 1: Proposal for the Formation of NAAC Steering Committee:** Principal began the meeting by highlighting the significance of accreditation and the role it plays in enhancing the institution's quality and reputation. The Principal proposed the formation of a NAAC Steering Committee to spearhead the accreditation process. The committee's main responsibilities would include conducting a self-study, coordinating with different departments, and preparing the institution for the NAAC assessment. The following faculty members were assigned duties regarding different criterion:

1. Criteria 1: Ms. Neetu Gaur
2. Criteria 2: Mr. Kuldeep Kumar
3. Criteria 3: Dr. Anupama Sharma
4. Criteria 4: Ms. Ayushi Tyagi
5. Criteria 5: Mr. Roopendra Singh
6. Criteria 6: Dr. Dileep Gupta
7. Criteria 7: Mr. Sudhir Verma

After presenting the proposal, Principal invited the attendees to share their thoughts and suggestions. The participants engaged in a productive discussion, acknowledging the importance of the NAAC accreditation and expressing their support for the formation of the steering committee.

**Agenda 2: Assignment of Work to Different Criteria Coordinators:** Following the acceptance of the proposal, Principal proceeded to assign specific responsibilities to the criteria coordinators. The Principal emphasized the need for collaboration and effective communication among the coordinators to ensure a comprehensive and successful accreditation process. Principal then outlined the specific tasks assigned to each criteria coordinator. The following tasks were discussed:

**A. Prepare Results of Different Classes:** Each criteria coordinator was tasked with collating and analyzing the academic results of different classes under their respective criteria. The coordinators were instructed to identify any trends, areas of improvement, and initiatives that could enhance the overall academic performance.

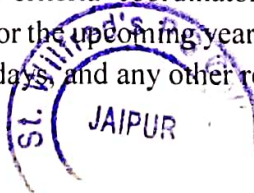
**B. Prepare Academic Calendar:** The criteria coordinators were assigned the responsibility of preparing an updated academic calendar for the upcoming year. This calendar should include important academic events, examination dates, holidays, and any other relevant information.

*Kapila*

IQAC HEAD

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*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
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**C. Prepare Different Notices:** The coordinators were instructed to draft and disseminate notices to students and faculty regarding any academic or administrative changes, upcoming events, and important announcements related to their respective criteria.

**D. Prepare Time Table of Different Classes:** It was emphasized that the criteria coordinators should collaborate with the faculty members and prepare the timetables for different classes. The timetable should be structured effectively, taking into account the availability of resources and ensuring an optimal learning environment for students.

**E. Prepare Alumni Feedback:** Each criteria coordinator was directed to develop a mechanism to collect feedback from the alumni regarding their experiences and suggestions for improvement. The feedback would serve as valuable input for the accreditation process.

## Agenda 3: Plan to Organize Internal Assessment

The meeting commenced to discuss the organization of Internal Assessment processes for the upcoming academic session. IQAC Head emphasized the importance of robust internal assessments and proposed the following:

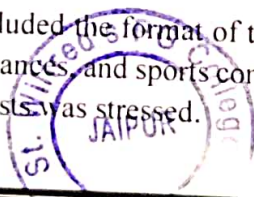
- 1. Internal Assessment Schedule:** It was agreed to establish a well-defined schedule for internal assessments throughout the academic year. This schedule should include dates for assignments, quizzes, and examinations.
- 2. Assessment Criteria:** The meeting discussed the need for clear assessment criteria and rubrics to ensure transparency and fairness in evaluating students' performance.
- 3. Monitoring and Feedback:** Strategies for regular monitoring of assessment processes and providing timely feedback to students to aid in their improvement were explored.
- 4. Committee Formation:** A committee comprising academic coordinators and faculty members will be formed to develop comprehensive guidelines for the Internal Assessment process.

## Agenda 4: Plan to Organize Inter-Collegiate Competition "PANACHE"

The meeting shifted its focus to the proposal to organize the inter-collegiate competition "PANACHE" within the institution. IQAC Head outlined the objectives and potential steps:

- 1. Objectives:** "PANACHE" aims to promote healthy competition, nurture talent, and foster academic and cultural exchange among participating colleges.
- 2. Event Structure:** Discussions included the format of the competition, which may encompass academic quizzes, cultural performances, and sports competitions. The need for a diverse range of events to engage different interests was stressed.

Kapil  
IQAC HEAD



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



# ST. WILFRED'S P.G. COLLEGE

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3. **Collaboration:** It was proposed to collaborate with neighboring colleges and universities, inviting them to participate and contribute to the success of "PANACHE."
4. **Committee Formation:** An organizing committee comprising student representatives and faculty members from various departments will be established to plan and execute the "PANACHE" event.

## Agenda 5: Plan to Organize Fresher's Party "Nav-Tarang"

The meeting proceeded to discuss the proposal for organizing the Fresher's Party "Nav-Tarang" to welcome new students to the institution:

1. **Purpose of "Nav-Tarang":** The Fresher's Party is intended to create a warm and inviting atmosphere for new students, fostering a sense of belonging and camaraderie.
2. **Event Activities:** The meeting explored potential activities for "Nav-Tarang," such as cultural performances, games, and interactions between new students and senior members.
3. **Organizing Team:** A dedicated organizing team comprising student representatives, event coordinators, and faculty members will be formed to plan and execute "Nav-Tarang."
4. **Inclusivity:** Efforts will be made to ensure that "Nav-Tarang" is an inclusive event that welcomes all new students, making them feel part of the institution's community.

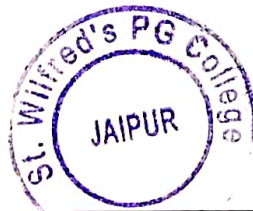
Principal concluded the meeting by highlighting the significance of effective communication and collaboration among the criteria coordinators. The Principal encouraged regular updates, progress reports, and timely completion of assigned tasks to ensure a smooth accreditation process.

**Conclusion:** The meeting concluded on a positive note, with Principal expressing appreciation for the dedication and commitment of the criteria coordinators. The instructions and tasks assigned to each coordinator were clearly outlined, and it was emphasized that their collective efforts would contribute to the institution's successful NAAC assessment.

**Next Meeting:** The next meeting of the NAAC Steering Committee will be notified later. The agenda for the next meeting will focus on progress updates from the criteria coordinators and further guidance on specific requirements.

*Kapila*

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



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

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# ST. WILFRED'S P.G. COLLEGE

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## Action Items:

1. Criteria coordinators to thoroughly review the detailed information of their respective criteria.
2. Criteria coordinators to initiate the preparation of results, academic calendar, notices, time table, and alumni feedback.
3. Criteria coordinators to communicate and collaborate with relevant stakeholders to ensure accurate and timely completion of assigned tasks.

Principal

*Fareeda*

IQAC Head

*Kapil*

CC :-

*f.*

1. 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/2021/05

Date: 27/12/2021

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 30/12/2021 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

*Kapila*  
IQAC HEAD



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

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2021/06

Date: 28/12/2021

## CIRCULAR

It is to inform all the members of IQAC Cell that there will be a meeting on 30/12/2021 at 11.00 AM in Seminar Room to discuss about the organization of Remedial classes, Pre university Examination & Academic Audit department wise. 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

JAIPUR



*Fareeda*  
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# 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.	Mr. Rajesh Sahu	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. Hardyant 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

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Meeting Minutes

Date: 30/12/21

Time: 11.00 AM

Location: 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 Vyas	Rajani
4.	Dr. Anupama Sharma	(A)
5.	Dr. Dileep Gupta	Dileep
6.	Dr. Seema Jacob	Seema
7.	Mr. Rajesh Sahu	Rajesh
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. Hardy Baberwal	Hardy
14.	Dr. Sangeeta Kumari	Sangeeta
15.	Mr. Kapil Gupta	Kapil Gupta
16.	Mr. Sohail Jain	Sohail Jain
17.	Mr. Mohd. Adeel	Adeel
18.	Mr. Rinku Yadav	Rinku
19.	Mr. Zeeshan Khan	Zeeshan

## Agendas for meeting

1. Plan to start 7 days NSS camp and Orientation program.
2. Plan to organize remedial classes for the weak learners.
3. To conduct ~~the~~ Pre University examination in the first week of January.
4. Discuss to arrange academic audits in the different departments.
5. Regular practical classes for PG students.
6. Parents meeting after completion of Pre University examination.

St. WILFRED'S P.G. COLLEGE

IQAC HEAD

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda 1: Plan to Start 7-Day NSS Camp and Orientation Program

The meeting commenced with a discussion on the proposal to organize a 7-day NSS (National Service Scheme) camp and an orientation program. The objectives and implementation plan were deliberated upon:

1. **Objectives:** The NSS camp aims to promote community service, social awareness, and leadership among students. The orientation program will help new students acclimate to the institution's culture and values.
2. **Camp Activities:** It was proposed to include community service projects, workshops, and awareness campaigns in the NSS camp. The orientation program would introduce new students to the campus, faculty, and academic expectations.
3. **Schedule:** A tentative schedule was drafted, with the NSS camp and orientation program planned in the month of January.
4. **Committee Formation:** A committee comprising faculty members and student volunteers will be established to plan and execute the NSS camp and orientation program.

## Agenda 2: Plan to Organize Remedial Classes for Weak Learners

The discussion shifted to organizing remedial classes for students facing academic challenges:

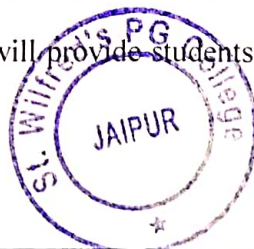
1. **Identification:** Methods for identifying weak learners were discussed, including performance data and faculty recommendations.
2. **Remedial Class Structure:** The meeting explored structuring remedial classes, offering additional support in subjects where students require improvement.
3. **Faculty Involvement:** Faculty members willing to conduct these classes will be identified, and a schedule for remedial classes will be established.
4. **Regular Monitoring:** Ongoing monitoring of students' progress and the effectiveness of remedial classes was emphasized.

## Agenda 3: To Conduct Free University Examination in the First Week of January

The proposal to conduct free university examinations in the first week of January was discussed:

1. **Purpose:** The free examinations will provide students with a practice opportunity to prepare for upcoming university exams.

*Kapila*  
IQAC HEAD  
St. Wilfred's P.G. College



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
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2. **Examination Schedule:** A schedule will be created to ensure that the free examinations align with the university examination calendar.
3. **Faculty Involvement:** Faculty members will be designated to create examination papers and oversee the conduct of these examinations.

## Agenda 4: Discuss to Arrange Academic Audits in Different Departments

The meeting proceeded to discuss the organization of academic audits in various departments:

1. **Purpose:** Academic audits aim to assess the quality of teaching, research, and administrative processes within each department.
2. **Audit Process:** The process of conducting academic audits, including criteria, data collection methods, and evaluation standards, will be defined.
3. **External Auditors:** Consideration was given to the appointment of external auditors to ensure an unbiased assessment.
4. **Follow-up Actions:** Departments will be required to address any identified areas for improvement based on audit findings.

## Agenda 5: Regular Practical Classes for PG Students

The proposal to introduce regular practical classes for postgraduate (PG) students was discussed:

1. **Enhanced Learning:** Practical classes will enhance PG students' practical knowledge and skills.
2. **Faculty Allocation:** Faculty members with expertise in relevant subjects will be assigned to conduct practical classes.
3. **Lab Facilities:** Adequate lab facilities and equipment will be ensured to support practical classes.

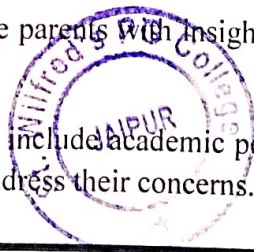
## Agenda 6: Parents Meeting After Completion of Pre-University Examination

The meeting concluded with a discussion on organizing a parents' meeting following the completion of the Pre-University examination:

1. **Purpose:** The meeting will provide parents with insights into their child's academic progress and future prospects.

2. **Content:** The meeting agenda will include academic performance reports, career counseling, and an opportunity for parents to address their concerns.

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JAIPUR



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3. Logistics: A suitable date and venue will be arranged for the parents' meeting.

Principal concluded the meeting by highlighting the significance of effective communication and collaboration among the criteria coordinators. The Principal encouraged regular updates, progress reports, and timely completion of assigned tasks to ensure a smooth accreditation process.

**Conclusion:** The meeting concluded on a positive note, with Principal expressing appreciation for the dedication and commitment of the criteria coordinators. The instructions and tasks assigned to each coordinator were clearly outlined, and it was emphasized that their collective efforts would contribute to the institution's successful NAAC assessment.

**Next Meeting:** The next meeting of the NAAC Steering Committee will be notified later. The agenda for the next meeting will focus on progress updates from the criteria coordinators and further guidance on specific requirements.

  
Principal

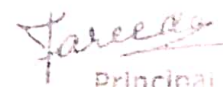
  
IQAC Head

CC :-

1. All members of IQAC

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



  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2021/07

Date: 04/02/2022

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 07/02/2022 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

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



*Fareeda*  
Principal  
(Dr. FAREEDA INISAF)  
St. Wilfred's College  
Jaipur



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2021/08

Date: 05/02/2022

## CIRCULAR

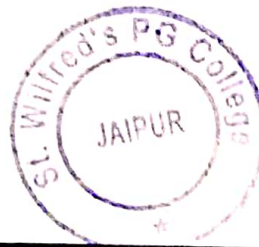
It is to inform all the members of IQAC Cell that there will be a meeting on 07/02/2022 at 11.00 AM in Seminar Room to discuss about the organization of farewell party, Annual Day & Practical Examination. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

*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 H. ISANI)  
St. Wilfred's P.G. College  
Jaipur



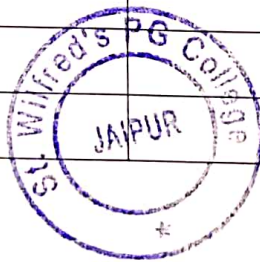


# ST. WILFRED'S P.G. COLLEGE

(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.	Mr. Rajesh Sahu	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



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

Principal  
(Dr. FAREEDA HASANI)  
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: 07/02/2022

Time: 11.00 AM

Location: Seminar Room

Attendees:

S. No.	Name	Signature
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.	Mr. Rajesh Sahu	<i>Rajesh</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>Hardyam</i>
14.	Dr. Sangeeta Kumari	<i>Sangeeta</i>
15.	Mr. Kapil Gupta	<i>Kapil Gupta</i>
16.	Mr. Sohail Jain	<i>Sohail Jain</i>
17.	Mr. Mohd. Adeel	<i>Adeel</i>
18.	Mr. Rinku Yadav	<i>Rinku</i>
19.	Mr. Zeeshan Khan	<i>Zeeshan</i>

## Agendas for 4<sup>th</sup> meeting

1. To conduct farewell party for UG final year and PG final year students.
2. Plan to felicitate academic and sports achievers in Annual day program.
3. Discuss important items related to commencement of practical examination.
4. Plan to organize workshops on how to get free from stress and anxiety at time of examination.
5. Plan to organize Annual function in the second week of February.
6. Plan to organize Happy Nagri program by department of Psychology.

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

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

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda 1: To Conduct Farewell Party for UG Final Year and PG Final Year Students

The meeting commenced with a discussion on organizing a farewell party for the final year undergraduate (UG) and postgraduate (PG) students:

1. **Objective:** The farewell party aims to bid farewell to graduating students and celebrate their academic journey.
2. **Event Activities:** Suggestions included cultural performances, speeches, and the presentation of tokens of appreciation to departing students.
3. **Organizing Committee:** An organizing committee comprising faculty members, student representatives, and event coordinators will be formed to plan and execute the farewell party.

## Agenda 2: Plan to Felicitate Academic and Sports Achievers in Annual Day Program

The discussion shifted to recognizing academic and sports achievers during the upcoming Annual Day program:

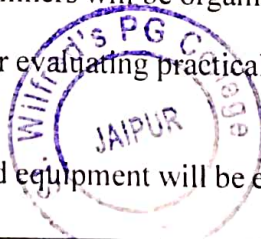
1. **Recognition:** The Annual Day program will include segments to acknowledge outstanding academic and sports achievements.
2. **Criteria:** Clear criteria for academic and sports excellence will be established to determine the awardees.
3. **Awards:** Consideration was given to the type of awards and certificates to be presented to achievers.
4. **Event Integration:** The recognition segment will be seamlessly integrated into the Annual Day program.

## Agenda 3: Discuss Important Items Related to Commencement of Practical Examination

The meeting proceeded to discuss crucial aspects related to the commencement of practical examinations:

1. **Examination Schedule:** The practical examination schedule will be finalized to ensure a smooth process.
2. **Examination Panels:** Panels of examiners will be organized to assess students' practical skills.
3. **Evaluation Criteria:** The criteria for evaluating practical examinations will be established and communicated to students.
4. **Logistics:** Adequate lab facilities and equipment will be ensured for the practical examinations.

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JAIPUR



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

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# ST. WILFRED'S P.G. COLLEGE

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## Agenda 4: Plan to Organize Workshops on How to Manage Stress and Anxiety During Examinations

The proposal to organize workshops on stress and anxiety management during examinations was discussed:

1. **Workshop Topics:** The workshops will cover techniques for stress reduction, time management, and effective study strategies.
2. **Guest Speakers:** Consideration was given to inviting experts or psychologists to conduct these workshops.
3. **Student Participation:** Encouraging students to actively participate in these workshops for their benefit was emphasized.

## Agenda 5: Plan to Organize Annual Function in the Second Week of February

The meeting shifted to planning the Annual Function, scheduled for the second week of February:

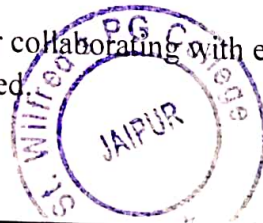
1. **Objective:** The Annual Function aims to celebrate the institution's achievements and showcase talent and cultural diversity.
2. **Event Activities:** The program will include cultural performances, speeches, and awards ceremonies.
3. **Organizing Committee:** An organizing committee comprising faculty members, student representatives, and event coordinators will be formed to plan and execute the Annual Function.

## Agenda 6: Plan to Organize "Happy Nagri" Program by the Department of Psychology

The discussion centered on the proposal to organize the "Happy Nagri" program by the Department of Psychology:

1. **Program Purpose:** "Happy Nagri" aims to promote mental health, happiness, and well-being among students and the community.
2. **Activities:** The program may include workshops, seminars, and interactive sessions on stress management, happiness, and positive psychology.
3. **Event Timeline:** The timeline for organizing the "Happy Nagri" program will be determined.
4. **Collaborations:** Opportunities for collaborating with external experts and organizations in the field of psychology will be explored.

IQAC HEAD  
St. WILFRED'S



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



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Principal concluded the meeting by highlighting the significance of effective communication and collaboration among the criteria coordinators. The Principal encouraged regular updates, progress reports, and timely completion of assigned tasks to ensure a smooth accreditation process.

**Conclusion:** The meeting concluded on a positive note, with Principal expressing appreciation for the dedication and commitment of the criteria coordinators. The instructions and tasks assigned to each coordinator were clearly outlined, and it was emphasized that their collective efforts would contribute to the institution's successful NAAC assessment.

**Next Meeting:** The next meeting of the NAAC Steering Committee will be notified later. The agenda for the next meeting will focus on progress updates from the criteria coordinators and further guidance on specific requirements.

  
Principal

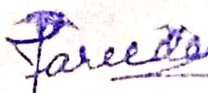
  
IQAC Head

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

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2020/01

Date: 13/07/2020

## NOTICE

It is to inform all the members of IQAC Cell that there will be an online meeting on 15/07/2020 at 11.00 AM on google meet. All the members are requested to attend the same.

*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)

Ref. No. SWPG/IQAC/2020/02

Date: 14/07/2020

## CIRCULAR

It is to inform all the members of IQAC Cell that there will be an online meeting on 15/07/2020 at 11.00 AM on Google meet platform to discuss about change of teaching methods from offline to online due to COVID-19, promote students to acclimatize with online mode, and to form various committees to plan co-curricular activities for session 2020-21. 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



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

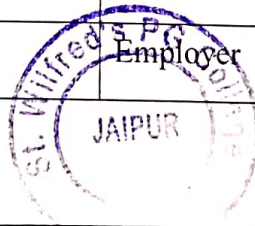
(Affiliated to the University of Rajasthan)

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. 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.	Mr. Satyendra Kumar	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*

IQAC HEAD  
ST. WILFRED'S



*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: 15/07/2020

Time: 11:00 AM

Platform: Google Meet

### Attendees:

S. No.	Name	Designation
1.	Dr. Fareeda Hasani	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. Rajani Vyas	Dean, Department of Science
4.	Dr. Dileep Gupta	HOD, Department of Botany
5.	Dr. Seema Jacob	HOD, Department of Zoology
6.	Mr. Sanjay Sharma	HOD, Department of Mathematics
7.	Dr. Manisha Tiwari	HOD, Arts & Humanities
8.	Mr. Hardyant Baberwal	HOD, Department of Economics
9.	Dr. Monika Sharma	HOD, Department of Sociology
10.	Mr. Satyendra Kumar	HOD, Department of Physics
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12.	Mr. Rohit Barotia	HOD, Department of Computer Science
13.	Ms. Khushboo Jain	Office Incharge
14.	Mr. Deepak Kumar	Student Nominee
15.	Mr. Neeraj Meena	Alumni
16.	Mr. Rakhi Lodhi	Stake Holder
17.	Mr. Gurumukh Kamal	Employer

### Agenda:

1. Conduction of online classes.
2. Organize webinars in different topics.
3. Promote Students to acclimatize with online mode.
4. Plan to organize academic programs virtually.
5. Discuss to make faculty members comfortable with online mode.
6. Discuss to make teaching learning process effective in online mode.
7. Discuss with Various committee's coordinators to plan recreational and co-curricular activities in house to mitigate stress of the students.

*Fareeda*  
(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)

## Minutes:

The meeting was called to order by Head IQAC at 11.AM on google meet. The attendees were welcomed, and the agenda for the meeting was presented.

### Conduction of Online Classes:

IQAC Head commenced the meeting by addressing the importance of conducting online classes in the current academic scenario. It was proposed to explore suitable platforms and technologies to facilitate uninterrupted online learning. The staff members were encouraged to collaborate and share their expertise to ensure smooth and effective implementation of online classes.

### Organize Webinars on Different Topics:

The meeting discussed the idea of organizing webinars on various topics to enhance students' knowledge and provide them with additional learning opportunities. The staff members were invited to suggest topics and speakers for these webinars, ensuring they are relevant and beneficial to the students' academic growth.

### Promote Students to Acclimatize with Online Mode:

Recognizing the need to help students adapt to online learning, the principal proposed implementing strategies to familiarize them with the online mode. The staff members were encouraged to provide guidance and support to students, ensuring they are comfortable with online platforms, digital tools, and virtual learning environments.

### Plan to Organize Academic Programs Virtually:

In light of the current circumstances, the meeting focused on planning academic programs that can be conducted virtually. It was proposed to identify suitable formats and platforms to organize virtual academic events such as seminars, conferences, and workshops. The staff members were encouraged to contribute ideas and collaborate to ensure the success of these programs.

### Discuss to Make Faculty Members Comfortable with Online Mode:

Acknowledging the importance of faculty members' readiness for online teaching, the IQAC Head emphasized the need to support them in adapting to the online mode. The meeting discussed providing training and resources to enhance their proficiency in delivering effective online lessons. The staff members were encouraged to share their experiences and suggestions to create a supportive environment for faculty members.

### Discuss to Make Teaching-Learning Process Effective in Online Mode:

The meeting delved into strategies for making the teaching-learning process more effective in the online mode. IQAC Head invited the staff members to share best practices, innovative methods, and interactive approaches that can be implemented to ensure an engaging and impactful virtual learning experience for the students.

### Discuss with Various Committee Coordinators to Plan Recreational and Co-Curricular Activities

### In-house to Mitigate Student Stress:



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



# ST. WILFRED'S P.G. COLLEGE

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Recognizing the importance of student well-being, the principal proposed engaging various committee coordinators to plan and organize recreational and co-curricular activities within the school premises. These activities aimed to mitigate student stress and create a supportive and enjoyable learning environment. The staff members were encouraged to collaborate and contribute ideas to design engaging in-house activities for the students.

## Closing:

IQAC Head expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration, dedication, and creative contributions are crucial in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals, working collectively towards ensuring a seamless and effective online learning experience for the students.

The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

*Farveda*

Principal

*Kapila*

IQAC Head

CC :-

1. All members of IQAC

*Kapila*

IQAC HEAD

ST. WILFRED'S P.G. COLLEGE



*Farveda*

Principal  
(Dr. FARVEDA H. BHATTI)  
St. 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/2020/03

Date: 15/10/2020

## NOTICE

It is to inform all the members of IQAC Cell that there will be an online meeting on 19/10/2020 at 11.00 AM on google meet. All the members are requested to attend the same.

*Kapila*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*Kapila*  
IQAC HEAD  
ST. WILFRED'S  
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)

Date: 16/10/2020

Ref. No. SWPG/IQAC/2020/04

## Circular

It is to inform all the members of IQAC Cell that there will be an online meeting on 19/10/2020 at 11.00 AM on Google meet platform to discuss about the conduction of Academic Audit, Remedial Classes, Starting & Orientation of New PG Students (Online Mode). 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



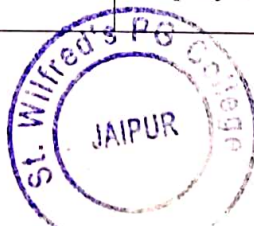
# ST. WILFRED'S P.G. COLLEGE

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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
7.	Dr. Dileep Gupta	HOD, Department of Botany
8.	Dr. Seema Jacob	HOD, Department of Zoology
9.	Mr. Sanjay Sharma	HOD, Department of Mathematics
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11.	Mr. Hardyan Baberwal	HOD, Department of Economics
12.	Dr. Monika Sharma	HOD, Department of Sociology
13.	Mr. Satyendra Kumar	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*



*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: 19/10/2020

Time: 11:00 AM

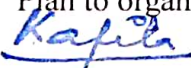
Platform: Google Meet

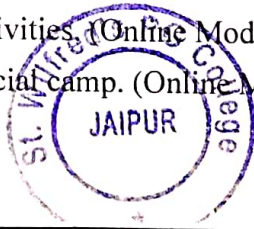
### Attendees:

S. No.	Name	Designation
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2.	Dr. Kapila Parihar	Head & Convener IQAC
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13.	Ms. Khushboo Jain	Office Incharge
14.	Mr. Deepak Kumar	Student Nominee
15.	Mr. Neeraj Meena	Alumni
16.	Mr. Rakhi Lodhi	Stake Holder
17.	Mr. Gurumukh Kamal	Employer

### Agenda:

1. Plan to conduct Academic Audit Department Wise.
2. Plan to start Remedial Classes. (Online mode)
3. Plan to start & orientation of New PG Students. (Online Mode)
4. Plan to conduct ANANDAM Activities. (Online Mode)
5. Plan to organize NSS 3 days' special camp. (Online Mode)

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



  
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)

## Minutes:

The meeting was called to order by Head IQAC at 11.AM on google meet. The attendees were welcomed, and the agenda for the meeting was presented.

### Agenda 1: Plan to Conduct Academic Audit Department Wise

The meeting commenced with the proposal to conduct academic audits department-wise:

1. **Purpose:** The academic audit aims to assess the quality of teaching, research, and administrative processes within each department.
2. **Audit Process:** The meeting discussed the process of conducting academic audits, including criteria, data collection methods, and evaluation standards.
3. **External Auditors:** Consideration was given to the appointment of external auditors to ensure an unbiased assessment.
4. **Timeline:** A timeline for conducting academic audits in each department will be established.

### Agenda 2: Plan to Start Remedial Classes (Online Mode)

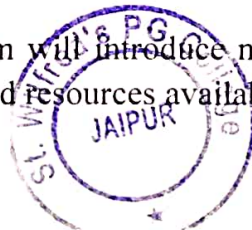
The discussion shifted to the initiation of remedial classes in online mode:

1. **Objective:** Remedial classes will provide additional support to students facing academic challenges.
2. **Class Structure:** The meeting explored structuring remedial classes, scheduling, and the availability of online resources.
3. **Faculty Involvement:** Faculty members willing to conduct these online classes will be identified.
4. **Monitoring:** Ongoing monitoring of students' progress and the effectiveness of remedial classes in the online format were emphasized.

### Agenda 3: Plan to Start Orientation for New PG Students (Online Mode)

The proposal to conduct an orientation program for new postgraduate (PG) students in online mode was discussed:

1. **Purpose:** The orientation program will introduce new PG students to the institution, faculty, academic expectations, and resources available.



*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
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2. **Orientation Structure:** The agenda and content of the online orientation program were outlined, covering academic guidelines, support services, and an interactive Q&A session.
3. **Date and Schedule:** A suitable date and schedule for the online orientation program will be determined.

## Agenda 4: Plan to Conduct ANANDAM Activities (Online Mode)

The meeting proceeded to discuss the proposal to organize ANANDAM activities in online mode:

1. **Objective:** ANANDAM activities aim to promote student well-being, mental health, and a sense of belonging.
2. **Activity Types:** The meeting explored various online activities, including mindfulness sessions, mental health webinars, and virtual social gatherings.
3. **Online Platforms:** Suitable online platforms for conducting ANANDAM activities were considered for effective engagement.
4. **Schedule:** A schedule for ANANDAM activities will be established, ensuring regular engagement with students.

## Agenda 5: Plan to Organize NSS 3 Days' Special Camp (Online Mode)

The meeting concluded with a discussion on the proposal to conduct a 3-day special NSS camp in online mode:

1. **Purpose:** The special camp will focus on community service, social awareness, and leadership development among students.
2. **Virtual Camp Activities:** The agenda for the virtual camp was discussed, including online community service projects, workshops, and discussions.
3. **Date and Schedule:** A suitable date and schedule for the online NSS special camp will be determined.

*Kapila*

IQAC HEAD

ST. WILFRED'S P.G. COLLEGE



*Fareeda*

Principal  
(Dr. FAREEDA HASANI)  
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(Affiliated to the University of Rajasthan)

## Closing:

IQAC Head expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration, dedication, and creative contributions are crucial in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals, working collectively towards ensuring a seamless and effective online learning experience for the students.

The meeting concluded at 01.00 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)  
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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2020/05

Date: 22/01/2021

## NOTICE

It is to inform all the members of IQAC Cell that there will be an online meeting on 23/01/2021 at 11.00 AM on google meet. All the members are requested to attend the same.

*Kapila*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

*Kapila*  
IQAC HEAD



*Fareeda*  
Principal  
(Dr. FAREEDA HAGANI)  
St. Wilfred's P.G. College  
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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2020/06

Date: 22/01/2021

## Circular

It is to inform all the members of IQAC Cell that there will be an online meeting on 23/01/2021 at 11.00 AM on google meet to discuss about the conduction of various online activities such as: internal examination, online cultural activities, virtual remedial classes and problem solving classes. 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



*Fareeda*  
Principal  
(Dr. FARIEDA HUSANI)  
St. Wilfred's P.G. College  
Jaipur

JAIPUR

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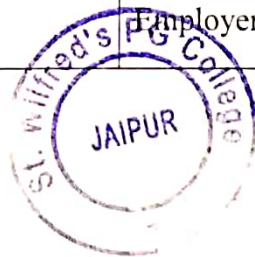
IQAC Members Called for the Meeting:

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3.	Dr. N. M. Sharma	Academic Advisor
4.	Dr. K. M. Badaya	Industrial Advisor
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20.	Mr. Gurumukh Kamal	Employer

*Kapila*

IQAC

St. WILFRED'S



*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: 23/01/2021

Time: 11:00 AM

Platform: Google Meet

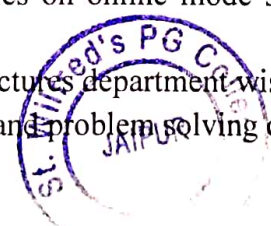
Attendees:

S. No.	Name	Designation
1.	Dr. Fareeda Hasani	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. Rajani Vyas	Dean, Department of Science
4.	Dr. Dileep Gupta	HOD, Department of Botany
5.	Dr. Seema Jacob	HOD, Department of Zoology
6.	Mr. Sanjay Sharma	HOD, Department of Mathematics
7.	Dr. Manisha Tiwari	HOD, Arts & Humanities
8.	Mr. Hardyan Baberwal	HOD, Department of Economics
9.	Dr. Monika Sharma	HOD, Department of Sociology
10.	Mr. Satyendra Kumar	HOD, Department of Physics
11.	Dr. Neelu Jain	HOD, Department of Commerce & Management
12.	Mr. Rohit Barotia	HOD, Department of Computer Science
13.	Ms. Khushboo Jain	Office Incharge
14.	Mr. Deepak Kumar	Student Nominee
15.	Mr. Neeraj Meena	Alumni
16.	Mr. Rakhi Lodhi	Stake Holder
17.	Mr. Gurumukh Kamal	Employer

Agenda:

1. To conduct Internal examination on online mode.
2. To conduct various cultural activities on online mode such as: singing competition, online quizzes.
3. To conduct online webinar, Guest lectures department wise.
4. To conduct virtual remedial classes and problem solving classes.

*Kapila*



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

IQAC  
ST. WILFRED'S

Jaipur Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020  
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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Minutes:

The meeting was called to order by Head IQAC at 11.AM on google meet. The attendees were welcomed, and the agenda for the meeting was presented.

### Conducting Internal Examinations on Online Mode:

The IQAC Head initiated the meeting by discussing the need to conduct internal examinations in an online mode. It was proposed to explore suitable platforms and strategies to ensure the smooth and secure conduct of examinations. The committee members were encouraged to collaborate and share their expertise to develop effective online examination procedures.

### Organizing Various Cultural Activities on Online Mode:

The meeting focused on organizing cultural activities in an online format to promote student engagement and creativity. The IQAC Head suggested hosting events such as singing competitions and online quizzes. Committee members were invited to contribute ideas and suggestions to create exciting and interactive online cultural activities for the students.

### Conducting Online Webinars and Guest Lectures Department-wise:

The IQAC Head emphasized the importance of organizing online webinars and guest lectures to enhance students' knowledge and provide them with exposure to diverse perspectives. It was proposed to conduct department-wise sessions with experts and guest speakers. Committee members were encouraged to identify suitable topics, speakers, and collaborate to ensure the successful implementation of these online academic events.

### Conducting Virtual Remedial Classes and Problem-Solving Sessions:

The meeting discussed the significance of conducting virtual remedial classes and problem-solving sessions to provide additional support to students. The IQAC Head suggested exploring virtual platforms that facilitate personalized attention and interaction. Committee members were invited to propose innovative approaches to address students' difficulties and ensure their academic progress through virtual remedial classes.

## Closing:

The IQAC Head expressed gratitude to the committee members for their active participation and valuable input during the meeting. It was emphasized that their collaboration, dedication, and creative contributions are crucial in implementing the proposed agendas successfully. The committee members

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

(Dr. NEEDA HANANI)  
St. Wilfred's P.G. College  
Jaipur

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# ST. WILFRED'S P.G. COLLEGE

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were encouraged to further develop and refine these proposals, working collectively towards enhancing the academic experience of the students through online modes.

The meeting concluded at 01.00 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

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





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2020/07

Date: 03/04/2021

## NOTICE

It is to inform all the members of IQAC Cell that there will be an online meeting on 05/04/2021 at 11.00 AM on google meet. All the members are requested to attend the same.

*Kapila*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

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



*Sareeda*  
Principal  
(Dr. SAREEDA HAGANI)  
St. Wilfred's P.G. College  
Jaipur



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2020/08

Date: 03/04/2021

## Circular

It is to inform all the members of IQAC Cell that there will be an online meeting on 05/04/2021 at 11.00 AM on google meet to discuss about the conduction of Pre University Examination, National Webinar on "Corona – Pandemic" & Remedial Classes. 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 H. KHANI)  
St. Wilfred's P.G. College

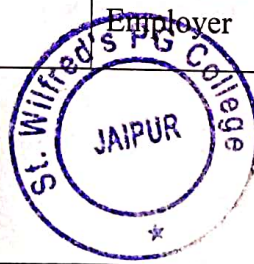


# ST. WILFRED'S P.G. COLLEGE

(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. 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.	Mr. Satyendra Kumar	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



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

*Kapila*

*Kapila*

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Meeting Minutes

Date: 05/04/2021

Time: 11:00 AM

Platform: Google Meet

## Attendees:

S. No.	Name	Designation
1.	Dr. Fareeda Hasani	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. Rajani Vyas	Dean, Department of Science
4.	Dr. Dileep Gupta	HOD, Department of Botany
5.	Dr. Seema Jacob	HOD, Department of Zoology
6.	Mr. Sanjay Sharma	HOD, Department of Mathematics
7.	Dr. Manisha Tiwari	HOD, Arts & Humanities
8.	Mr. Hardyan Baberwal	HOD, Department of Economics
9.	Dr. Monika Sharma	HOD, Department of Sociology
10.	Mr. Satyendra Kumar	HOD, Department of Physics
11.	Dr. Neelu Jain	HOD, Department of Commerce & Management
12.	Mr. Rohit Barotia	HOD, Department of Computer Science
13.	Ms. Khushboo Jain	Office Incharge
14.	Mr. Deepak Kumar	Student Nominee
15.	Mr. Neeraj Meena	Alumni
16.	Mr. Rakhi Lodhi	Stake Holder
17.	Mr. Gurumukh Kamal	Employer

## Agenda:

1. Plan to conduct pre university examination.
2. Plan to organize National Webinar on Online Education during CORONA Pandemic: Future Possibilities and Aspects.
3. Plan to organize Remedial classes for students.
4. Plan to organize Online Career counselling session for 12<sup>th</sup> students.

*Kapila*  
IQAC



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

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Minutes:

The meeting was called to order by Head IQAC at 11.AM on google meet. The attendees were welcomed, and the agenda for the meeting was presented.

### Agenda 1: Plan to Conduct Pre-University Examination

The meeting commenced with a discussion on the proposal to conduct a pre-university examination:

1. **Purpose:** The pre-university examination aims to assess the preparedness of students before their final examinations.
2. **Examination Schedule:** The proposed schedule for the examination and subject-wise division were presented for consideration.
3. **Question Paper Design:** The format and design of the examination question papers were discussed, ensuring alignment with the curriculum.
4. **Evaluation Process:** Procedures for the evaluation of answer scripts and timely result declaration were highlighted.

### Agenda 2: Plan to Organize National Webinar on Online Education during CORONA Pandemic: Future Possibilities and Aspects

The discussion shifted to the proposal to organize a national webinar on online education during the COVID-19 pandemic:

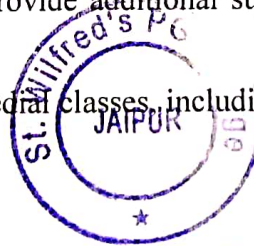
1. **Webinar Theme:** The theme, "Online Education during the CORONA Pandemic: Future Possibilities and Aspects," was introduced.
2. **Webinar Objectives:** The objectives include sharing experiences, best practices, and exploring the potential of online education.
3. **Guest Speakers:** The possibility of inviting renowned educators and experts as guest speakers for the webinar was discussed.
4. **Webinar Schedule:** The tentative date and schedule for the national webinar will be determined.

### Agenda 3: Plan to Organize Remedial Classes for Students

The meeting proceeded to discuss the proposal to organize remedial classes for students:

1. **Objective:** Remedial classes aim to provide additional support to students facing academic challenges.
2. **Class Structure:** The structure of remedial classes, including subjects, scheduling, and online resources, was discussed.

*Kapita*



*Farveda*  
Principal  
(Dr. FARVEEDA H. KHAN) ST. Wilfred's P.G. College Jaipur



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3. **Faculty Involvement:** Faculty members willing to conduct these classes and their expertise were considered.
4. **Monitoring and Progress:** Ongoing monitoring of students' progress and the effectiveness of remedial classes were emphasized.

## Agenda 4: Plan to Organize Online Career Counselling Session for 12th Students

The proposal to organize an online career counseling session for 12th-grade students was discussed:

1. **Purpose:** The career counseling session aims to assist 12th-grade students in making informed decisions about their future academic and career paths.
2. **Session Content:** Topics to be covered during the session, including career options, higher education choices, and skill development, were outlined.
3. **Guest Career Counselors:** Consideration was given to inviting professional career counselors or alumni to conduct the sessions.
4. **Session Schedule:** A suitable date and schedule for the online career counseling session will be determined.

### Closing:

The IQAC Head expressed gratitude to the committee members for their active participation and valuable input during the meeting. It was emphasized that their collaboration, dedication, and creative contributions are crucial in implementing the proposed agendas successfully. The committee members were encouraged to further develop and refine these proposals, working collectively towards enhancing the academic experience of the students through online modes.

The meeting concluded at 01.00 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



*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/2019/01

Date: 15/07/2019

## NOTICE

It is to inform all the members of IQAC Cell that there will be a meeting on 16/07/2019 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

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

*Aparna*  
(Dr. *Aparna* (Reshar)  
St. 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/2019/02

Date: 15/07/2019

## CIRCULAR

It is to inform all the members of IQAC Cell that there will be a meeting on 16/07/2019 at 11.00 AM in Seminar Room to discuss about the formation of various committees for session 2019-20 which will be responsible for the planning of different academic and Co-Curricular activities and to discuss about the use of new ICT Tools for effective teaching. 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

*Arjuna*  
Principal  
(Dr. / Arjuna Parashar)  
St. Wilfred's P.G. College  
Jaipur



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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members Called for the Meeting:

S. No.	Name	Designation
1.	Dr. Anupama Parashar	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. 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.	Mr. Satyendra Kumar	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*

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

*Anupama*

(Dr. Anupama Parashar)  
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: 16/07/2019

Time: 11:00 AM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.	Dr. Anupama Parashar	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. 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.	Mr. Satyendra Kumar	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	

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

(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur



Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda:

1. Discuss with Dean's to frame Academic calendar of the current session and ask Department heads to prepare department calendar.
2. To organize academic activities and co-curricular activities in the session.
3. Discuss to use ICT tools and incorporate new teaching methodology in delivering lectures.
4. Discussion of progress on quality assurance initiatives.
5. Discuss to organize conferences, seminars, workshops and symposium department wise.

## Minutes:

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

### Academic Calendar:

The Head of IQAC commenced the meeting by emphasizing the significance of crafting a proficient academic schedule for the ongoing session. It was suggested that a deliberation would take place with the Deans to collectively devise an academic calendar that caters to the requirements of all departments. Furthermore, the Heads of Departments were entrusted with the responsibility of formulating calendars specific to their respective departments to ensure seamless coordination and meticulous planning.

### Incorporating ICT Tools and New Teaching Methodologies:

Acknowledging the importance of Information and Communication Technology (ICT) tools and inventive teaching approaches, the IQAC Head underscored the need for their integration within the curriculum. The discussion revolved around devising strategies to assimilate these tools and methodologies into the educational framework, aiming to foster an immersive and interactive learning atmosphere for students. Educators were encouraged to contribute their insights regarding the identification and implementation of suitable ICT tools.

### Department-wise Events:

The meeting underscored the significance of arranging department-specific events such as conferences, seminars, workshops, and symposiums. These gatherings serve as catalysts for intellectual advancement and foster collaboration among students. The IQAC Head actively encouraged teachers to share their suggestions and ideas concerning the organization and content of these events, ensuring that they align with the educational objectives and aspirations of the students.

### Organizing Academic and Co-Curricular Activities:

IQAC Head initiated the meeting by emphasizing the importance of organizing both academic and co-curricular activities in the upcoming session. It was proposed to discuss and plan various academic initiatives such as workshops, educational trips, guest lectures, and competitions to enrich the learning experience of the students. Additionally, co-curricular activities like sports events, cultural programs, clubs, and societies were also highlighted as integral components of the students' holistic development.

*Kapila*

IOAC HEAD  
ST. WILFRED'S P.G. COLLEGE

*Arashar*

(Dr. Arashar)  
St. Wilfred's P.G. College



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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

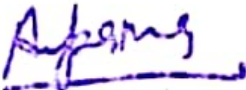
## Progress on Quality Assurance Initiatives:

The meeting focused on discussing the progress made on various quality assurance initiatives within the school. IQAC Head sought updates from the staff members regarding ongoing efforts to enhance the quality of education, including curriculum development, teaching methodologies, assessment practices, and student support programs. The objective was to review the effectiveness of these initiatives and identify areas for further improvement.

## Closing:

The IQAC Head expressed gratitude to the teachers for their active participation and valuable contributions during the meeting. It was emphasized that their input plays a crucial role in shaping the academic environment for the students. IQAC Head assured the faculties that their suggestions and concerns would be taken into consideration while implementing the discussed agendas.

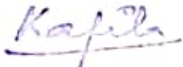
The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

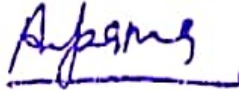
  
Principal  
(Dr. Anupama Parashar)  
Principal  
St. Wilfred's P.G. College  
Jaipur

  
IQAC Head

CC :-

1. All members of IQAC

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

  
(Dr. Anupama Parashar)  
St. 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/2019/03

Date: 21/10/2019

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 23/10/2019 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

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

*Aparna*  
at  
(Dr. ... / 23/10/2019)  
St. Wilfred's P.G. College  
Jaipur



Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2019/04

Date: 22/10/2019

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 23/10/2019 at 11.00 AM in Seminar Room to discuss about the various cultural activities, annual function, TPO cell activities and remedial classes. 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

*Aparna*  
(Dr. *ma* *nar*)  
St. Wilfred's P.G. College  
Jaipur



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# ST. WILFRED'S P.G. COLLEGE

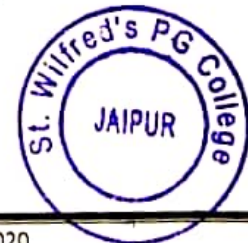
(Affiliated to the University of Rajasthan)

IQAC Members Called for the Meeting:

S. No.	Name	Designation
1.	Dr. Anupama Parashar	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. 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.	Mr. Satyendra Kumar	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*  
IOAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR

*Anupama*  
Principal  
(Dr. Anupama Parashar)  
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: 23/10/2019

Time: 11:00 AM

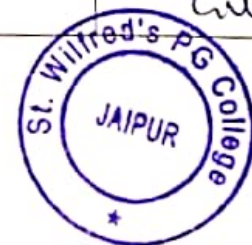
Place: Seminar Room

## Attendees:

S.No.	Name	Designation	Signature
1.	Dr. Anupama Parashar	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. 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.	Mr. Satyendra Kumar	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	

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

Principal  
 (Dr. Anupama Parashar)  
 St. Wilfred's P.G. College  
 Jaipur



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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda:

1. To discuss about internal assessment plans.
2. Discuss with TPO cell coordinator to arrange mock training and to groom students for appearing in an interview.
3. Discuss to organize NSS activities to promote students for social welfare.
4. Plan to organize Guest lectures in different subjects by eminent educationists.
5. Discuss to organize Sports meet and to promote the students for taking participation in sports competitions.
6. Conduct remedial classes for weak learners on difficult topics on Saturdays.

## 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.

### 1. Discussion about internal assessment plans:

The IQAC Head provided valuable input regarding the importance of implementing efficient internal assessment techniques to assess students' progress. The committee examined the current assessment methodologies and suggested adjustments to guarantee equitable and thorough evaluations.

### 2. Mock Training and Interview Preparation:

The IQAC Head emphasized the significance of adequately preparing students for upcoming job interviews and career prospects. It was suggested to engage in discussions with the Training and Placement Officer (TPO) cell coordinator to organize mock training sessions. These sessions aim to refine students' abilities and instill the essential skills and self-assurance required to excel in interviews. The staff members were encouraged to actively cooperate with the TPO cell coordinator in developing a comprehensive training program.

### 3. Organization of NSS activities to promote students for social welfare:

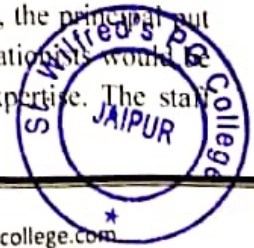
The IQAC Head emphasized the importance of involving students in National Service Scheme (NSS) activities as a means to cultivate a sense of social responsibility. Various ideas for community service projects and awareness campaigns were shared, and strategies were developed to promote enthusiastic student engagement.

### 4. Guest Lectures by Eminent Educationists:

In order to enrich students' knowledge and expose them to a range of perspectives, the principal put forth the idea of hosting guest lectures across various subjects. Distinguished educationists would be invited to deliver talks on specific topics, sharing their valuable insights and expertise. The staff

IQAC HEAD

(Dr. Anama Parashar)





# ST. WILFRED'S P.G. COLLEGE

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members were invited to propose suitable educationists and collaborate in coordinating these guest lectures, ensuring they align with the educational needs and interests of the students.

## 5. Sports Meet and Promoting Student Participation:

Acknowledging the significance of physical fitness and nurturing a spirit of healthy competition, the IQAC Head put forward the suggestion of hosting a sports meet. During the meeting, strategies were deliberated upon to encourage student involvement in sports competitions, both within the school and at inter-school events. Staff members were encouraged to identify talented students, facilitate training programs, and collaborate with sports authorities to ensure the smooth organization and execution of the sports meet.

## 6. Remedial Classes for Weak Learners:

With the aim of offering extra support to students who require it, the IQAC Head suggested the implementation of remedial classes on Saturdays. These classes would concentrate on challenging topics and provide individualized attention to students who need additional guidance. Staff members were encouraged to volunteer and contribute to conducting these classes, assisting students in overcoming their difficulties in specific subjects.

### Closing:

The IQAC Head extended appreciation to the staff members for their active participation and invaluable contributions throughout the meeting. The importance of their collaboration and dedication in effectively implementing the discussed agendas was emphasized. Furthermore, the staff members were encouraged to continue developing and refining these proposals, working together towards the comprehensive development of the students.

The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

*Aparna*

(Dr. ... ar)  
St. Wilfred's P.G. College  
Principal

*Kapila*  
IQAC Head

*Aparna*

(Dr. ... arshar)  
St. Wilfred's P.G. College



CC :-

- 1. All members of IQAC

*Kapila*  
IQAC HEAD

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2019/05

Date: 13/12/2019

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 16/12/2019 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

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

*Apurva*  
(Dr. . . . . . Parashar)  
St. 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/2019/06

Date: 14/12/2019

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 16/12/2019 at 11.00 AM in Seminar Room to discuss about the various cultural activities such as Christmas Day Celebration, New Year Celebration, Inter Collegiate Competition "PANACHE". All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

*Kaple*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

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

*Arjuna*  
Principal  
(Dr. Arjuna Parashar)  
St. Wilfred's P.G. College  
Jaipur



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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members Called for the Meeting:

S. No.	Name	Designation
1.	Dr. Anupama Parashar	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. 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.	Mr. Satyendra Kumar	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*

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

*Anupama*

(Dr. Anupama Parashar)  
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: 16/12/2019

Time: 11:00 AM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.	Dr. Anupama Parashar	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. 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.	Mr. Satyendra Kumar	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	

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

Principal  
 (Dr. Anupama Parashar)  
 St. Wilfred's P.G. College  
 JAIPUR



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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda:

1. Plan to conduct seminar on android studio.
2. Plan to conduct workshop on environmental accounting.
3. Plan to celebrate Christmas Day.
4. Plan to celebrate New Year.
5. Plan to organize Inter Collegiate Competition "PANACHE".
6. Plan to organize Annual Function.
7. Plan to organize NSS 7 Days special camp.
8. Plan to organize National Conference on "Sustainable Development Goals 2030: Ideas and Innovation for Better Tomorrow".
9. Plan to conduct pre university examination.

## 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.

- 1. Plan to Conduct Seminar on Android Studio:** IQAC Head proposed organizing a seminar on Android Studio. The purpose of this seminar would be to enhance the technical skills of our students. The attendees discussed the potential date and guest speakers for the seminar.
- 2. Plan to Conduct Workshop on Environmental Accounting:** It was suggested to conduct a workshop on environmental accounting to raise awareness about sustainable practices and their financial implications. The group discussed the content, duration, and possible experts to lead the workshop.
- 3. Plan to Celebrate Christmas Day:** The idea of celebrating Christmas Day was put forward. It was agreed to organize a festive event to promote cultural diversity and inclusivity within the institution.
- 4. Plan to Celebrate New Year:** The proposal to celebrate New Year within the institution was discussed. The group brainstormed ideas for a fun and memorable New Year's celebration.
- 5. Plan to Organize Inter Collegiate Competition "PANACHE":** IQAC Head proposed organizing an Inter-Collegiate Competition named "PANACHE." The attendees discussed the competition's format, categories, and potential participating colleges.
- 6. Plan to Organize Annual Function:** The need to organize an annual function was discussed. Ideas for the theme, activities, and cultural performances were shared.
- 7. Plan to Organize NSS 7 Days Special Camp:** IQAC Head suggested organizing a 7-day special camp in association with the National Service Scheme (NSS). The camp's objectives, location, and activities were deliberated.

*Kapila*

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

*Apam*

Principal  
ST. WILFRED'S P.G. COLLEGE



Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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**8. Plan to Organize National Conference on "Sustainable Development Goals 2030: Ideas and Innovation for Better Tomorrow":** The proposal to organize a National Conference on Sustainable Development Goals (SDGs) in 2030 was discussed. The group considered topics, keynote speakers, and logistics for the event.

**9. Plan to Conduct Pre-University Examination:** IQAC Head proposed conducting a pre-university examination to prepare students for upcoming examinations. The format, schedule, and subjects for the examination were examined.

**Next Steps:** The attendees agreed to form committees for each agenda item to further develop and execute these plans. The committees will be responsible for setting timelines, budgets, and communication strategies. Progress updates will be shared in future IQAC meetings.

## Closing:

The IQAC Head extended appreciation to the staff members for their active participation and invaluable contributions throughout the meeting. The importance of their collaboration and dedication in effectively implementing the discussed agendas was emphasized. Furthermore, the staff members were encouraged to continue developing and refining these proposals, working together towards the comprehensive development of the students.

The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

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

  
IQAC Head

CC :-

1. All members of IQAC

  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR  
Principal  
(Dr. Anubama Parashar)  
St. Wilfred's P.G. College  
Jaipur

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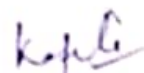
(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2019/07

Date: 28/01/2020

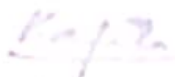
## Notice

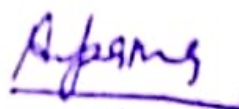
It is to inform all the members of IQAC Cell that there will be a meeting on 30/01/2020 at 11.00 AM in Seminar Room. All the members are requested to attend the same.

  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

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

  
Principal  
(Dr. Anurag) Navashar  
St. 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/2019/08

Date: 29/01/2020

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 30/01/2020 at 11.00 AM in Seminar Room to discuss about the various activities such as sports week, science exhibition "Scientia", alumni meet for UG and PG and remedial classes. 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*  
HEAD IQAC

*Aparna*  
(Dr. Aparna Prakash)  
St. Wilfred's P.G. College  
Jaipur



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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members Called for the Meeting:

S. No.	Name	Designation
1.	Dr. Anupama Parashar	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. 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.	Mr. Satyendra Kumar	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*

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

*Anupama*

at

(Dr. A. Anupama Parashar)  
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: 30/01/2020

Time: 11:00 AM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.	Dr. Anupama Parashar	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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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.	Mr. Satyendra Kumar	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	

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

Principal  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur



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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda:

1. Plan to organize International Conference on Community Psychology.
2. Plan to organize sports week.
3. Plan to organize Science Exhibition "Scientia".
4. Plan to organize Alumni Meet for UG & PG.
5. Plan to conduct Remedial Classes for Students.

## 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.

**1. Plan to Organize International Conference on Community Psychology:** IQAC Head proposed organizing an International Conference on Community Psychology. The conference aims to bring together experts and researchers in the field to share insights and best practices. Attendees discussed potential themes, keynote speakers, and funding sources.

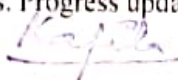
**2. Plan to Organize Sports Week:** The idea of organizing a Sports Week was presented. The event would promote physical fitness and teamwork among students. Discussion revolved around the sports to include, scheduling, and facilities required.

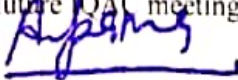
**3. Plan to Organize Science Exhibition "Scientia":** IQAC Head suggested organizing a Science Exhibition named "Scientia." The exhibition would showcase innovative scientific projects and experiments by students and faculty. Attendees discussed the exhibition's format, categories, and participation criteria.

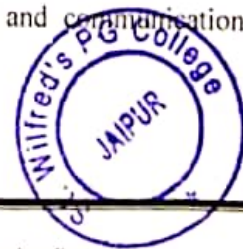
**4. Plan to Organize Alumni Meet for UG & PG:** The proposal to organize an Alumni Meet for both undergraduate and postgraduate alumni was discussed. The purpose is to reconnect with former students and gather insights into their professional journeys. The group talked about the event's format, invitations, and alumni engagement strategies.

**5. Plan to Conduct Remedial Classes for Students:** IQAC Head proposed conducting remedial classes for students to provide additional academic support. The classes would be aimed at helping students who may be struggling in their studies. The group discussed subjects, instructors, and scheduling.

**Next Steps:** For each agenda item, committees will be formed to further develop and execute these plans. These committees will be responsible for setting timelines, budgets, and communication strategies. Progress updates will be shared in future IQAC meetings.

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

  
(Dr. Anurag) :iqac



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# ST. WILFRED'S P.G. COLLEGE

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### Closing:

The IQAC Head extended appreciation to the staff members for their active participation and invaluable contributions throughout the meeting. The importance of their collaboration and dedication in effectively implementing the discussed agendas was emphasized. Furthermore, the staff members were encouraged to continue developing and refining these proposals, working together towards the comprehensive development of the students.

The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

*Aparna*

Principal  
(Dr. *Aparna*)  
St. Wilfred's P.G. College  
Jaipur

*Kapila*  
IQAC Head

CC :-

1. All members of IQAC

*Kapila*

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

*Aparna*

(Dr. *Aparna*)  
Principal  
St. 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/2018/01

Date: 13/07/2018

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 16/07/2018 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



*Aparna*  
Principal  
(Dr. Anubhama Parashar)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2018/02

Date: 13/07/2018

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 16/07/2018 at 11.00 AM in Seminar Room to discuss about the formation of various committees for session 2018-19 which will be responsible for the planning of different activities and to discuss about the academic progress of respective departments, academic audits and use of ICT Tools. 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

*Arpans*  
Principal  
(Dr. Arpans Parashar)  
St. Wilfred's P.G. College  
Jaipur







# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members called for Meeting:

S. No.	Name	Designation
1.	Dr. Anupama Parashar	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. 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*

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

*Anupama*

Principal  
(Dr. Anupama Parashar)  
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: 16/07/2018

Time: 11:00 AM

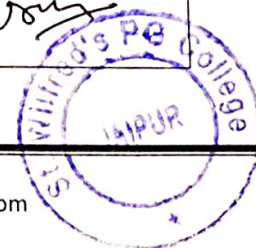
Place: Seminar Room

## Attendees:

S.No.	Name	Designation	Signature
1.	Dr. Anupama Parashar	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. 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	

IOAC HEAD

Principal





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda:

1. Discuss with Dean's to frame Academic calendar of the current session and ask Department heads to prepare department calendar.
2. Discuss to plan academic audit for the current session to improve quality of teaching.
3. Discuss to use ICT tools and incorporate new teaching methodology in delivering lectures.
4. Discuss to arrange job fair and invite IT Companies, semi Government companies, BPOs and Corporates for campus placement.
5. Discuss to organize conferences, seminars, workshops and symposium department wise.

## Minutes:

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

### Academic Calendar:

IQAC Head initiated the meeting by discussing the importance of framing an effective academic calendar for the current session. It was proposed that a discussion would be held with the Deans to collaboratively develop an academic calendar that accommodates all departments' needs. Additionally, Department Heads were assigned the task of preparing department-specific calendars to ensure proper coordination and planning.

### Academic Audit:

To improve the quality of teaching and learning, the IQAC Head proposed planning an academic audit for the current session. This audit aims to evaluate existing teaching methodologies and identify areas for improvement. The input and suggestions from parents were requested to make the audit more comprehensive and effective in enhancing the overall educational experience for students.

### Incorporating ICT Tools and New Teaching Methodologies:

Recognizing the significance of Information and Communication Technology (ICT) tools and innovative teaching methodologies, IQAC Head emphasized their integration into the curriculum. The meeting discussed strategies to incorporate these tools and methodologies to create a more engaging and interactive learning environment for students. Teachers were encouraged to provide their input on the selection and implementation of appropriate ICT tools.

### Job Fair and Campus Placement:

IQAC Head presented plans to organize a job fair, aiming to provide students with practical opportunities and exposure to various industries. It was proposed to invite IT companies, semi-government organizations, BPOs, and corporates to participate in the fair. The teachers were encouraged to share any relevant contacts or suggestions to ensure a successful and diverse participation of companies in the event.

### Department-wise Events:

The meeting addressed the importance of organizing department-wise events such as conferences, seminars, workshops, and symposiums. These events provide platforms for intellectual growth and

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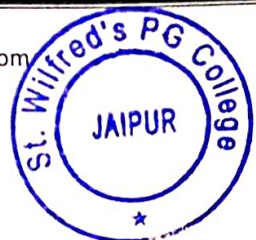
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*Kapila*

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

Principal

(Dr. Anubama Parashar)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

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collaboration among students. IQAC Head welcomed suggestions and ideas from teachers regarding the organization and content of these events, ensuring they align with the educational goals and aspirations of the students.

## Closing:

The IQAC Head expressed gratitude to the teachers for their active participation and valuable contributions during the meeting. It was emphasized that their input plays a crucial role in shaping the academic environment for the students. IQAC Head assured the faculties that their suggestions and concerns would be taken into consideration while implementing the discussed agendas.

The meeting concluded at 01.30 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

Principal

(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur  
Principal

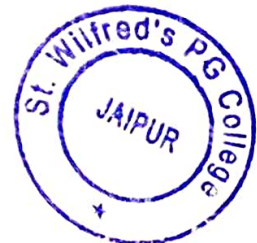
  
IQAC Head

CC :-

1. All members of IQAC

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

Principal  
(Dr. Anupama Parashar)  
St. 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/2018/03

Date: 13/10/2018

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 15/10/2018 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

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

*Anupama*  
Principal  
(Dr. Anupama Parashar)  
St. 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/2018/04

Date: 13/10/2018

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 15/10/2018 at 11.00 AM in Seminar Room to discuss about the various cultural activities, annual function, TPO cell activities and remedial classes. 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

*Anupama*  
Principal  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members called for Meeting:

S. No.	Name	Designation
1.	Dr. Anupama Parashar	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. 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*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR

*Anupama*  
Principal  
(Dr. Anupama Parashar)  
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: 15/10/2018

Time: 11:00 AM

Place: Seminar Room

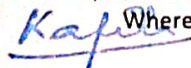
Attendees:

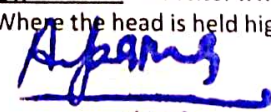
S.No.	Name	Designation	Signature
1.	Dr. Anupama Parashar	Principal & Chairperson IQAC	Anupama
2.	Dr. Kapila Parihar	Head & Convener IQAC	Kapila
3.	Dr. N. M. Sharma	Academic Advisor	N.M. Sharma
4.	Dr. K. M. Badaya	Industrial Advisor	K.M.
5.	Prof. B. D. Rawat	Management Nominee	B.D. Rawat
6.	Dr. Rajani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

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

  
Principal  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur







# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda:

1. Plan to organize field trips and industrial visits for the students to promote participative learning.
2. Discuss with TPO cell coordinator to arrange mock training and to groom students for appearing in an interview.
3. Plan to organize inter college science exhibition and inter college cultural fest for holistic development of the students.
4. Plan to organize Guest lectures in different subjects by eminent educationists.
5. Discuss to organize Sports meet and to promote the students for taking participation in sports competitions.
6. Conduct remedial classes for weak learners on difficult topics on Saturdays.

## 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.

### 1. Organizing Field Trips and Industrial Visits:

IQAC Head commenced the meeting by highlighting the significance of experiential learning and proposed planning field trips and industrial visits for the students. These initiatives aim to promote participative learning and provide practical exposure to various industries. The staff members were encouraged to suggest suitable destinations and coordinate with relevant stakeholders to ensure the successful implementation of these educational trips.

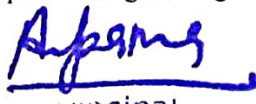
### 2. Mock Training and Interview Preparation:

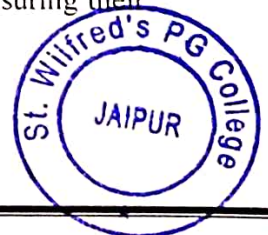
IQAC Head stressed the importance of preparing students for future job interviews and career opportunities. It was proposed to discuss with the Training and Placement Officer (TPO) cell coordinator to arrange mock training sessions. These sessions will help groom students and equip them with the necessary skills and confidence to excel in interviews. The staff members were encouraged to collaborate with the TPO cell coordinator to create a comprehensive training program.

### 3. Inter College Science Exhibition and Cultural Fest:

The meeting focused on planning an inter college science exhibition and inter college cultural fest to foster the holistic development of students. IQAC Head emphasized the significance of encouraging students to showcase their talents, both in the field of science and cultural activities. The staff members were invited to provide suggestions and actively participate in organizing these events, ensuring their success and inclusivity.

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

  
Principal  
(Dr. A. Anama Parashar)  
St. Wilfred's P.G. College



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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## 4. Guest Lectures by Eminent Educationists:

To enhance students' knowledge and provide diverse perspectives, the principal proposed organizing guest lectures in different subjects. Eminent educationists would be invited to deliver talks on specific topics, offering valuable insights and expertise. The staff members were requested to suggest suitable educationists and collaborate in arranging these guest lectures, keeping in mind the students' educational needs and interests.

## 5. Sports Meet and Promoting Student Participation:

Recognizing the importance of physical fitness and fostering a competitive spirit, the IQAC Head proposed organizing a sports meet. The meeting discussed strategies to promote student participation in sports competitions, both within the school and at inter-school events. Staff members were encouraged to identify talented students, facilitate training programs, and coordinate with sports authorities to ensure the successful execution of the sports meet.

## 6. Remedial Classes for Weak Learners:

In an effort to provide additional support to weak learners, IQAC Head proposed conducting remedial classes on Saturdays. These classes would focus on difficult topics and provide personalized attention to students who require extra guidance. Staff members were invited to volunteer for conducting these classes and help students overcome their challenges in specific subjects.

### Closing:

IQAC Head expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.

The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

Principal  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur

IQAC Head



CC :-

1. All members of IQAC

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

Principal  
(Dr. Anupama Parashar)  
St. 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/2018/05

Date: 15/12/2018

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 17/12/2018 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

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

*Anupama*  
Principal  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2018/06

Date: 15/12/2018

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 17/12/2018 at 11.00 AM in Seminar Room to discuss about the various cultural activities such as Christmas day, New Year celebration, organize sports week. 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

*Anupama*  
Sign  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members called for Meeting:

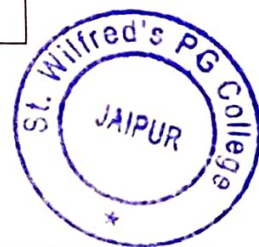
S. No.	Name	Designation
1.	Dr. Anupama Parashar	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. N. M. Sharma	Academic Advisor
4.	Dr. K. M. Badaya	Industrial Advisor
5.	Prof. B. D. Rawat	Management Nominee
6.	Dr. Rajani Vyas	Dean, Department of Science
7.	Dr. Dileep Gupta	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*

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

*Anupama*

Principal  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur



Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Meeting Minutes

Date: 17/12/2018

Time: 11:00 AM

Place: Seminar Room

Attendees:

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

Anupama

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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Where the mind is without fear! Where the head is held high! (H. D. D. Sharma)

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)

## Agenda:

1. Plan to celebrate Christmas day.
2. Plan to organize Sports week.
3. Plan to celebrate New Year.
4. Plan to start remedial classes.
5. Plan to conduct Pre University Examination.
6. Plan to conduct National Symposium on Avenues and Challenges in Life Science.

## 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.

**1. Plan to Celebrate Christmas Day:** IQAC Head proposed celebrating Christmas Day within the institution. The idea is to promote cultural diversity and inclusivity. Attendees discussed potential activities, decorations, and the involvement of students and staff.

**2. Plan to Organize Sports Week:** The idea of organizing a Sports Week was presented. The event aims to promote physical fitness, sportsmanship, and teamwork among students. Discussion revolved around the sports to include, scheduling, and facilities required.

**3. Plan to Celebrate New Year:** IQAC Head proposed celebrating New Year within the institution. The group brainstormed ideas for a festive and memorable New Year's celebration. Consideration was given to themes, activities, and potential collaborations.

**4. Plan to Start Remedial Classes:** It was suggested to start remedial classes for students who may need additional academic support. The purpose is to help students who may be struggling in their studies. The group discussed subjects, instructors, and scheduling.

**5. Plan to Conduct Pre-University Examination:** IQAC Head proposed conducting a pre-university examination to prepare students for upcoming exams. Discussion revolved around the format, subjects, schedule, and the involvement of faculty.

**6. Plan to Conduct National Symposium on Avenues and Challenges in Life Science:** The proposal to organize a National Symposium on Avenues and Challenges in Life Science was discussed. The symposium would provide a platform for researchers and experts to share their insights. Attendees talked about potential themes, keynote speakers, and logistics.

**Next Steps:** For each agenda item, committees will be formed to further develop and execute these plans. These committees will be responsible for setting timelines, budgets, and communication strategies. Progress updates will be shared in future IQAC meetings.

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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

*Arpana*  
(Dr. Arpana Chandra)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Closing:

The IQAC Head extended appreciation to the staff members for their active participation and invaluable contributions throughout the meeting. The importance of their collaboration and dedication in effectively implementing the discussed agendas was emphasized. Furthermore, the staff members were encouraged to continue developing and refining these proposals, working together towards the comprehensive development of the students.

The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

Principal

(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur  
Principal

IQAC Head

CC :-

1. All members of IQAC

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

(Dr. Anupama Parashar)  
St. 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/2018/07

Date: 21/02/2019

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 25/02/2019 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

*Arpana*  
IQA  
(Dr. Arpana Bhatnagar)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/IQAC/2018/08

Date: 22/02/2019

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 25/02/2019 at 11.00 AM in Seminar Room to discuss about the various activities such as Problem Solving Classes, International women's day and career counselling for new students. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

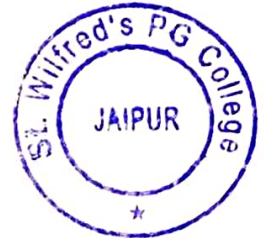
*Kapila*  
HEAD IQAC

CC :-

1. Principal
2. All members of IQAC

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

*Aparna*  
(Dr. Aparna K. Mishra)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

IQAC Members called for Meeting:

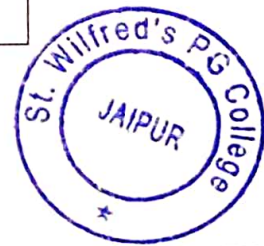
S. No.	Name	Designation
1.	Dr. Anupama Parashar	Principal & Chairperson IQAC
2.	Dr. Kapila Parihar	Head & Convener IQAC
3.	Dr. N. M. Sharma	Academic Advisor
4.	Dr. K. M. Badaya	Industrial Advisor
5.	Prof. B. D. Rawat	Management Nominee
6.	Dr. Rajani Vyas	Dean, Department of Science
7.	Dr. Dileep Gupta	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*

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

*Anupama*

(Dr. Anupama Parashar)  
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: 25/02/2019

Time: 11:00 AM

Place: Seminar Room

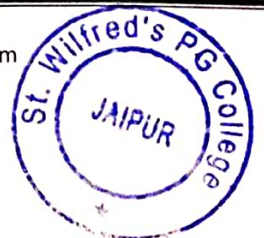
Attendees:

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

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JAIPUR

St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Agenda:

1. Plan to start problem solving classes.
2. Plan to celebrate International Women's Day.
3. Plan to conduct university practical examination.
4. Plan to conduct career counselling for new students.

## 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.

- 1. Plan to Start Problem Solving Classes:** IQAC Head proposed starting problem-solving classes to enhance students' critical thinking and analytical skills. Discussion revolved around subjects, instructors, scheduling, and the format of these classes.
- 2. Plan to Celebrate International Women's Day:** The idea of celebrating International Women's Day was presented. The purpose is to honor and empower women within the institution. Attendees discussed potential activities, guest speakers, and awareness initiatives.
- 3. Plan to Conduct University Practical Examination:** IQAC Head proposed conducting a practical examination at the university level. Discussion included the subjects involved, examination format, and coordination with faculty and departments.
- 4. Plan to Conduct Career Counseling for New Students:** It was suggested to conduct career counseling sessions for new students to help them make informed academic and career decisions. Attendees discussed the topics to cover, the involvement of career counselors, and scheduling.

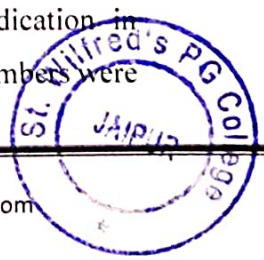
**Next Steps:** For each agenda item, committees will be formed to further develop and execute these plans. These committees will be responsible for setting timelines, budgets, and communication strategies. Progress updates will be shared in future IQAC meetings.

## Closing:

The IQAC Head extended appreciation to the staff members for their active participation and invaluable contributions throughout the meeting. The importance of their collaboration and dedication in effectively implementing the discussed agendas was emphasized. Furthermore, the staff members were

*Kapila*

*Aparna*



Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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(Dr. J. S. Jhar)  
St. Wilfred's P.G. College  
Jaipur



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

encouraged to continue developing and refining these proposals, working together towards the comprehensive development of the students.

The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

Principal  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur

Principal

  
IQAC Head

CC :-

1. All members of IQAC

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

(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur

