



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

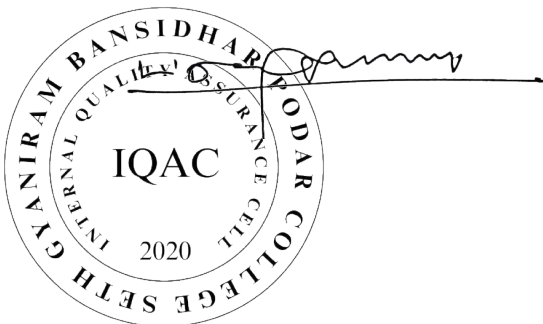
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6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes



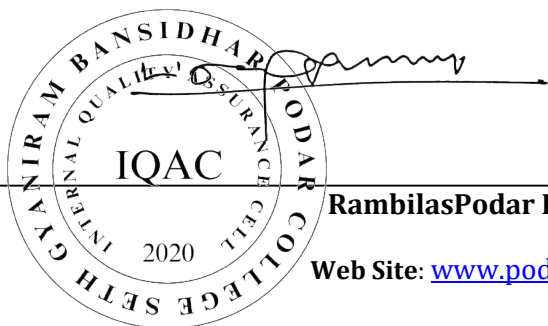


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INDEX

1. MINUTES OF MEETING OF IQAC
2. ACADEMIC AND ADMINISTRATIVE AUDIT
3. LEARNER APTITUDE TEST (LAT) INITIATIVE BY IQAC
4. ORIENTATION PROGRAMME ON PREPARING COS, POS, PSOS, ASSESSMENT METHODS, AND ATTAINMENT LEVELS
5. FIRE SAFETY EXTINGUISHER FOR COLLEGE
6. FACILITIES FOR DIFFERENTLY ABLE STUDENTS (RAMPS AND RAILS)
7. HAND BOOK OF MENTOR-MENTEE PROGRAM



RambilasPodar Road, Nawalgarh, Dist: Jhunjhunu - 333042

Contact No: 8619868884

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IQAC/GBPC/2023/06/01

Date: June 19, 2023

Notice for First IQAC Meeting 2023-24

Respected All IQAC Members,

You are cordially invited to attend the First Meeting of the IQAC scheduled as follows:

Date: June 24, 2023

Time: 10:30 AM

Venue: Room No. 68

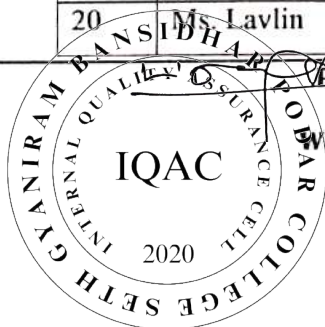
IQAC Members:

S.No.	Name	Designation	Department
1	Dr. Satyendra Singh	Chairman	Principal
2	Dr. Vinod Kumar Saini	Coordinator	Vice-Principal
3	Mr. Chetan Dadheech	Co-Coordinator	Chemistry
4	Dr. Vidyadhar Sharma	Teacher Representative	Mathematics
5	Dr. Dau Lal Bohra	Teacher Representative	Zoology
6	Dr. Vikram Singh Jakhar	Teacher Representative	Sociology
7	Dr. Bhupendra Singh Rathore	Teacher Representative	Physics
8	Mr. Ambesh Kumar	Teacher Representative	Chemistry
9	Mr. Sandeep Jangir	Teacher Representative	Commerce
10	Ms. Suman Saini	Teacher Representative	Botany
11	Ms. Mahima Soni	Teacher Representative	Zoology
12	Mr. Pramod Kumar Saini	Teacher Representative	English
13	Dr. Sunil Saxena	External Academic Expert	
14	Mr. M. D. Shanbhag	Management Representative	Executive Director
15	Dr. Priyanka Bhambhu	Alumni and Community Representative	
16	Mr. Sundar Lal Saini	Industry Representative	
17	Mr. Rakesh Mahla	Alumni Representative	
18	Mr. Kripa Shankar	Account Representative	CAO
19	Mr. Ankit Kumar	Student Representative	M.Sc. (Pre.) Zoology
20	Ms. Lavlin	Student Representative	M.Sc. (Pre.) Zoology

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Agenda:

The meeting will focus on the following key topics to enhance the quality of education and research at the institution.

1. Implementation of Outcome-Based Education (OBE)
2. Enhancement of Student Learning Outcomes
3. Institutional Social Responsibility (ISR)
4. Proposal to Management for New Programs: D.Pharm, MBA, and MCA:

Confirmation of Attendance:

Kindly confirm your attendance by June 22, 2023 to Prof. Chetan Dadheech.

Your valuable contributions are highly anticipated.

Thank you.

Dr. Vinod Kumar Saini
Coordinator

Dr. Satyendra Singh
Principal



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IQAC/GBPC/2023/06/02

Date: June 25, 2023

Minutes of the First IQAC Meeting 2023-24

Date: June 24, 2023 Time: 10:30 AM Venue: Room No. 68

Members Present:

- Dr. Satyendra Singh (Chairman)
- Dr. Vinod Kumar Saini (Coordinator)
- Mr. Chetan Dadheech (Co-Coordinator)
- Dr. Vidyadhar Sharma
- Dr. Dau Lal Bohra
- Dr. Vikram Singh Jakhar
- Mr. Ambesh Kumar
- Mr. Sandeep Jangir
- Ms. Suman Saini
- Ms. Mahima Soni
- Mr. Pramod Kumar Saini
- Dr. Sunil Saxena
- Mr. M. D. Shanbhag
- Dr. Priyanka Bhambhu
- Mr. Rakesh Mahla
- Mr. Kripa Shankar
- Mr. Ankit Kumar

Agenda:

1. Implementation of Outcome-Based Education (OBE)
2. Enhancement of Student Learning Outcomes
3. Institutional Social Responsibility (ISR)
4. Proposal to Management for New Programs: (D.Pharm, MBA, and MCA)

Discussions Made

1. Implementation of Outcome-Based Education (OBE)

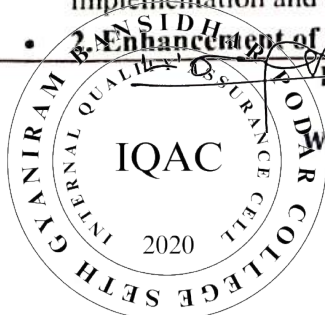
- The progress of OBE implementation in various departments was reviewed.
- Discussed the Challenges faced regarding smooth implementation of OBE.
- Discussion is made upon Solutions that were proposed and decided to make an Action Plan.
- Action Item: Prof. Chetan Dadheech will develop a detailed plan for faculty development programs on OBE and will present it at the next IQAC meeting.
- Action Item: Department Heads will identify specific needs of their departments regarding OBE implementation and share them with the IQAC Coordinator by July 31, 2023

2. Enhancement of Student Learning Outcomes

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- The results of student assessments and attainment levels were analyzed.
- Strategies to improve teaching-learning processes and student engagement were discussed.
- The exploration of innovative teaching methods and technologies to enhance student learning was encouraged.
- Action Item: The Faculty Development Committee will identify and will explore innovative teaching methods and technologies suitable for the institution and present their findings at the next IQAC meeting.
- Action Item: The Internal Assessment Committee, in consultation with the IQAC, will develop a framework for monitoring and evaluating student learning outcomes and present it at the next IQAC meeting.
- Action Item: Prof. Chetan Dadheech will organize a workshop on Designing Assessment Rubrics by September 30, 2023.

3. Institutional Social Responsibility (ISR)

- The institution's current ISR activities and initiatives were reviewed.
- Opportunities to expand ISR activities were identified.
- Action Item: Prof. Sandeep Jangir and the IQAC Coordinator will develop a detailed plan for expanding ISR activities in the identified areas and will present it at the next IQAC meeting.
- Action Item: The Principal will constitute a Committee on Ecology and Biodiversity by July 31, 2023
- Action Item: Dr. Vinod Kumar Saini will finalize a Memorandum of Understanding (MOU) with Kangaroo Minds by August 31, 2023.

4. Proposal to Management for New Programs: D.Pharm, MBA, and MCA:

- The IQAC members discussed the potential benefits of introducing new programs, such as D.Pharm, MBA, and MCA.
- The potential market demand, infrastructural requirements, and faculty expertise needed for these programs were analyzed.
- A proposal outlining the program structure, curriculum, and resource requirements was drafted.
- The IQAC resolved to submit the proposal to the management for further consideration and approval.

Next Meeting:

The date and time for the next IQAC meeting will be announced shortly.

Prof. Chetan Dadheech
IQAC, Co-Coordinator
(Minutes Prepared)

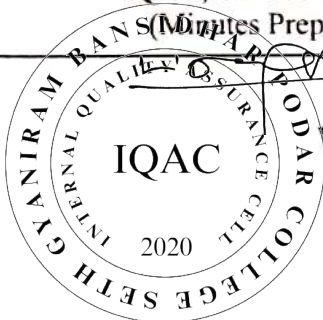
Dr. Vinod Kumar Saini
IQAC, Coordinator
(Minutes Verified)

Dr. Satyendra Singh
Chairman, IQAC
(Minutes Approved)

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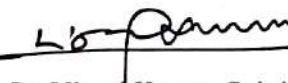
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Action Taken Sheet - First IQAC Meeting 2023-24

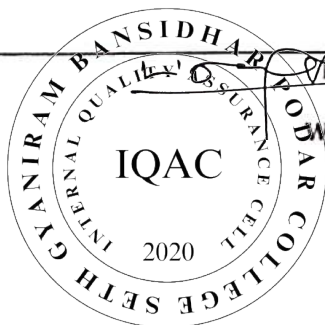
Date of Meeting: June 24, 2023

S.No.	Action Item	Responsible Person/Department	Deadline	Status	Remarks
1	Develop a detailed plan for faculty development programs on OBE	Prof Chetan Dadheech, IQAC Co-Coordinator	August 15, 2023	Submitted	
2	Identify specific needs of each department regarding OBE implementation	Department Heads in consultation with faculty members	July 31, 2023	Pending	
3	Develop a plan for implementing strategies to improve student learning	IQAC Coordinator and respective Department Heads	August 31, 2023	Continued	
4	Identify and explore innovative teaching methods and technologies	Faculty Development Committee	August 15, 2023	Identified	
5	Develop a framework for monitoring and evaluating student learning outcomes	Internal Assessment Committee in consultation with IQAC	September 30, 2023	Completed	
6	Organize a workshop on Designing Assessment Rubrics	Prof Chetan Dadheech, IQAC Co-Coordinator	September 30, 2023	Fixed - Oct 10, 2023	
7	Develop a detailed plan for expanding ISR activities	IQAC Coordinator and Prof Sandeep Jangir	September 30, 2023	Continued	
8	Constitute a Committee on Ecology and Biodiversity	Principal	July 31, 2023	constituted	
9	Finalize a Memorandum of Understanding (MOU) with Kangaroo Minds	Dr Vinod Kumar Saini, IQAC Coordinator	August 31, 2023	Pending	
10	The proposal for new programs (D.Pharm, MBA, and MCA) will be submitted to the management for approval.	IQAC, Chairman		Proposal Submitted	


Prof. Chetan Dadheech
IQAC, Co-Coordinator


Dr. Vinod Kumar Saini
IQAC, Coordinator


Dr. Satyendra Singh
Chairman, IQAC



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IQAC/GBPC/2023/09/01

Date: September 8, 2023

Notice for Second IQAC Meeting 2023-24

Respected All IQAC Members,

You are cordially invited to attend the Second Meeting of the IQAC scheduled as follows:

Date: September 16, 2023

Time: 11:00 AM

Venue: Room No. 68

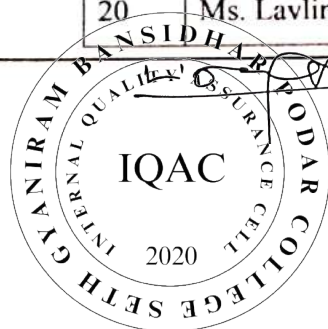
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2	Dr. Vinod Kumar Saini	Coordinator	Vice-Principal
3	Mr. Chetan Dadheech	Co-Coordinator	Chemistry
4	Dr. Vidyadhar Sharma	Teacher Representative	Mathematics
5	Dr. Dau Lal Bohra	Teacher Representative	Zoology
6	Dr. Vikram Singh Jakhar	Teacher Representative	Sociology
7	Dr. Bhupendra Singh Rathore	Teacher Representative	Physics
8	Mr. Ambesh Kumar	Teacher Representative	Chemistry
9	Mr. Sandeep Jangir	Teacher Representative	Commerce
10	Ms. Suman Saini	Teacher Representative	Botany
11	Ms. Mahima Soni	Teacher Representative	Zoology
12	Mr. Pramod Kumar Saini	Teacher Representative	English
13	Dr. Sunil Saxena	External Academic Expert	
14	Mr. M. D. Shanbhag	Management Representative	Executive Director
15	Dr. Priyanka Bhambhu	Alumni and Community Representative	
16	Mr. Sundar Lal Saini	Industry Representative	
17	Mr. Rakesh Mahla	Alumni Representative	
18	Mr. Kripa Shankar	Account Representative	CAO
19	Mr. Ankit Kumar	Student Representative	M.Sc. (Pre.) Zoology
20	Ms. Lavlin	Student Representative	M.Sc. (Pre.) Zoology

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Agenda:

The meeting will focus on the following key topics to discuss for Enhancing Institutional Quality and Well-being


1. Review of the action taken sheet of the first IQAC meeting.
2. Discussion on Student and Faculty Well-being Practices
3. Preparation of AQAR 2022-23
4. Planning for an International Conference
5. Assignment of Duties

Confirmation of Attendance:

Kindly confirm your attendance by September 13, 2023 to Prof. Chetan Dadheech.

Your valuable contributions are highly anticipated.

Thank you.

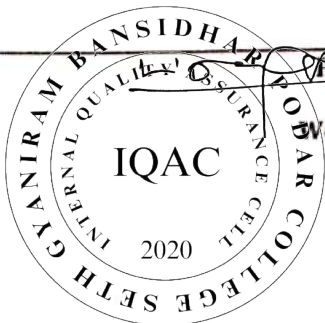

Dr. Vinod Kumar Saini

Coordinator



Dr. Satyendra Singh

Principal



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IQAC/GBPC/2023/09/02

Date: September 17, 2023

Minutes of the Second IQAC Meeting

Date: September 16, 2023

Time: 11:00 AM

Venue: Room No. 68

Members Present:

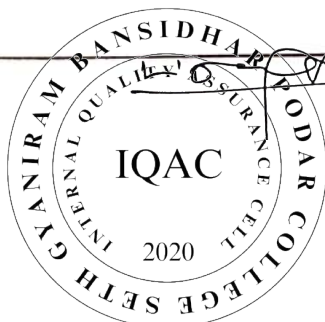
- Dr. Satyendra Singh (Chairman)
- Dr. Vinod Kumar Saini (Coordinator)
- Mr. Chetan Dadheech (Co-Coordinator)
- Dr. Vidyadhar Sharma
- Dr. Dau Lal Bohra
- Dr. Vikram Singh Jakhar
- Dr. Bhupendra Singh Rathore
- Mr. Ambesh Kumar
- Mr. Sandeep Jangir
- Ms. Suman Saini
- Ms. Mahima Soni
- Mr. Pramod Kumar Saini
- Dr. Sunil Saxena
- Mr. M. D. Shanbhag
- Dr. Priyanka Bhambhu
- Mr. Rakesh Mahla
- Mr. Kripa Shankar
- Ms. Lavlin

Agenda:

1. Review of the action taken sheet of the first IQAC meeting.
2. Discussion on Student and Faculty Well-being Practices
3. Preparation of AQAR 2022-23
4. Planning for an International Conference
5. Assignment of Duties

Discussion Points:

1. **Review of the Action Taken Sheet:** The action taken sheet of the first IQAC meeting was reviewed. Progress on the implementation of various suggestions were discussed. It was noted that some suggestions were already being implemented, while others required further action.
2. **Student and Faculty Well-being Practices:**



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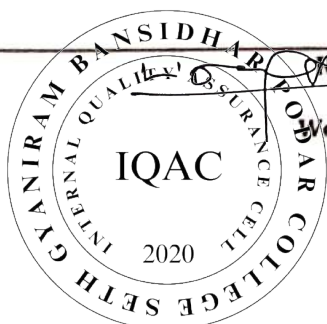
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- o **Faculty Mentorship Program:** Prof. Chetan Dadheech proposed a formal faculty mentorship program to support new faculty members.
- o **Review of Mentor-Mentee Reports:** It was decided to review the previous year's mentor-mentee reports to identify areas for improvement and to strengthen the program.
- o **Yoga Sessions:** Dr. Daulal Bohra suggested organizing regular yoga sessions for faculty and students by our Yoga Expert Mr. Vivek Tiwari to promote physical and mental well-being.
- o **Mental Health Sessions:** Dr. Vinod Kumar Saini suggested organizing mental health sessions for faculty and students to address mental health concerns and provide support.
3. **Preparation of AQAR 2022-23:** The IQAC members discussed the key components of the AQAR, including institutional data, academic and administrative parameters, quality initiatives, and student performance. It was decided to form a Steering Committee to oversee the preparation of the AQAR. The Steering Committee members were assigned specific tasks, such as data collection, report writing, and finalization. A timeline for the completion of the AQAR was established, with a target date of December 31, 2023.
4. **Planning for an International Conference:** The IQAC members discussed the possibility of organizing an international conference on a relevant theme. A sub-committee was formed to explore potential themes, identify keynote speakers, and develop a timeline for the conference.
5. **Strengthening Counseling Facilities and Job-Oriented Skills:** The IQAC members discussed the need to strengthen counseling facilities and job-oriented skills. It was decided to appoint a Training and Placement Officer to oversee these activities.
 - The officer will be responsible for:
 - Providing career counseling and guidance to students.
 - Organizing workshops and seminars on job-oriented skills.
 - Facilitating industry internships and placements.
 - Collaborating with industry partners to identify job opportunities.



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Decisions:

- All the above suggestions were discussed and accepted by the members.
- The following duties were assigned to coordinate and implement the suggestions:
 - **Faculty Mentorship Program:** Prof. Chetan Dadheech
 - **Review of Mentor-Mentee Reports:** Dr. Vidyadhar Sharma
 - **Yoga Sessions:** Dr. Daulal Bohra and Mr. Vivek Tiwari
 - **Mental Health Sessions:** Dr. Vinod Kumar Saini
 - **AQAR Preparation:** AQAR Steering Committee will formed shortly.
 - International Conference Planning: Dr. Daulal Bohra to form International Conference Sub-committee
 - **Training and Placement Officer:** To be appointed

Action Items:

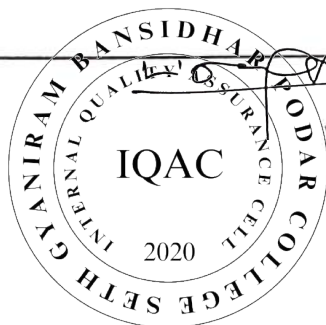
- Prof. Chetan Dadheech will develop a framework for the faculty mentorship program.
- Dr. Vidyadhar Sharma will review the mentor-mentee reports and prepare a report.
- Dr. Daulal Bohra and Mr. Vivek Tiwari will organize yoga sessions.
- Dr. Vinod Kumar Saini will organize mental health sessions with Kangaroo Minds.
- The AQAR Steering Committee will start working on the preparation of the AQAR 2022-23 and submit the final draft by December 31, 2023.
- Dr. Daulal Bohra will start working on the planning of the international conference, including theme selection, keynote speaker identification, and timeline development.

Meeting Concluded at: 12:30 PM

Prof. Chetan Dadheech
IQAC, Co-Coordinator
(Minutes Prepared)

Dr. Vinod Kumar Saini
IQAC, Coordinator
(Minutes Verified)

Dr. Satyendra Singh
Chairman, IQAC
(Minutes Approved)



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Action Taken Sheet - Second IQAC Meeting

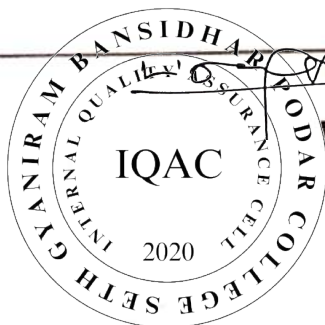
Date of Meeting: September 16, 2023

S.No.	Action Item	Responsible Person/Department	Deadline	Status	Remarks
1	Develop a framework for the faculty mentorship program	Prof. Chetan Dadheech	December 31, 2023	Preparing	
2	Review mentor-mentee reports and prepare a report	Dr. Vidyadhar Sharma	September 23, 2024	Report Prepared	
3	Organize yoga sessions	Dr. Daulal Bohra and Mr. Vivek Tiwari	September 23, 2024	Planned.	
4	Organize mental health sessions with Kangaroo Minds	Dr. Vinod Kumar Saini	September 30, 2024	Schedule Fixed.	
5	Prepare AQAR 2022-23	AQAR Steering Committee	December 24, 2023	Continued.	
6	Plan an international conference	Dr. Daulal Bohra (International Conference Sub-committee)	October 7, 2023	Dates Fixed.	
7	The IQAC will recommend the appointment of a Training and Placement Officer to the management.	IQAC Chairman		Proposal Submitted	

Prof. Chetan Dadheech
IQAC, Co-Coordinator

Dr. Vinod Kumar Saini
IQAC, Coordinator

Dr. Satyendra Singh
Chairman, IQAC



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IQAC/GBPC/2023/12/01

Date: December 15, 2023

Notice for Third IQAC Meeting 2023-24

Respected All IQAC Members,

You are cordially invited to attend the Third Meeting of the IQAC scheduled as follows:

Date: December 22, 2023

Time: 11:00 AM

Venue: Room No. 68

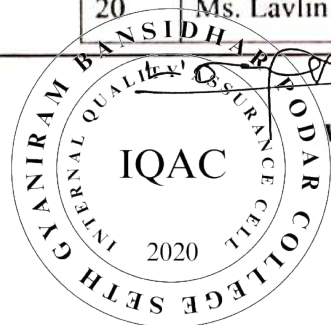
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5	Dr. Dau Lal Bohra	Teacher Representative	Zoology
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19	Mr. Ankit Kumar	Student Representative	M.Sc. (Pre.) Zoology
20	Ms. Lavlin	Student Representative	M.Sc. (Pre.) Zoology

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Agenda:

The meeting will focus on the following key topics to enhance the Infrastructure and other Resources at the institution:

1. Review of the action taken sheet of the second IQAC meeting.
2. Discussion on Infrastructure and Resource Management Including :
 - A. Accessibility Improvement
 - B. Fire Safety Enhancement
 - C. Laboratory Upgradation
 - D. Digital Library Resources
 - E. Indoor Sports Facilities for Girls

Confirmation of Attendance:

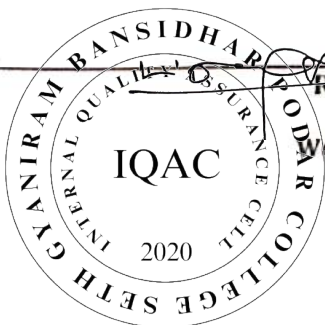
Kindly confirm your attendance by December 19, 2023 to Prof. Chetan Dadheech.

Your valuable contributions are highly anticipated.

Thank you.

Dr. Vinod Kumar Saini
Coordinator

Dr. Satyendra Singh
Principal



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IQAC/GBPC/2023/12/02

Date: December 23, 2023

Minutes of the Third IQAC Meeting

Date: December 22, 2023

Time: 11:00 AM

Venue: Room No. 68

Members Present:

- Dr. Satyendra Singh (Chairman)
- Dr. Vinod Kumar Saini (Coordinator)
- Mr. Chetan Dadheech (Co-Coordinator)
- Dr. Vidyadhar Sharma
- Dr. Dau Lal Bohra
- Dr. Vikram Singh Jakhar
- Dr. Bhupendra Singh Rathore
- Mr. Ambesh Kumar
- Mr. Sandeep Jangir
- Ms. Suman Saini
- Ms. Mahima Soni
- Mr. Pramod Kumar Saini
- Dr. Sunil Saxena
- Mr. M. D. Shanbhag
- Dr. Priyanka Bhambhu
- Mr. Sundar Lal Saini
- Mr. Rakesh Mahla
- Mr. Kripa Shankar
- Mr. Ankit Kumar
- Ms. Lavlin

Agenda:

1. Review of the action taken sheet of the second IQAC meeting.
2. Discussion on Infrastructure and Resource Management.

Discussion Points:

1. Review of the Action Taken Sheet:

- The action taken sheet of the second IQAC meeting was reviewed to track progress and ensure accountability.
- It was noted that progress had been made on some suggestions, while others required further attention.

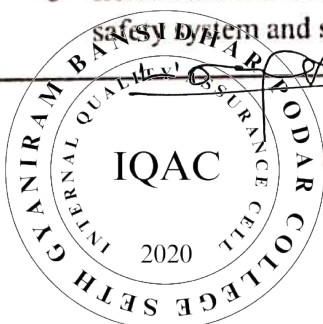
○ Infrastructure and Resource Management:

- **Construction of Ramp at Computer Science Building:** Dr. Vikram Singh Jakhar suggested the construction of a ramp at the Computer Science building to improve accessibility for students with disabilities.
- **Establishment of Fire Fighting System:** Dr. Satyendra Singh emphasized the importance of a fire safety system and suggested the establishment of a fire fighting system in the college buildings.

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- **Laboratory Upgradation:** Prof. Chetan Dadheech presented a report on the required upgrades in various laboratories, based on the responses collected from different departments. The report was shared with the management for further consideration.
- **Digital Resources in Library:** The need for additional digital resources in the library was discussed.
- **Indoor Sports Facilities for Girls:** Dr. Dau Lal Bohra suggested enhancing indoor sports facilities for girls.

Decisions:

- The suggestions regarding the construction of a ramp, fire safety system, and laboratory upgrades were accepted and forwarded to the management for necessary action.
- The IQAC will continue to monitor the progress of these initiatives and provide recommendations as needed.
- The library committee will be tasked with exploring options for acquiring additional digital resources.
- The sports committee will be responsible for identifying and implementing measures to enhance indoor sports facilities for girls.

Action Items:

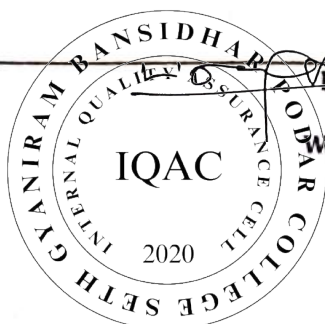
- The IQAC Coordinator will follow up with the management regarding the implementation of the suggested infrastructure and resource management initiatives.
- The library committee will submit a detailed proposal for the acquisition of digital resources.
- The sports committee will prepare a plan for enhancing indoor sports facilities for girls.

Meeting Concluded at: 12:30 PM

Prof. Chetan Dadheech
IQAC, Co-Coordinator
(Minutes Prepared)

Dr. Vinod Kumar Saini
IQAC, Coordinator
(Minutes Verified)

Dr. Satyendra Singh
Chairman, IQAC
(Minutes Approved)



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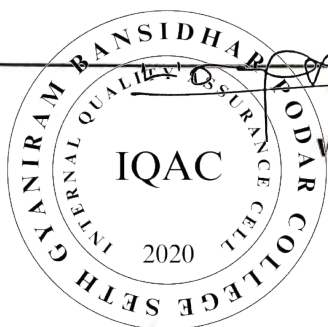
Action Taken Sheet - Third IQAC Meeting

S.No.	Action Item	Responsible Person/Department	Deadline	Status	Remarks
1	Construction of Ramp at Computer Science Building	Management	June 30, 2024	Proposal Submitted & Accepted	
2	Establishment of Fire Fighting System	Management	July 31, 2024	— do —	
3	Upgradation of Laboratories	Management	July 31, 2024	Proposal Submitted	
4	Acquisition of Digital Resources for Library	Library Committee	June 20, 2024	Pending	
5	Enhancement of Indoor Sports Facilities for Girls	Sports Committee	Feb 28, 2024	Proposal Submitted.	

Prof. Chetan Dadheech
IQAC, Co-Coordinator

Dr. Vinod Kumar Saini
IQAC, Coordinator

Dr. Satyendra Singh
Chairman, IQAC



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IQAC/GBPC/2024/03/01

Date: March 01, 2024

Notice for Forth IQAC Meeting 2023-24

Respected All IQAC Members,

You are cordially invited to attend the Third Meeting of the IQAC scheduled as follows:

Date: March 9, 2024

Time: 11:00 AM

Venue: Room No. 68

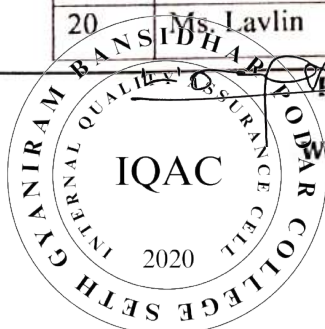
IQAC Members:

S.No.	Name	Designation	Department
1	Dr. Satyendra Singh	Chairman	Principal
2	Dr. Vinod Kumar Saini	Coordinator	Vice-Principal
3	Mr. Chetan Dadheech	Co-Coordinator	Chemistry
4	Dr. Vidyadhar Sharma	Teacher Representative	Mathematics
5	Dr. Dau Lal Bohra	Teacher Representative	Zoology
6	Dr. Vikram Singh Jakhar	Teacher Representative	Sociology
7	Dr. Bhupendra Singh Rathore	Teacher Representative	Physics
8	Mr. Ambesh Kumar	Teacher Representative	Chemistry
9	Mr. Sandeep Jangir	Teacher Representative	Commerce
10	Ms. Suman Saini	Teacher Representative	Botany
11	Ms. Mahima Soni	Teacher Representative	Zoology
12	Mr. Pramod Kumar Saini	Teacher Representative	English
13	Dr. Sunil Saxena	External Academic Expert	
14	Mr. M. D. Shanbhag	Management Representative	Executive Director
15	Dr. Priyanka Bhambhu	Alumni and Community Representative	
16	Mr. Sundar Lal Saini	Industry Representative	
17	Mr. Rakesh Mahla	Alumni Representative	
18	Mr. Kripa Shankar	Account Representative	CAO
19	Mr. Ankit Kumar	Student Representative	M.Sc. (Pre.) Zoology
20	Ms. Lavlin	Student Representative	M.Sc. (Pre.) Zoology

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Agenda:

The meeting will focus on the following key topics to enhance Institutional Effectiveness and Governance:

1. Review of the action taken sheet of the third IQAC meeting.
2. Discussion on Strategic Planning for Institutional Effectiveness and Governance, Specifically:
 - A. Academic and Administrative Audit
 - B. Feedback Collection and Analysis
 - C. Grievance Redressal Policy

Confirmation of Attendance:

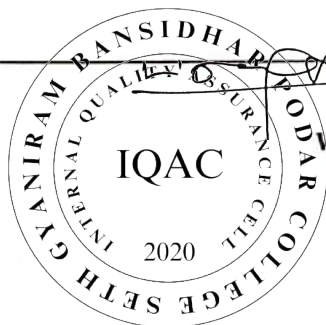
Kindly confirm your attendance by March 04, 2024 to Prof. Chetan Dadhech.

Your valuable contributions are highly anticipated.

Thank you.

Dr. Vinod Kumar Saini
Coordinator

Dr. Satyendra Singh
Principal



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IQAC/GBPC/2024/03/02

Date: March 10, 2024

Minutes of the Fourth IQAC Meeting

Date: March 9, 2024

Time: 11:00 AM

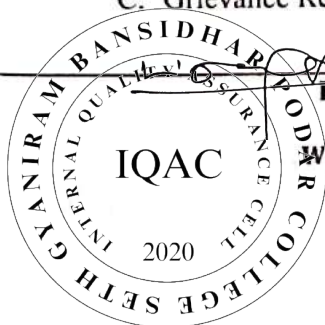
Venue: Room No. 68

Members Present:

- Dr. Satyendra Singh (Chairman)
- Dr. Vinod Kumar Saini (Coordinator)
- Mr. Chetan Dadheech (Co-Coordinator)
- Dr. Vidyadhar Sharma
- Dr. Dau Lal Bohra
- Dr. Vikram Singh Jakhar
- Dr. Bhupendra Singh Rathore
- Mr. Ambesh Kumar
- Mr. Sandeep Jangir
- Ms. Suman Saini
- Ms. Mahima Soni
- Mr. Pramod Kumar Saini
- Dr. Sunil Saxena
- Mr. M. D. Shanbhag
- Dr. Priyanka Bhambhu
- Mr. Sundar Lal Saini
- Mr. Rakesh Mahla
- Mr. Kripa Shankar
- Mr. Ankit Kumar
- Ms. Lavlin

Agenda:

1. Review of the action taken sheet of the third IQAC meeting.
2. Discussion on Strategic Planning for Institutional Effectiveness and Governance, Specifically on :
 - A. Academic and Administrative Audit
 - B. Feedback Collection and Analysis
 - C. Grievance Redressal Policy



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Discussion Points:

1. Review of the Action Taken Sheet:

- The action taken sheet of the third IQAC meeting was reviewed to track progress and ensure accountability.
- It was noted that progress had been made on some suggestions, while others required further attention.

2. Strategic Planning for Institutional Effectiveness and Governance:

- **Academic and Administrative Audit:** The IQAC members discussed the importance of conducting a comprehensive academic and administrative audit for the 2023-24 academic year. This audit will help identify strengths, weaknesses, and areas for improvement.
- **Feedback Collection and Analysis:** The IQAC members emphasized the need to collect and analyze feedback from stakeholders, including students, faculty, staff, parents, and alumni. This feedback will help identify areas for improvement and inform future planning.
- **Upgradation of Grievance Redressal Policy:** The IQAC members discussed the need to upgrade the grievance redressal policy. A committee will be formed to review the existing policy and recommend necessary changes.

Decisions:

- The IQAC will form a committee to conduct the academic and administrative audit.
- The IQAC will develop a comprehensive plan for collecting and analyzing feedback from stakeholders.
- The grievance redressal committee will be formed to review and update the grievance redressal policy.

Action Items:

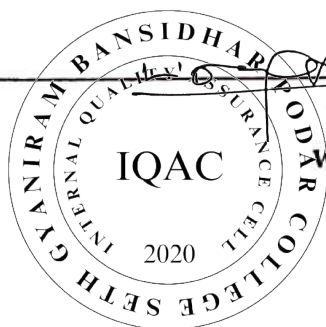
- The IQAC Coordinator will form the academic and administrative audit committee.
- The IQAC will develop a detailed plan for feedback collection and analysis.
- The grievance redressal committee will be formed and will submit a revised grievance redressal policy to the IQAC.

Meeting Concluded at: 12:30 PM

Prof. Chetan Dadheech
IQAC, Co-Coordinator
(Minutes Prepared)

Dr. Vinod Kumar Saini
IQAC, Coordinator
(Minutes Verified)

Dr. Satyendra Singh
Chairman, IQAC
(Minutes Approved)



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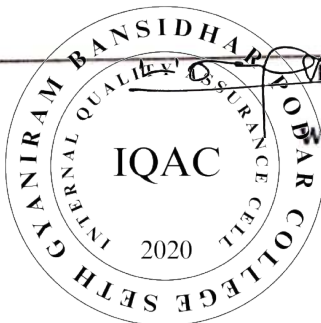
Action Taken Sheet - Fourth IQAC Meeting

S.No.	Action Item	Responsible Person/Department	Deadline	Status	Remarks
1	Conduct Academic and Administrative Audit	Academic and Administrative Audit Committee	March 31, 2024	In Progress	
2	Collect and Analyze Feedback from Stakeholders	IQAC	March 31, 2024	Collected	Analysis is in prog.
3	Upgrade Grievance Redressal Policy	Grievance Redressal Committee	March 31, 2024	Completed	

Prof. Chetan Dadhech
IQAC, Co-Coordinator

Dr. Vinod Kumar Saini
IQAC, Coordinator

Dr. Satyendra Singh
Chairman, IQAC



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SETH GYANIRAM BASNIDHAR PODAR COLLEGE

Academic & Administrative Audit



Academic Year 2023-24

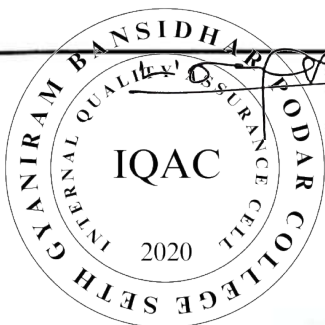




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S.No	CONTENTS
1.	Introduction
2.	Academic and Administrative Audit Committee
3.	Academic Audit
4.	Department Wise Academic Audit Report
5.	Consolidate Academic Audit Report
6.	Administrative Audit
7.	Administrative Audit Report



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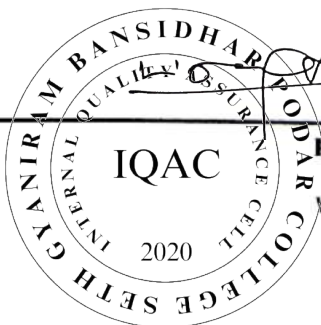
ACADEMIC & ADMINISTRATIVE AUDITING

1. Introduction:

Seth Gyaniram Bansidhar Podar College is a private college affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar Rajasthan. It offers undergraduate and postgraduate courses in Arts, Science, Commerce, Computer Science and Management study streams. The college has a good reputation for academics and is accredited by the National Assessment and Accreditation Council (NAAC) with an A grade. The college is committed to continuous improvement and high quality education. To achieve this, a comprehensive Academic and Administrative Audit Process (AAAP) has been established. The purpose of this process is to monitor and enhance the quality of education provided by the college, ensuring that it meets the needs of both students and stakeholders.

2. Objectives:

- **Monitor compliance** with established academic and administrative regulations.
- **Evaluate the effectiveness** of teaching, learning, and administrative processes.
- **Identify strengths and weaknesses** with in the college system.
- **Recommend improvements** to enhance overall performance and quality.



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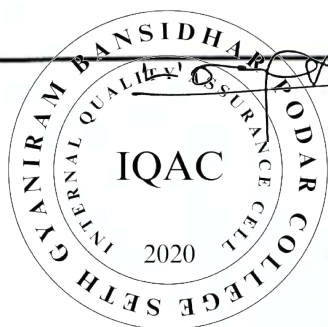
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3. The Institute's AAA Committee: The following members of IQAC have been included in the AAA committee of the institute.

S.No.	Name	Designation	Responsibility
1	Dr. Satyendra Singh	Principal	Chairperson
2	Dr. Vinod Kumar Saini	Institute IQAC Co-ordinator	Coordinator
3	Prof. Chetan Dadheech	Institute IQAC Co-coordinator	Co-coordinator
4	Dr. DauLal Bohara	Head Department of Zoology	Member(AAA Team)
5	Prof. Ramesh Pareek	Department of Management	Member(AAA Team)
6	Dr. Ravindra Goswami	Head Department of Botany	Member(AAA Team)
7	Prof. Ambesh Kumar	Department of Chemistry	Member(AAA Team)
8	Dr. Vidyadhar Sharma	Head Department of Mathematics	Member(AAA Team)
9	Dr. V.S. Jakhar	Head Department of Sociology	Member(AAA Team)
10	Prof. Sandeep Jangir	Department of Commerce	Member(AAA Team)
11	Dr. H. P. Singh	Department of Computer Science	Member(AAA Team)



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4. Academic Audit:

An academic audit at Seth Gyaniram Bansidhar Podar College is a systematic review of the academic processes and procedures employed by each department to continuously enhance the quality of its academic programmes. It ensures that departments provide high-quality teaching and learning experiences that meet the needs of students and align with the mission and goals of the college.

4a. Key areas of review:

Defining intended learning outcomes (ILOs): A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.

Providing program curriculum: assessment of curriculum design, coherence, relevance to ILO and adherence to university guidelines.

Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.

Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.

Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.

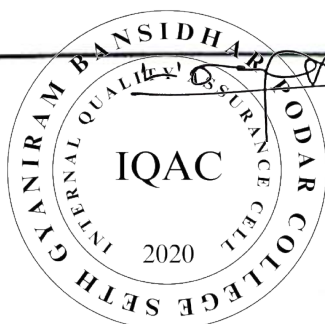
4b. Data collection and analysis: Data for academic audits are collected through a variety of means, including:

Document reviews: program documents, course syllabi, assessment tools, faculty evaluation reports, student feedback surveys, and quality assurance reports.

Classroom observation: Direct observation of teaching methods, student engagement, and learning environment.

Faculty Interviews: Individual discussions with faculty members to gather insight and feedback.

Analysis of student performance data: Examining student grades, attendance rates and other performance indicators related to ILO.



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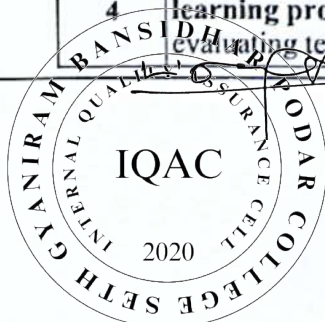
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Academic Audit Report 2023-24

Name of Auditors:- 1. Prof. Chetan Dadhech
2. Dr. Vidyadhar Sharma

Name of Department:- Zoology

S. No	Key Indicator	Specific Questions to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	4
		Do ILOs align with program objectives, student needs, and industry requirements?	5
2	Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university guidelines.	Is the curriculum design coherent and logically structured?	5
3	Creating certificate courses tailored to student needs and industry requirements: Certificate courses of 30 hours each should be prepared by various departments as per the above requirements and they should be conducted properly.	How many certificate courses were conducted by your department in the session 2023-24?	5
		How many certificate courses are being conducted by your department?	4
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4
4	Designing teaching and learning processes: evaluating teaching	Have lecture plans been prepared in a prescribed format for each course in your department?	5



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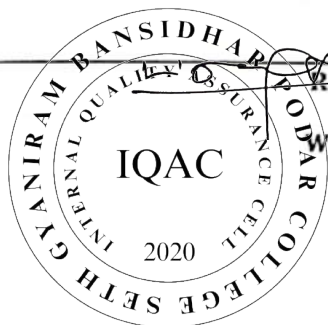


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	methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	4
		Is ICT used effectively by your department to enhance learning?	5
5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	5
		Do students actively participate in workshops organized by the department?	5
		Are assessment methods effective in measuring student learning outcomes?	4
6	Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	How many Expert Academic Talks were organized by your department in the session 2023-24?	4
		How many students from your department are involved in projects/internships?	4

Academic Audit 2023-24 (Weightage by Question)



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SWOT Analysis for Zoology Department: Based on Academic Audit 2023-24

Strengths:

- **Strong Foundation:** The department has well-defined program outcomes, program-specific outcomes, and program educational objectives.
- **Effective Curriculum Design:** The curriculum is coherent and logically structured, providing a solid foundation for student learning.
- **Active Student Engagement:** Students actively participate in workshops and seminars, demonstrating a keen interest in learning and development.
- **Robust Research Activities:** The department actively engages in research, as indicated by the number of expert academic talks and student involvement in projects and internships.

Weaknesses:

- **Limited Effectiveness of ICT:** The department needs to enhance the effectiveness of ICT in enhancing learning.
- **Improvement in Assessment:** The department can further improve its assessment methods to more effectively measure student learning outcomes.

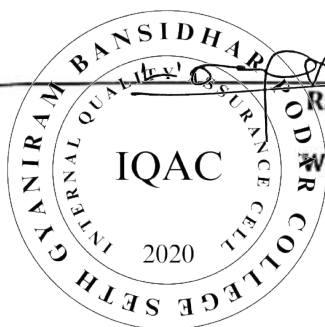
Opportunities:

- **Enhance Curriculum Design:** The department can further refine its curriculum design to align better with emerging trends and industry needs.
- **Expand Certificate Course Offerings:** The department can expand its certificate course offerings to cater to a wider range of student interests and industry needs.
- **Strengthen Research Collaborations:** The department can explore opportunities for collaborations with other departments, institutions, and industries to strengthen its research activities.

Threats:

- **Potential Curriculum Changes:** Changes in academic regulations or curriculum guidelines could impact the department's academic programs.
- **Resource Constraints:** Limited resources, such as faculty, infrastructure, and funding, could hinder the department's growth and development.
- **Evolving Industry Demands:** The department needs to continuously adapt to the evolving needs of the industry to remain relevant and competitive.

Signature of Audit Members



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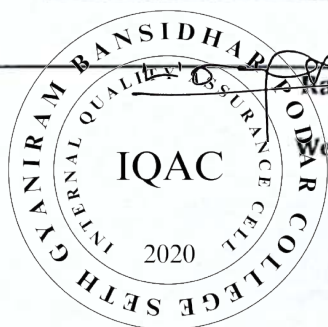
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Academic Audit Report 2023-24

Name of Auditors:- 1. Dr Vidyadhar Sharma
2. Prof. Ambesh Kumar

Name of Department:- Chemistry

S.No	Key Indicator	Specific Questions to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	5
		Do ILOs align with program objectives, student needs, and industry requirements?	5
2	Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university	Is the curriculum design coherent and logically structured?	4
3	Creating certificate courses tailored to student needs and industry requirements: Certificate courses of 30 hours each should be prepared by various departments as per the above requirements and they should be conducted properly.	How many certificate courses were conducted by your department in the session 2023-24?	4
		How many certificate courses are being conducted by your department?	3
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4
4	Designing teaching and learning processes: evaluating teaching	Have lecture plans been prepared in a prescribed format for each course in your department?	4



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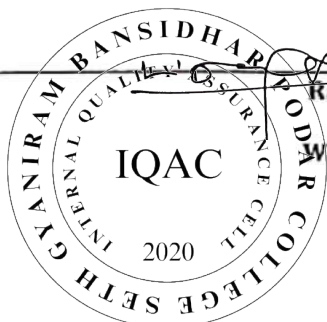
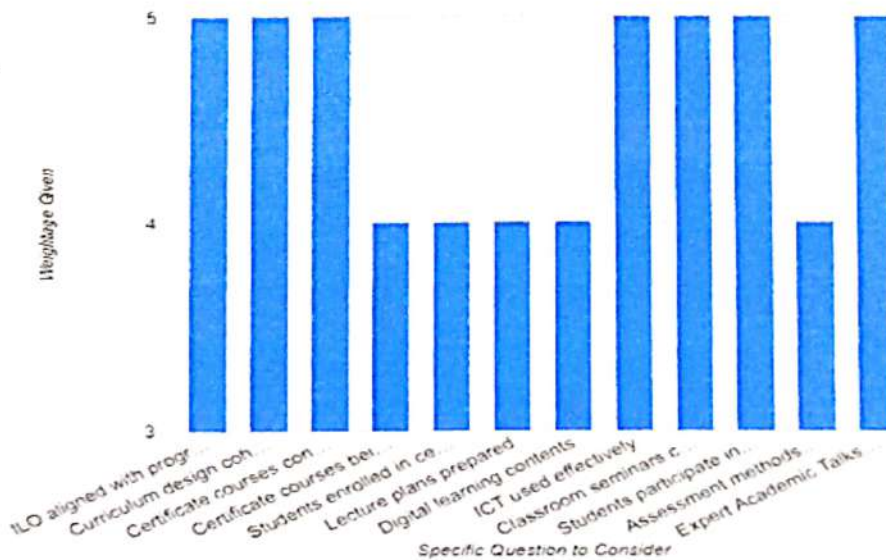


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	methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	4
		Is ICT used effectively by your department to enhance learning?	4
5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	5
		Do students actively participate in workshops organized by the department?	5
		Are assessment methods effective in measuring student learning outcomes?	5
6	Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	How many Expert Academic Talks were organized by your department in the session 2023-24?	5
		How many students from your department are involved in projects/internships?	5

Academic Audit 2023-24 (Weightage Given)



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SWOT Analysis for Department of Chemistry based on Academic Audit 2023-24

Strengths (S)

- **Strong Focus on Learning Outcomes:** The high weightage given to course and program outcomes suggests a strong focus on curriculum development aligned with student needs and industry requirements.
- **Active Learning Environment:** The emphasis on classroom seminars and workshops suggests the department fosters active student participation.
- **Commitment to Quality:** The organization of expert talks demonstrates a commitment to ongoing learning and improvement.
- **Student Assessment:** The high weightage for student participation in workshops and effectiveness of assessment methods indicates a focus on student engagement and learning outcomes.

Weaknesses (W)

- **Limited Information on Certificate Courses:** Compared to other areas, the weightage for certificate courses is lower, making it difficult to assess their impact or potential.
- **Digital Learning Resources (Uncertain):** The weightage for digital learning content is moderate, requiring further investigation to determine if it's adequate for effective learning.

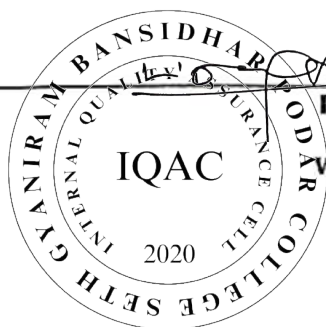
Opportunities (O)

- **Enhance Technology Integration:** If digital resources are lacking, increased investment can significantly improve the quality of education.
- **Expand Industry Collaboration:** Partnerships with industries can provide valuable internship and project opportunities for students, making the curriculum more relevant to career aspirations.
- **Explore Interdisciplinary Research:** Collaboration with other departments can lead to innovative research and learning experiences.

Threats (T)

- **Competition:** Other institutions are likely constantly improving their offerings. The Chemistry Department needs to stay innovative and competitive.
- **Changing Educational Landscape:** The evolving landscape with online education and emerging technologies requires adaptability to remain relevant.
- **Funding Constraints:** Limited funding can hinder the department's ability to implement new initiatives and acquire necessary resources.


Signature of Audit Member



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Academic Audit Report 2023-24

Name of the Auditors: 1. Dr. Daulal Bohra
2. Dr. Ravindra Goswami

Name of the Department: Botany

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	5
		Do ILOs align with program objectives, student needs, and industry requirements?	4
2	Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university guidelines.	Is the curriculum design coherent and logically structured?	4
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		How many certificate courses are being conducted by your department?	5
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	5
		What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	3



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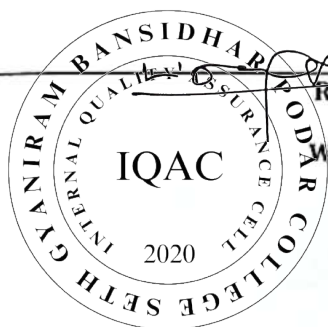
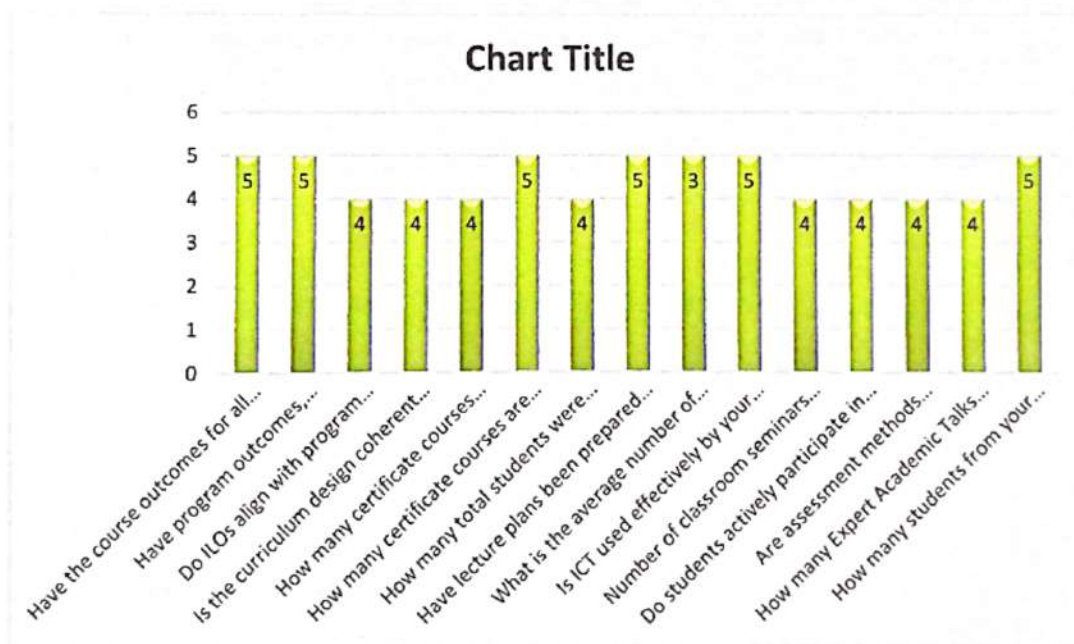




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		Is ICT used effectively by your department to enhance learning?	5
5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	4
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SWOT Analysis for Botany Department:

Strengths:

- ◆ Strong focus on program outcomes and alignment with student and industry needs (Questions 1, 2, 3)
- ◆ Effective assessment methods in measuring student learning outcomes (Question 14)
- ◆ High student involvement in projects/internships (Question 15)
- ◆ Effective use of ICT for enhancing learning (Question 10)

Weaknesses:

- ◆ Room for improvement in curriculum design and logical structure (Question 4)
- ◆ Limited information on current certificate courses offered (Questions 5, 7)
- ◆ Lacking data on the average number of digital learning contents per unit (Question 9)
- ◆ Moderate student participation in workshops (Question 13)

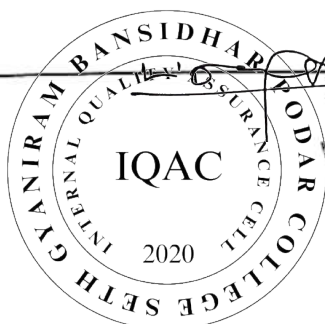
Opportunities:

- ◆ Expand and diversify certificate course offerings, particularly in emerging technologies (Questions 5,6)
- ◆ Increase and improve digital learning content for better accessibility and engagement (Question 9)
- ◆ Encourage active participation in workshops to complement theoretical knowledge (Question 13)
- ◆ Collaborate with industry experts for guest lectures and project opportunities (Question 15)

Threats:

- ◆ Continuous need for program and curriculum updates due to rapid technological advancements (Question 3)
- ◆ Limited resources impacting development of effective digital learning materials and attracting industry experts (Questions 9, 15)
- ◆ Competition from other institutions offering similar programs, especially with a strong focus on industry collaboration and practical training.

Signature of Audit Members



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Academic Audit Report 2023-24

Name of the Auditors: 1. Prof. Chetan Dadheech
2. Dr. Vidhyadhar Sharma

Name of the Department: Mathematics

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	5
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		How many certificate courses are being conducted by your department?	4
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and	Have lecture plans been prepared in a prescribed format for each course in your department?	5



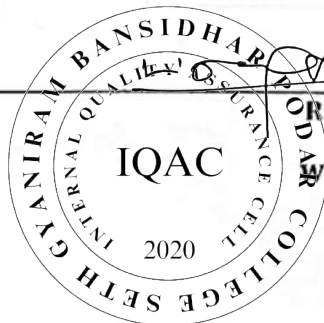
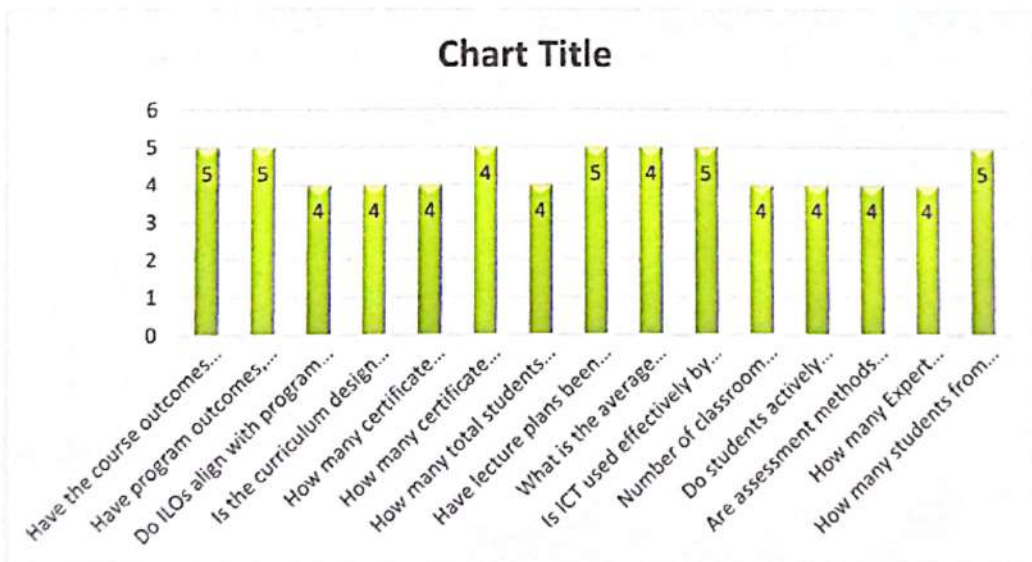
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	effectiveness in achieving ILO.	What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	4
		Is ICT used effectively by your department to enhance learning?	5
5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	4
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SWOT Analysis for Mathematics Department:

Strengths:

- ◆ Strong focus on program outcomes and alignment with student and industry needs (Questions 1, 2, 3)
- ◆ Effective assessment methods in measuring student learning outcomes (Question 14)
- ◆ High student involvement in projects/internships (Question 15)
- ◆ Effective use of ICT for enhancing learning (Question 10)

Weaknesses:

- ◆ Room for improvement in curriculum design and logical structure (Question 4)
- ◆ Limited information on current certificate courses offered (Questions 5, 7)
- ◆ Lacking data on the average number of digital learning contents per unit (Question 9)
- ◆ Moderate student participation in workshops (Question 13)

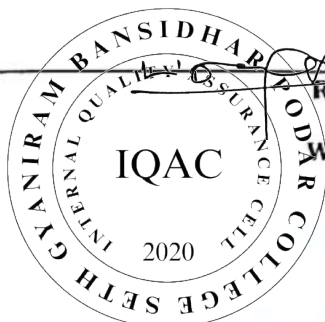
Opportunities:

- ◆ Expand and diversify certificate course offerings, particularly in emerging technologies (Questions 5,6)
- ◆ Increase and improve digital learning content for better accessibility and engagement (Question 9)
- ◆ Encourage active participation in workshops to complement theoretical knowledge (Question 13)
- ◆ Collaborate with industry experts for guest lectures and project opportunities (Question 15)

Threats:

- ◆ Continuous need for program and curriculum updates due to rapid technological advancements (Question 3)
- ◆ Limited resources impacting development of effective digital learning materials and attracting industry experts (Questions 9, 15)
- ◆ Competition from other institutions offering similar programs, especially with a strong focus on industry collaboration and practical training.

Signature of Audit Members



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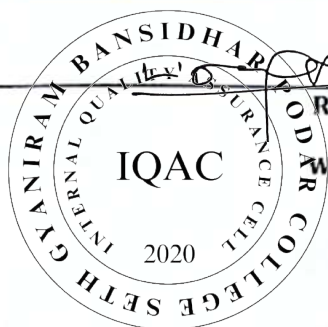
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Academic Audit Report 2023-24

Name of the Auditors: 1. Dr. Daulal Bohra
2. Dr. Vidyadhar Sharma

Name of the Department: Physics

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
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		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	5
		What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	4
		Is ICT used effectively by your department to enhance learning?	4



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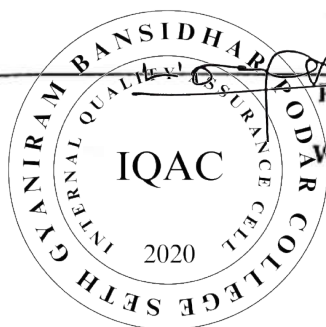
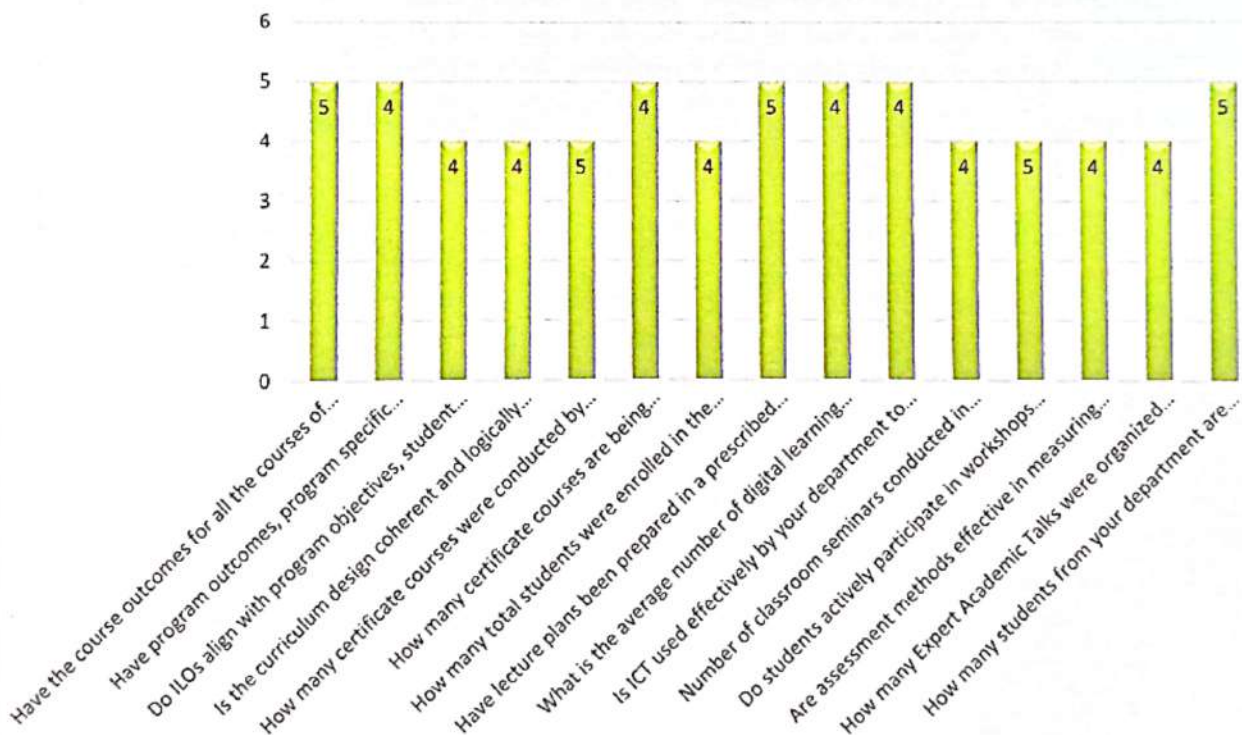


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Chart Title



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SWOT Analysis for Physics Department:

Strengths:

- ◆ Strong focus on program outcomes and alignment with student and industry needs (Questions 1, 2, 3)
- ◆ Effective assessment methods in measuring student learning outcomes (Question 14)
- ◆ High student involvement in projects/internships (Question 12, 15)
- ◆ Effective use of ICT for enhancing learning (Question 10)

Weaknesses:

- ◆ Room for improvement in curriculum design and logical structure (Question 4)
- ◆ Limited information on current certificate courses offered (Questions 5, 7)
- ◆ Lacking data on the average number of digital learning contents per unit (Question 9)
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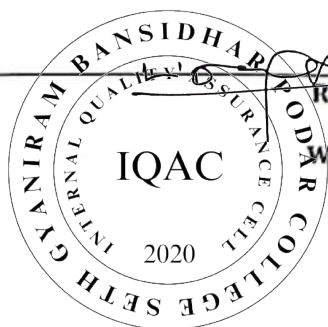
Opportunities:

- ◆ Expand and diversify certificate course offerings, particularly in emerging technologies (Questions 5)
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- ◆ Continuous need for program and curriculum updates due to rapid technological advancements (Question 4)
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Signature of Audit Members



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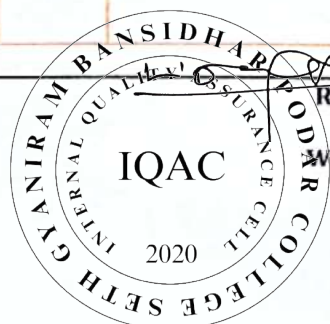
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Academic Audit Report 2023-24

Name of the Auditors: 1. Dr. Ravindra Goswami
2. Prof. Ramesh Pareek

Name of the Department: Computer Science

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
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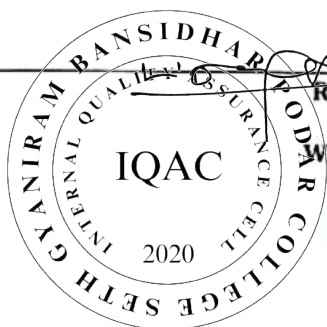
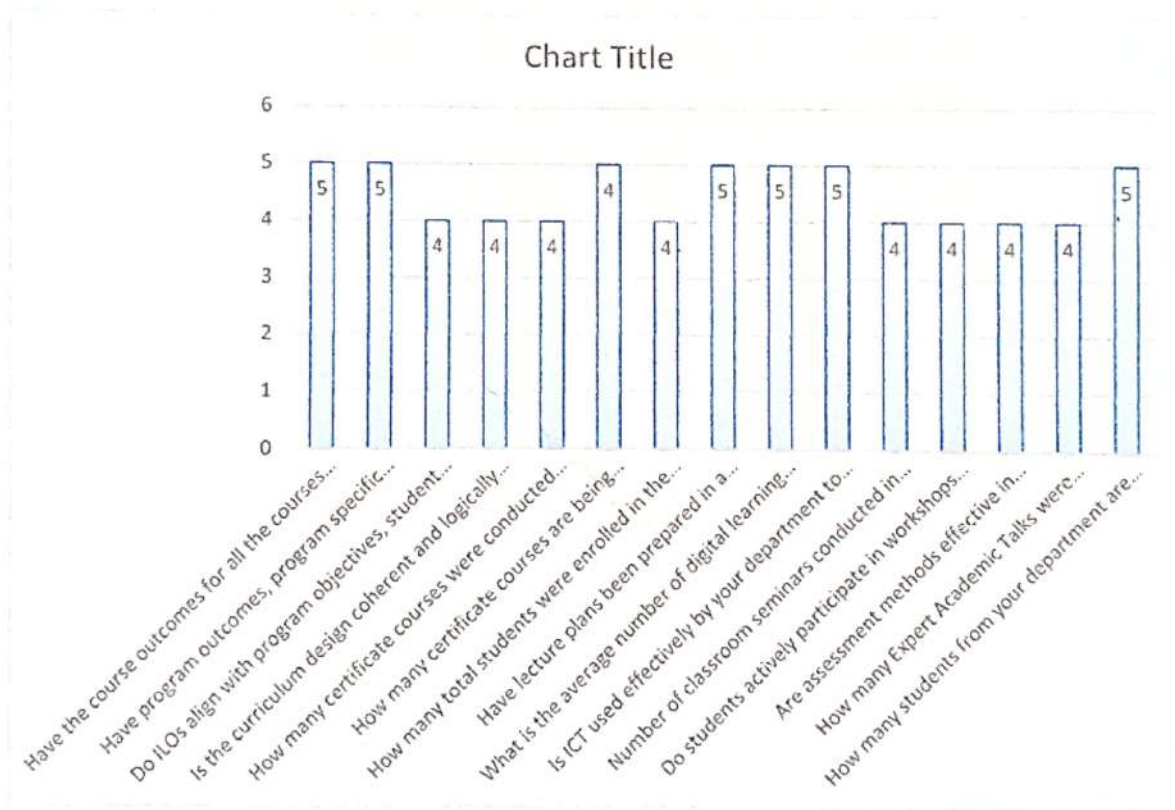




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5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	4
		Do students actively participate in workshops organized by the department?	4
		Are assessment methods effective in measuring student learning outcomes?	4
6	Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	How many Expert Academic Talks were organized by your department in the session 2023-24?	4
		How many students from your department are involved in projects/internships?	5



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SWOT Analysis for Computer Science Department:

Strengths:

- ◆ Strong focus on program outcomes and alignment with student and industry needs (Questions 1, 2, 3)
- ◆ Effective assessment methods in measuring student learning outcomes (Question 14)
- ◆ High student involvement in projects/internships (Question 16)
- ◆ Effective use of ICT for enhancing learning (Question 10)

Weaknesses:

- ◆ Room for improvement in curriculum design and logical structure (Question 4)
- ◆ Limited information on current certificate courses offered (Questions 5, 6, 7)
- ◆ Lacking data on the average number of digital learning contents per unit (Question 9)
- ◆ Moderate student participation in workshops (Question 13)

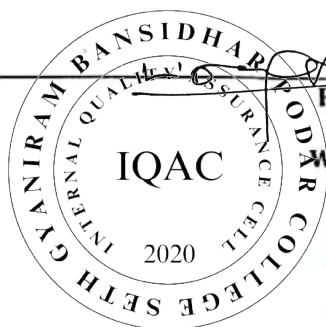
Opportunities:

- ◆ Expand and diversify certificate course offerings, particularly in emerging technologies (Questions 5,6)
- ◆ Increase and improve digital learning content for better accessibility and engagement (Question 9)
- ◆ Encourage active participation in workshops to complement theoretical knowledge (Question 13)
- ◆ Collaborate with industry experts for guest lectures and project opportunities (Question 15)

Threats:

- ◆ Continuous need for program and curriculum updates due to evolving business landscape and industry demands (Question 3)
- ◆ Limited resources impacting development of effective digital learning materials and attracting industry experts (Questions 9, 15)
- ◆ Competition from other institutions offering similar programs, especially with a strong focus on practical application and industry collaboration.

Signature of Audit Members



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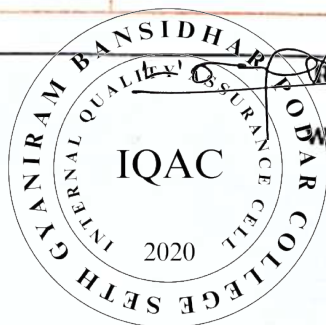
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Academic Audit Report 2023-24

Name of the Auditors: 1. Prof. Sandeep Jangir
2. Dr. H P Singh

Name of the Department: Management

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	5
		Do ILOs align with program objectives, student needs, and industry requirements?	5
2	Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university guidelines.	Is the curriculum design coherent and logically structured?	5
3	Creating certificate courses tailored to student needs and industry requirements: Certificate courses of 30 hours each should be prepared by various departments as per the above requirements and they should be conducted properly.	How many certificate courses were conducted by your department in the session 2023-24?	4
		How many certificate courses are being conducted by your department?	5
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	4
		What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	5
		Is ICT used effectively by your department to enhance learning?	5



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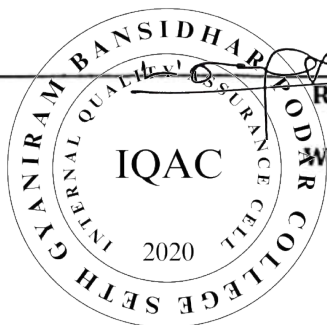
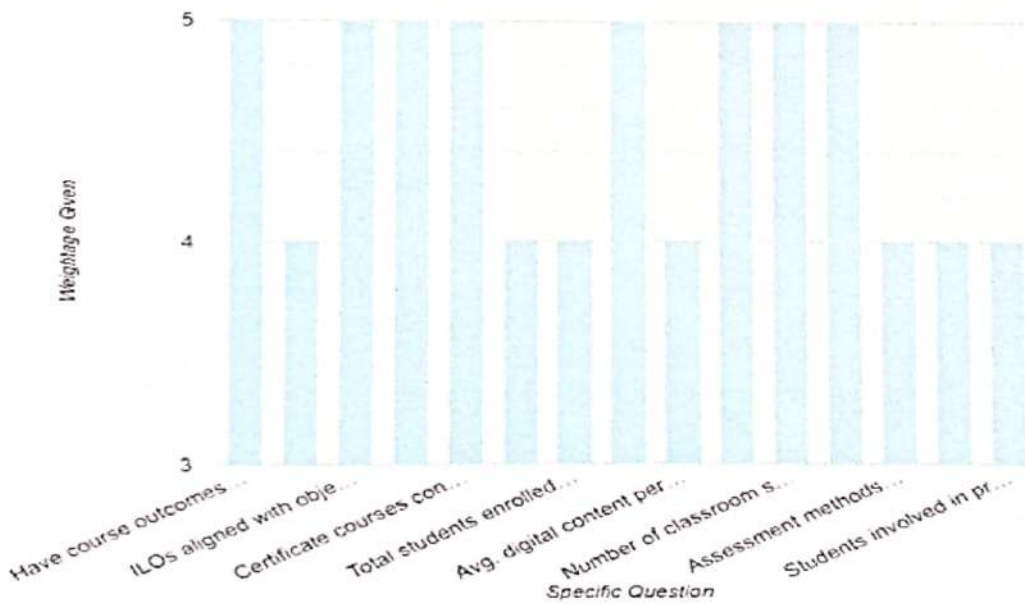


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5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	5
		Do students actively participate in workshops organized by the department?	5
		Are assessment methods effective in measuring student learning outcomes?	4
6	Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	How many Expert Academic Talks were organized by your department in the session 2023-24?	5
		How many students from your department are involved in projects/internships?	5

Academic Audit 2023-24 (Weightage by Question)



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SWOT Analysis for Department of Management based on Academic Audit 2023-24

Strengths

- **Strong Curriculum Foundation:**
 - Well-defined program outcomes, program specific outcomes, and program educational objectives.
 - Aligned ILOs with program objectives, student needs, and industry requirements.
 - Coherent and logically structured curriculum.
- **Active Learning Environment:**
 - Effective use of ICT to enhance learning.
 - Regular conduct of classroom seminars and workshops.
 - Active student participation in workshops and projects/internships.
- **Industry Relevance and Outreach:**
 - Regular organization of expert academic talks.
 - Offering a variety of certificate courses to cater to industry needs.

Weaknesses

- **Improve Lecture Plan Preparation:**
 - Not all courses have lecture plans properly prepared in the prescribed format.
- **Assessment Method Effectiveness:**
 - Some concerns about the effectiveness of assessment methods in measuring student learning outcomes.

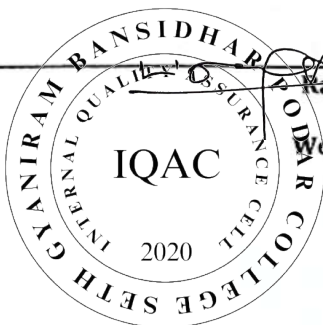
Opportunities

- **Expand Certificate Course Offerings:**
 - Increase the number of certificate courses and student enrollment.
- **Enhance Digital Learning:**
 - Further develop and implement digital learning content for all units.
- **Strengthen Industry Partnerships:**
 - Collaborate with more industries for internships and projects.

Threats

- **Changing Educational Landscape:**
 - Keeping up with evolving educational trends and technologies.
- **Resource Constraints:**
 - Potential limitations in terms of faculty, infrastructure.

Signature of Audit Members



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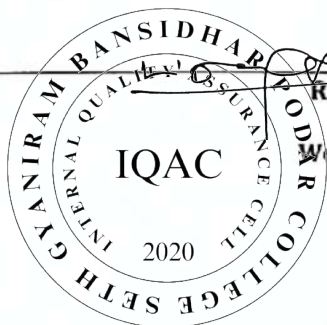
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Academic Audit Report 2023-24

Name of the Auditors: 1. Prof. Sandeep Jangir
2. Prof. Ramesh Pareek

Name of the Department: Commerce

S. No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	4
		Do ILOs align with program objectives, student needs, and industry requirements?	5
2	Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university guidelines.	Is the curriculum design coherent and logically structured?	4
3	Creating certificate courses tailored to student needs and industry requirements: Certificate courses of 30 hours each should be prepared by various departments as per the above requirements and they should be conducted properly.	How many certificate courses were conducted by your department in the session 2023-24?	5
		How many certificate courses are being conducted by your department?	5
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	5
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	4
		What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	5
		Is ICT used effectively by your department to enhance learning?	4



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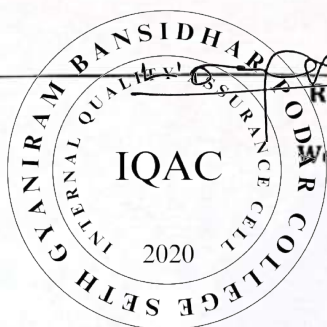
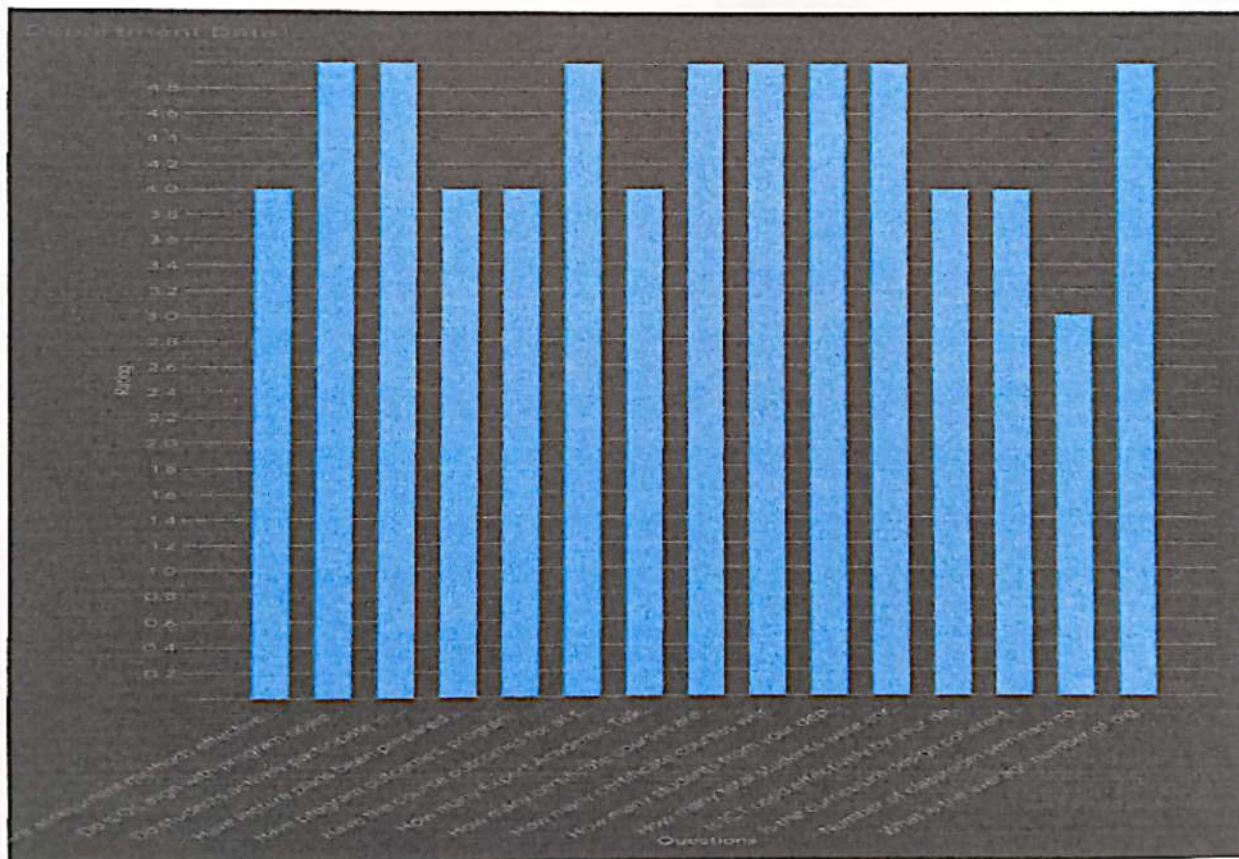




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5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	3
		Do students actively participate in workshops organized by the department?	5
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6	Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	How many Expert Academic Talks were organized by your department in the session 2023-24?	4
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SWOT Analysis for Department of Commerce based on Academic Audit 2023-24

Strengths (S)

- **Clear Learning Outcomes:** The department has likely defined program-specific Intended Learning Outcomes (ILOs) aligned with program objectives, student needs, and industry requirements (weight: 14).
- **Coherent Curriculum:** The curriculum design is likely coherent and logically structured (weight: 4).
- **Quality Assurance Measures:** The department is taking steps towards quality education by organizing expert lectures and encouraging student involvement in projects/internships (weight: 9).

Weaknesses (W)

- **Limited Certificate Courses:** The data doesn't show a strong presence of certificate courses tailored to student and industry needs (weight: 15).
- **Unclear Use of Technology:** While lecture plans might be available, the extent of digital learning content and effectiveness of ICT integration isn't clear (weight: 9).
- **Limited Assessment Information:** Data on classroom seminars, student participation in workshops, and the effectiveness of assessment methods is missing (weight: 12).

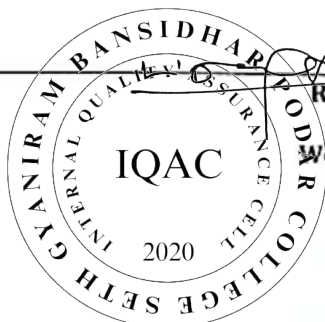
Opportunities (O)

- **Enhance Industry Alignment:** ILOs can be further refined to ensure even greater alignment with industry requirements (weight: 5).
- **Expand Certificate Courses:** The department can develop and offer more certificate courses relevant to student and industry needs (weight: 5).
- **Strengthen Technology Integration:** The department can improve the use of digital learning content and integrate ICT effectively to enhance learning (weight: 4).
- **Improve Assessment Practices:** Develop more diverse assessment methods to effectively measure student learning outcomes and gather more data on seminar participation and student engagement (weight: 9).

Threats (T)

- **Non-Compliance with Standards:** The audit might reveal potential non-compliance with established standards if quality assurance mechanisms are weak (weight: 4).
- **Falling Behind Industry Demands:** If industry requirements are not continuously incorporated into ILOs and curriculum, the department could fall behind (weight: 5).

Signature of Audit Members



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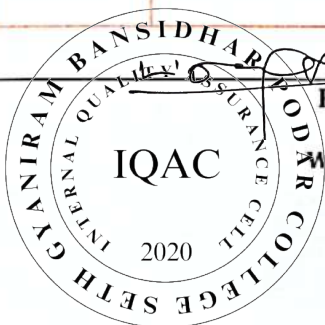
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Academic Audit Report 2023-24

Name of the Auditors: 1. Prof. Sandeep Jangir
2. Dr V S Jakhar

Name of the Department: Geography

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	5
		Do ILOs align with program objectives, student needs, and industry requirements?	5
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		How many certificate courses are being conducted by your department?	3
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	5
		What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	4
		Is ICT used effectively by your department to enhance learning?	5



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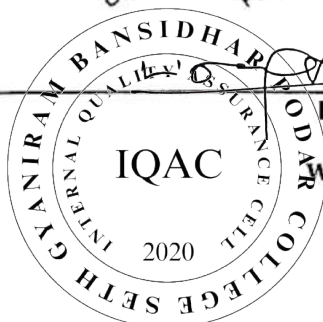
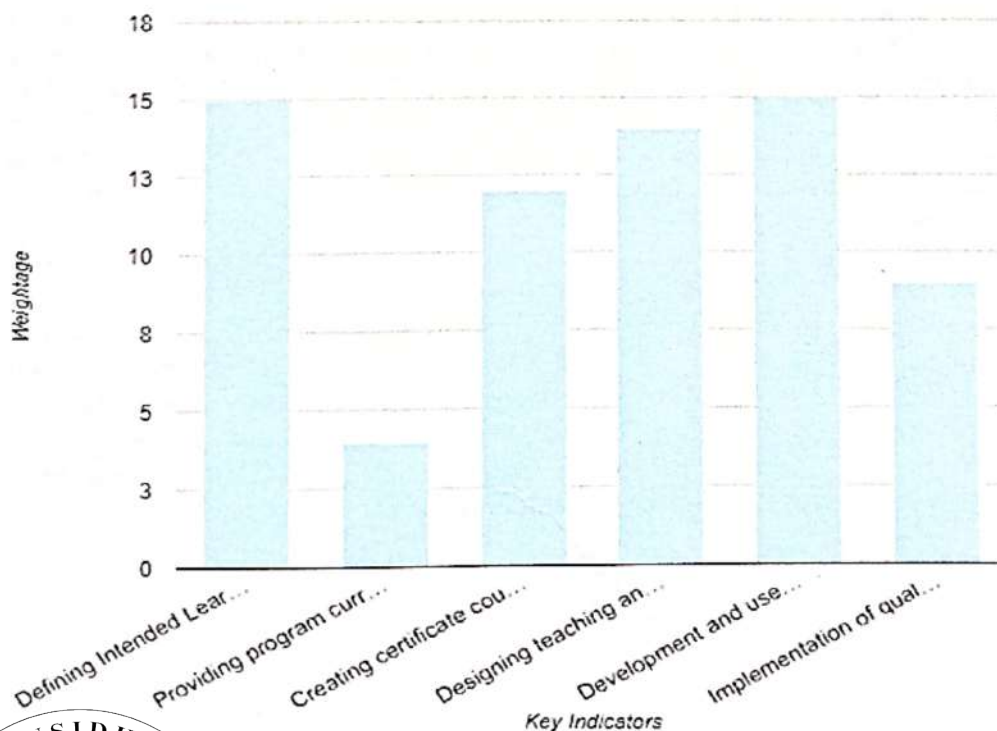
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5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	5
		Do students actively participate in workshops organized by the department?	5
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6	Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	How many Expert Academic Talks were organized by your department in the session 2023-24?	4
		How many students from your department are involved in projects/internships?	5

Academic Audit Weightage (2023-24)



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SWOT Analysis for Department of Geography based on Academic Audit 2023-24

Strengths:

- **Strong Foundation:** The department has well-defined program outcomes, program-specific outcomes, and program educational objectives, aligning with industry standards and student needs.
- **Effective Curriculum Design:** The curriculum is coherent and logically structured, providing a solid foundation for student learning.
- **Effective Use of Technology:** The department effectively utilizes ICT to enhance learning, as evidenced by the use of digital learning content and classroom seminars.
- **Active Student Engagement:** Students actively participate in workshops and seminars, demonstrating a keen interest in learning and development.
- **Robust Assessment Methods:** The department employs effective assessment methods to measure student learning outcomes.

Weaknesses:

- **Limited Certificate Course Offerings:** While the department offers certificate courses, the number of courses could be increased to cater to a wider range of student interests and industry needs.

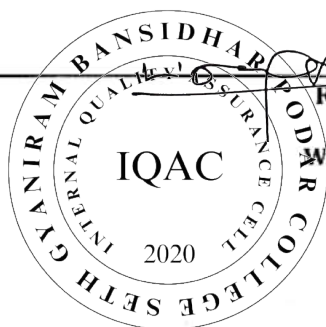
Opportunities:

- **Expand Certificate Course Offerings:** The department can expand its certificate course offerings to cater to a wider range of student interests and industry needs.
- **Enhance Student Engagement:** The department can further enhance student engagement by organizing more workshops, seminars, and industry interactions.
- **Strengthen Research Activities:** The department can explore opportunities for collaborations with other departments, institutions, and industries to strengthen its research activities.

Threats:

- **Potential Curriculum Changes:** Changes in academic regulations or curriculum guidelines could impact the department's academic programs.
- **Resource Constraints:** Limited resources, such as faculty, infrastructure, and funding, could hinder the department's growth and development.
- **Evolving Industry Demands:** The department needs to continuously adapt to the evolving needs of the industry to remain relevant and competitive.

Signature of Audit Members



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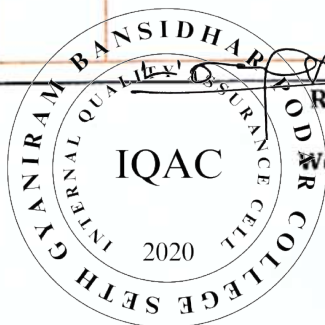
Academic Audit Report 2023-24

Name of the Auditors: 1.Prof. Sandeep Jangir

2. Dr V S Jakhar

Name of the Department: English

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
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		Is ICT used effectively by your department to enhance learning?	5



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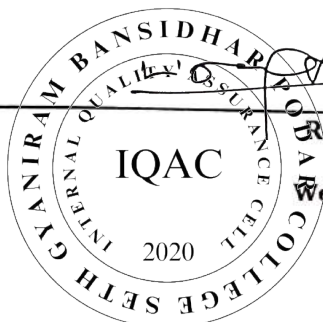
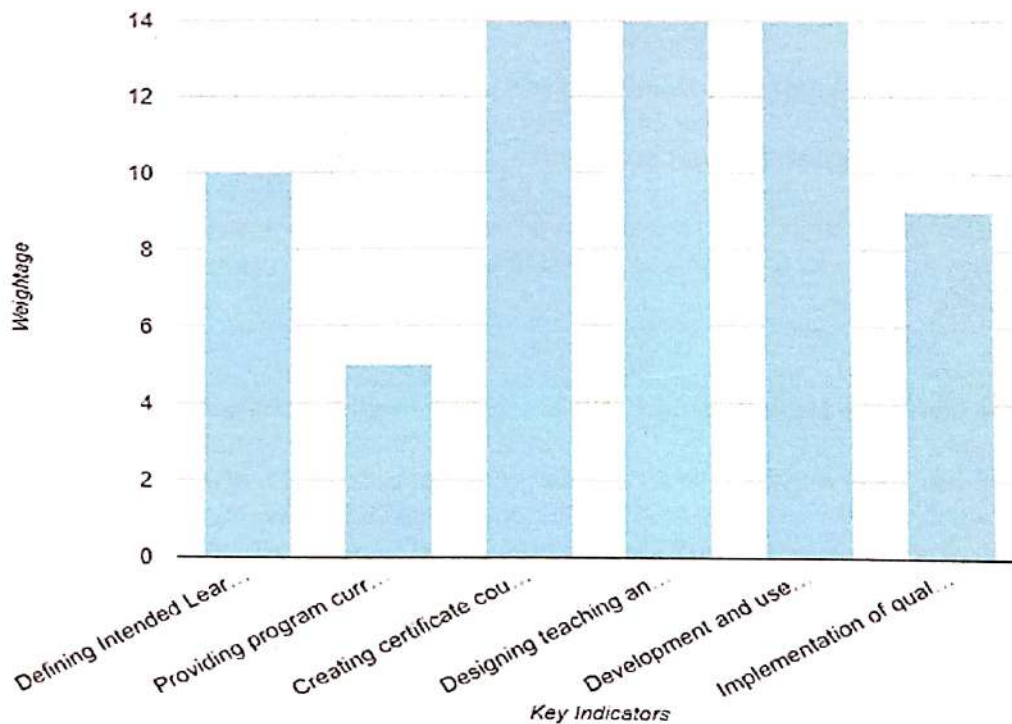


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		How many students from your department are involved in projects/internships?	5

Academic Audit Weightage (2023-24)



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SWOT Analysis for Department of English based on Academic Audit 2023-24

Strengths:

- **Strong Curriculum Foundation:** The department has a well-structured and coherent curriculum, aligning with industry standards and student needs.
- **Effective Use of Technology:** The department effectively utilizes ICT to enhance learning, as evidenced by the use of digital learning content and classroom seminars.
- **Active Student Engagement:** Students actively participate in workshops and seminars, demonstrating a keen interest in learning and development.
- **Robust Research Activities:** The department actively engages in research, as indicated by the number of expert academic talks and student involvement in projects and internships.

Weaknesses:

- **Course Outcomes:** The department needs to complete the course outcomes for all UG and PG programs.
- **Limited Certificate Course Offerings:** While the department offers certificate courses, the number of courses and student enrollment could be increased.
- **Lecture Plan Preparation:** The department needs to ensure consistent preparation of proper lecture plans for all courses.

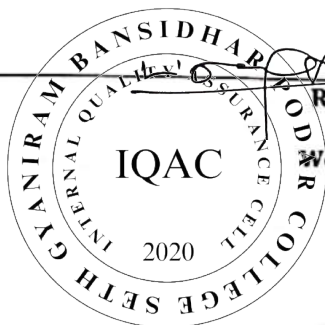
Opportunities:

- **Expand Certificate Course Offerings:** The department can expand its certificate course offerings to cater to a wider range of student interests and industry needs.
- **Enhance Student Engagement:** The department can further enhance student engagement by organizing more workshops, seminars, and industry interactions.
- **Strengthen Research Collaborations:** The department can explore opportunities for collaborations with other departments, institutions, and industries to strengthen its research activities.

Threats:

- **Potential Curriculum Changes:** Changes in academic regulations or curriculum guidelines could impact the department's academic programs.
- **Resource Constraints:** Limited resources, such as faculty, infrastructure, and funding, could hinder the department's growth and development.
- **Evolving Industry Demands:** The department needs to continuously adapt to the evolving needs of the industry to remain relevant and competitive.


Signature of Audit Members



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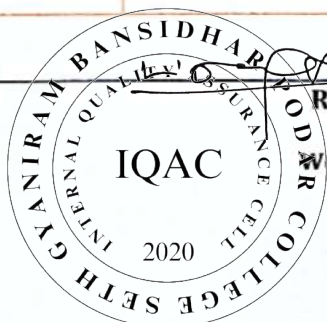
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Academic Audit Report 2023-24

Name of the Auditors: 1. Dr H P Singh
2. Prof. Sandeep Jangir
Name of the Department: Hindi Sahitya

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	5
		Do ILOs align with program objectives, student needs, and industry requirements?	5
2	Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university guidelines.	Is the curriculum design coherent and logically structured?	4
3	Creating certificate courses tailored to student needs and industry requirements: Certificate courses of 30 hours each should be prepared by various departments as per the above requirements and they should be conducted properly.	How many certificate courses were conducted by your department in the session 2023-24?	5
		How many certificate courses are being conducted by your department?	5
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	5
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	5
		What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	5
		Is ICT used effectively by your department to enhance learning?	5



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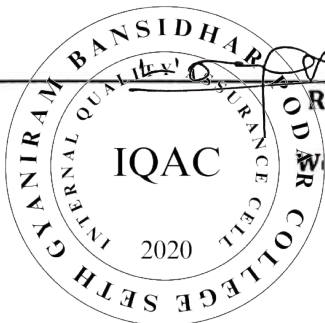
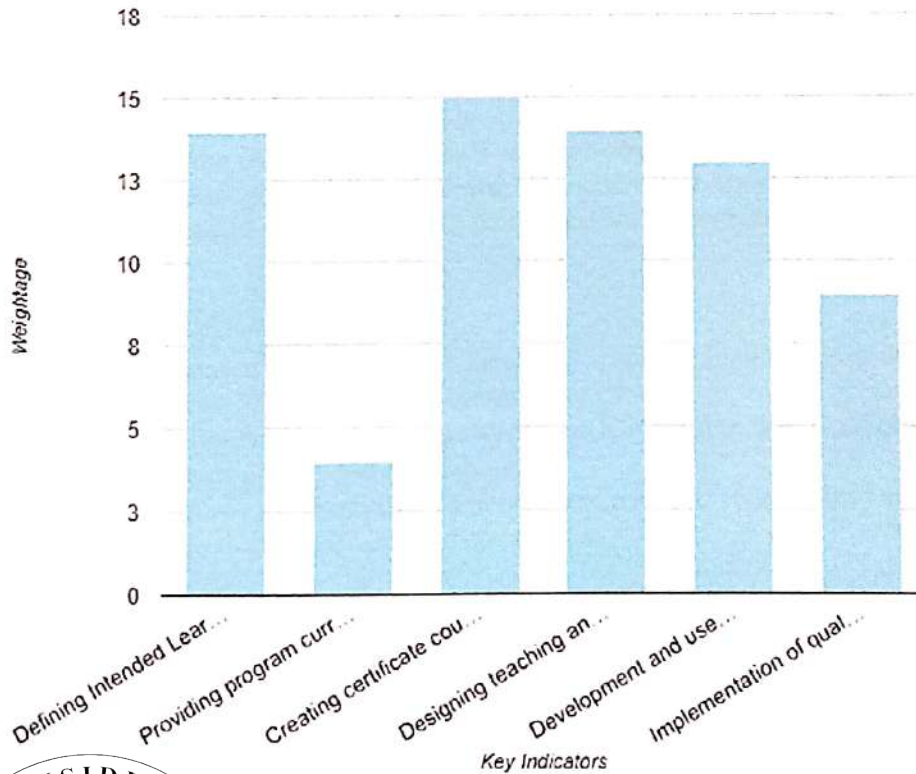


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5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	5
		Do students actively participate in workshops organized by the department?	4
		Are assessment methods effective in measuring student learning outcomes?	4
6	Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	How many Expert Academic Talks were organized by your department in the session 2023-24?	5
		How many students from your department are involved in projects/internships?	5

Weightage of Key Indicators in Academic Audit 2023-24



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SWOT Analysis for Department of Hindi based on Academic Audit 2023-24

Strengths:

- **Strong Foundation:** The department has well-defined program outcomes, program-specific outcomes, and program educational objectives, aligning with student needs and industry requirements.
- **Effective Curriculum Design:** The curriculum is coherent and logically structured, providing a solid foundation for student learning.
- **Effective Use of Technology:** The department effectively utilizes ICT to enhance learning, as evidenced by the use of digital learning content and classroom seminars.
- **Active Student Engagement:** Students actively participate in workshops and seminars, demonstrating a keen interest in learning and development.
- **Robust Research Activities:** The department actively engages in research, as indicated by the number of expert academic talks and student involvement in projects and internships.

Weaknesses:

- **Room for Improvement in Assessment:** The department can further improve its assessment methods to more effectively measure student learning outcomes.

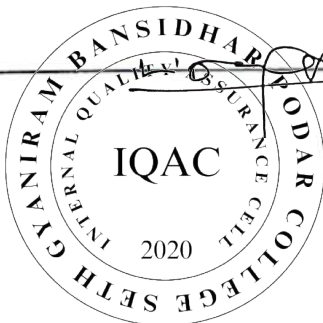
Opportunities:

- **Expand Certificate Course Offerings:** The department can expand its certificate course offerings to cater to a wider range of student interests and industry needs.
- **Enhance Student Engagement:** The department can further enhance student engagement by organizing more workshops, seminars, and industry interactions.
- **Strengthen Research Collaborations:** The department can explore opportunities for collaborations with other departments, institutions, and industries to strengthen its research activities.

Threats:

- **Potential Curriculum Changes:** Changes in academic regulations or curriculum guidelines could impact the department's academic programs.
- **Resource Constraints:** Limited resources, such as faculty, infrastructure, and funding, could hinder the department's growth and development.
- **Evolving Industry Demands:** The department needs to continuously adapt to the evolving needs of the industry to remain relevant and competitive.


Signature of Audit Members



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Academic Audit Report 2023-24

Name of the Auditors: 1. Dr H P Singh
2. Prof. Sandeep Jangir
Name of the Department: Political Science

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	5
		Do ILOs align with program objectives, student needs, and industry requirements?	4
2	Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university guidelines.	Is the curriculum design coherent and logically structured?	4
3	Creating certificate courses tailored to student needs and industry requirements: Certificate courses of 30 hours each should be prepared by various departments as per the above requirements and they should be conducted properly.	How many certificate courses were conducted by your department in the session 2023-24?	5
		How many certificate courses are being conducted by your department?	5
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	5
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	5
		What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	4
		Is ICT used effectively by your department to enhance learning?	4



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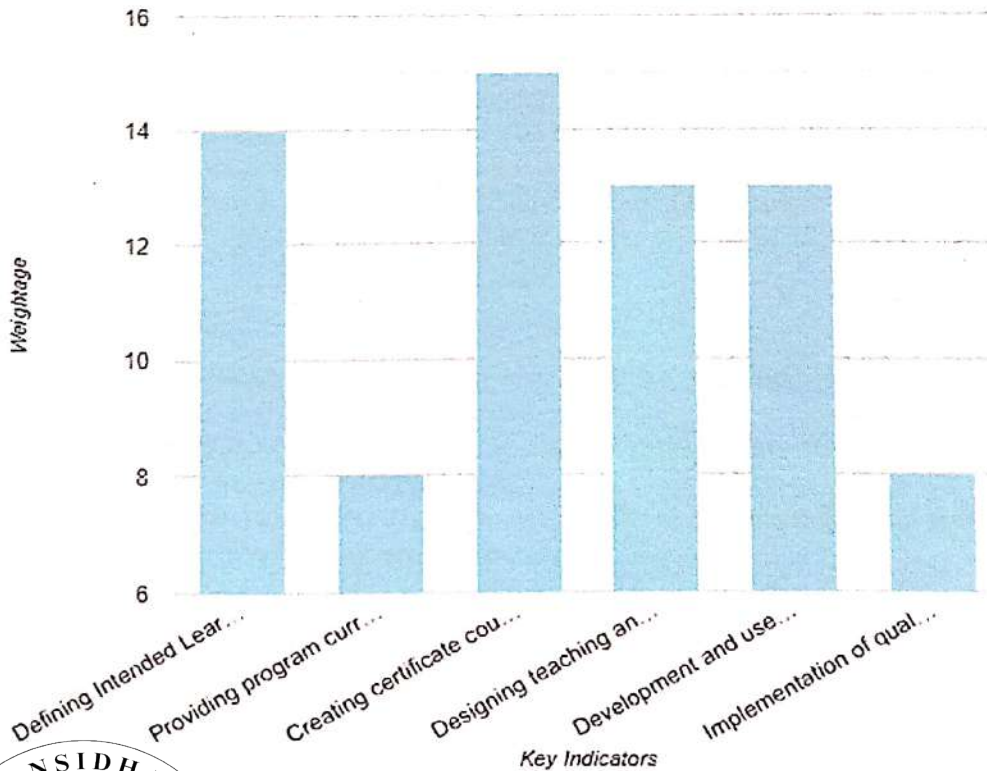


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5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	5
		Do students actively participate in workshops organized by the department?	4
		Are assessment methods effective in measuring student learning outcomes?	4
6	Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	How many Expert Academic Talks were organized by your department in the session 2023-24?	4
		How many students from your department are involved in projects/internships?	5

Academic Audit Weightage (2023-24)



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SWOT Analysis for Department of Political Science based on Academic Audit 2023-24

Strengths:

- **Strong Foundation:** The department has well-defined program outcomes, program-specific outcomes, and program educational objectives.
- **Active Student Engagement:** Students actively participate in workshops and seminars, demonstrating a keen interest in learning and development.
- **Robust Research Activities:** The department actively engages in research, as indicated by the number of expert academic talks and student involvement in projects and internships.

Weaknesses:

- **Alignment with Industry Requirements:** The department needs to ensure that the ILOs align more effectively with industry requirements.
- **Limited Effectiveness of ICT:** The department needs to enhance the effectiveness of ICT in enhancing learning.
- **Room for Improvement in Assessment:** The department can further improve its assessment methods to more effectively measure student learning outcomes.

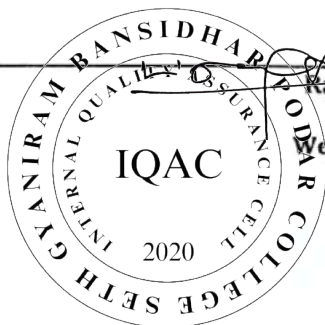
Opportunities:

- **Enhance Curriculum Design:** The department can improve its curriculum design to align better with industry needs and student expectations.
- **Expand Certificate Course Offerings:** The department can expand its certificate course offerings to cater to a wider range of student interests and industry needs.
- **Strengthen Research Collaborations:** The department can explore opportunities for collaborations with other departments, institutions, and industries to strengthen its research activities.

Threats:

- **Potential Curriculum Changes:** Changes in academic regulations or curriculum guidelines could impact the department's academic programs.
- **Resource Constraints:** Limited resources, such as faculty, infrastructure, and funding, could hinder the department's growth and development.
- **Evolving Industry Demands:** The department needs to continuously adapt to the evolving needs of the industry to remain relevant and competitive.


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Academic Audit Report 2023-24

Name of the Auditors: 1. Prof. Sandeep Jangir
2. Dr V S Jakhar

Name of the Department: History

S.No.	Key Indicator	Specific Question to Consider	Weightage given
1	Defining Intended Learning Outcomes (ILOs); A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5
		Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	4
		Do ILOs align with program objectives, student needs, and industry requirements?	5
2	Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university guidelines.	Is the curriculum design coherent and logically structured?	4
3	Creating certificate courses tailored to student needs and industry requirements: Certificate courses of 30 hours each should be prepared by various departments as per the above requirements and they should be conducted properly.	How many certificate courses were conducted by your department in the session 2023-24?	5
		How many certificate courses are being conducted by your department?	4
		How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4
4	Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	5
		What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	5



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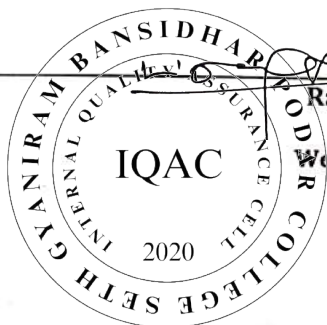
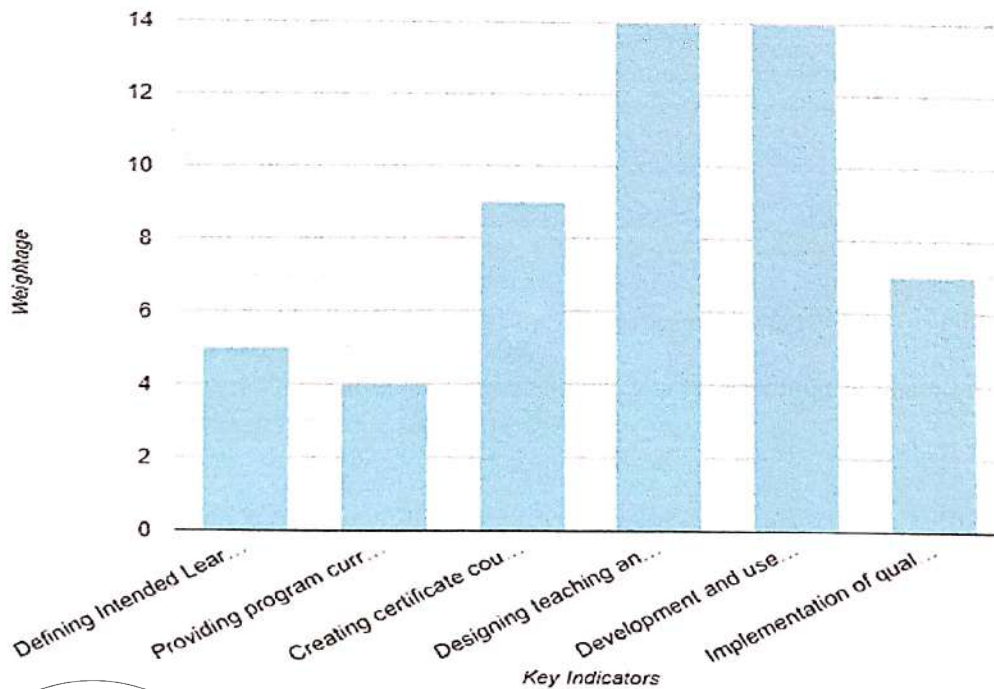


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		Is ICT used effectively by your department to enhance learning?	5
5	Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	4
		Do students actively participate in workshops organized by the department?	5
		Are assessment methods effective in measuring student learning outcomes?	5
		Implementation of quality education: continuous improvement initiatives, quality assurance mechanisms and assessment of compliance with established standards.	
6		How many Expert Academic Talks were organized by your department in the session 2023-24?	4
		How many students from your department are involved in projects/internships?	4

Academic Audit Weightage (2023-24)



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SWOT Analysis for Department of History based on Academic Audit 2023-24

Strengths:

- **Effective Use of Technology:** The department effectively utilizes ICT to enhance learning, as evidenced by the use of digital learning content and classroom seminars.
- **Active Student Engagement:** Students actively participate in workshops and seminars, demonstrating a keen interest in learning and development.
- **Robust Assessment Methods:** The department employs effective assessment methods to measure student learning outcomes.
- **Strong Research Activities:** The department actively engages in research, as indicated by the number of expert academic talks and student involvement in projects and internships.

Weaknesses:

- **Program Outcomes:** The department needs to complete the program outcomes, program-specific outcomes, and program educational objectives for all UG and PG programs.
- **Curriculum Design:** The department needs to ensure a more coherent and logically structured curriculum.

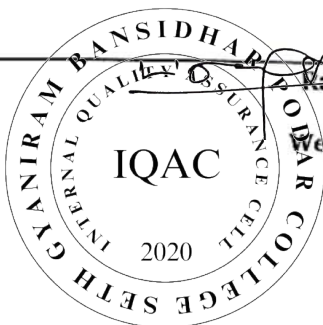
Opportunities:

- **Enhance Curriculum Design:** The department can improve its curriculum design to align better with industry needs and student expectations.
- **Expand Certificate Course Offerings:** The department can expand its certificate course offerings to cater to a wider range of student interests and industry needs.
- **Strengthen Research Collaborations:** The department can explore opportunities for collaborations with other departments, institutions, and industries to strengthen its research activities.

Threats:

- **Potential Curriculum Changes:** Changes in academic regulations or curriculum guidelines could impact the department's academic programs.
- **Resource Constraints:** Limited resources, such as faculty, infrastructure, and funding, could hinder the department's growth and development.
- **Evolving Industry Demands:** The department needs to continuously adapt to the evolving needs of the industry to remain relevant and competitive.

Signature of Audit Members



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○ Key Observations:

➤ Common Strengths:

- Many departments demonstrate strengths in strong foundations, effective use of technology, active student engagement, and robust research activities.

➤ Common Weaknesses:

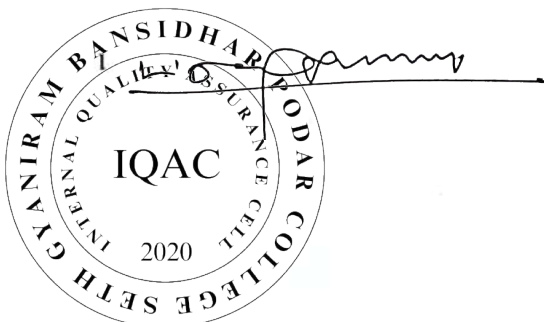
- Limitations in certificate course offerings are prevalent across departments.
- Concerns about the effectiveness of assessment methods are frequently raised.
- Issues with curriculum design and its alignment with industry needs are observed in several departments.

➤ Common Opportunities:

- Expanding certificate course offerings is a consistent opportunity for all departments.
- Enhancing student engagement through workshops and industry interactions is another recurring theme.
- Strengthening research collaborations is emphasized across departments.

➤ Common Threats:

- Potential curriculum changes, resource constraints, and the need to adapt to evolving industry demands pose significant threats to all departments.





Seth Gyaniram Bansidhar Podar College, Nawalgarh

Key Indicator	Specific Questions to Consider	Weight age given according the responses received (5(Excellent), 4(Better), 3(Good), 2(Satisfactory), 1(NotSatisfactory))													
		Chemistry	Zoology	Botany	Mathematics	Physics	Computer Science	Management Studies	Commerce	Geography	English Literature	Hindi Sahitya	Political Science	History	
Defining Intended Learning Outcomes (ILOs): A review of program-specific ILOs aligned with program objectives, student needs, and industry requirements.	Have the course outcomes for all the courses of UG and PG programs of your department been prepared?	5	5	5	5	5	5	5	5	5	5	5	5	5	
	Have program outcomes, program specific outcomes and program educational objectives been prepared for the UG and PG programs of your department?	5	4	5	5	4	5	5	4	5	4	5	5	4	
	Do ILOs align with program objectives, student needs, and industry requirements?	5	5	4	4	4	4	5	5	5	5	5	4	5	
Providing program curriculum: assessment of curriculum design, coherence, and relevance to ILO and adherence to university guidelines.	Is the curriculum design coherent and logically structured?	4	5	4	4	4	4	5	4	4	5	4	4	4	
Creating certificate courses tailored to student needs and industry requirements: Certificate courses of 30 hours each should be prepared by various departments as per the above requirements and they should be conducted properly.	How many certificate courses were conducted by your department in the session 2023-24?	4	5	4	4	4	4	4	5	4	4	5	5	5	
	How many certificate courses are being conducted by your department?	3	4	5	4	5	4	5	5	3	5	5	5	4	
	How many total students were enrolled in the certificate courses conducted by your department in the session 2023-24?	4	4	4	4	4	4	4	5	4	5	5	5	4	
Designing teaching and learning processes: evaluating teaching methods, use of technology, student engagement strategies and effectiveness in achieving ILO.	Have lecture plans been prepared in a prescribed format for each course in your department?	4	5	5	5	5	4	4	4	5	4	5	5	5	
	What is the average number of digital learning contents available for how many units out of 5 units in the entire lecture Plans of your department?	4	4	3	4	4	5	5	5	4	5	5	4	5	
	Is ICT used effectively by your department to enhance learning?	4	5	5	5	4	5	5	4	5	5	5	4	5	
Development and use of student assessment: Analysis of assessment practices, alignment with ILO, effectiveness and feedback mechanisms in measuring student learning.	Number of classroom seminars conducted in your department	5	5	4	4	4	4	5	3	5	4	5	5	4	
	Do students actively participate in workshops organized by the department?	5	5	4	4	5	4	5	5	5	5	4	4	5	
	Are assessment methods effective in measuring student learning outcomes?	5	4	4	4	4	4	4	4	5	4	4	4	5	
Implementation of quality education, continuous improvement initiatives, quality assurance mechanism and assessment of compliance with established standards	Academic events were organized by your department in the session 2023-24?	4	4	4	4	4	4	5	4	4	5	5	4	4	
	How many students from your department are involved in projects/internships?	5	4	5	5	5	5	5	5	5	5	5	5	4	

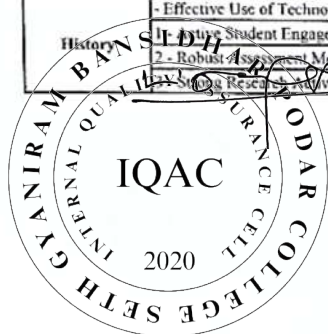


The consolidated SWOT report in table format based on the provided Academic Audit Reports 2023-24:



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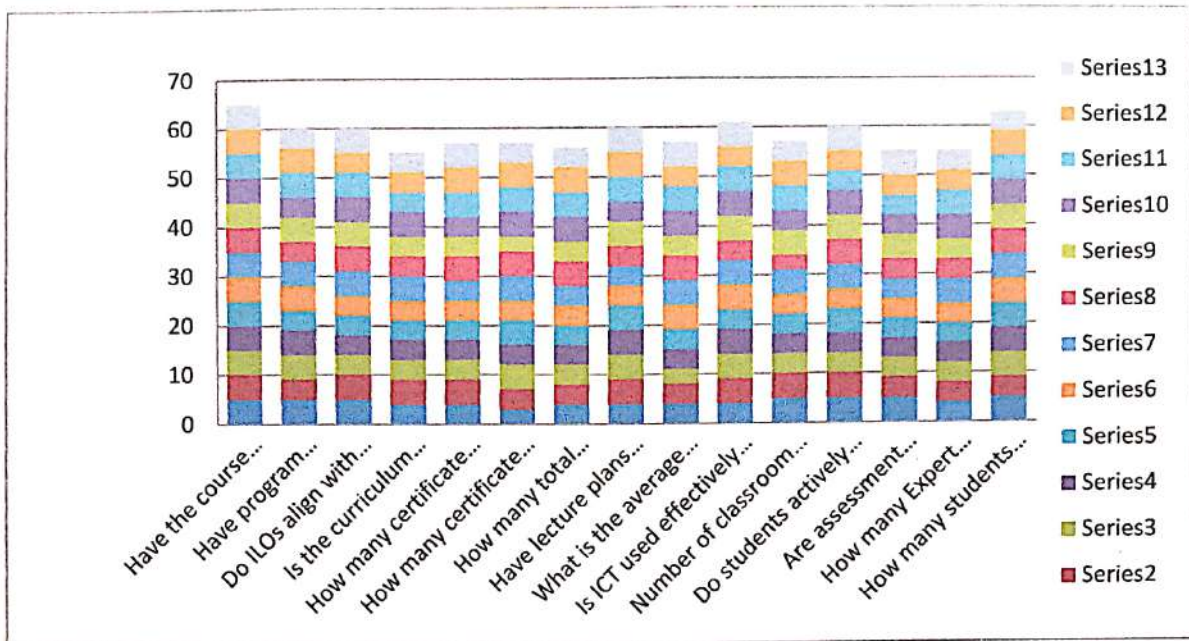
Department	Strengths (S)	Weaknesses (W)	Opportunities (O)	Threats (T)
Zoology	- Strong Foundation	- Limited Effectiveness of ICT	- Enhance Curriculum Design	- Potential Curriculum Changes
	1. - Effective Curriculum Design	1. - Improvement in Assessment	1. - Expand Certificate Course Offerings	1. - Resource Constraints
	2. - Active Student Engagement		2. - Strengthen Research Collaborations	2. - Evolving Industry Demands
Chemistry	3. - Robust Research Activities			
	- Strong Focus on Learning Outcomes	- Limited Information on Certificate Courses	- Enhance Technology Integration	- Competition
	1. - Active Learning Environment	1. - Uncertain Digital Learning Resources	1. - Expand Industry Collaboration	1. - Changing Educational Landscape
Botany	2. - Commitment to Quality		2. - Explore Interdisciplinary Research	2. - Funding Constraints
	3. - Student Assessment			
	- Strong focus on program outcomes	- Room for improvement in curriculum	- Expand and diversify certificate courses	- Continuous need for program updates
Mathematics	1. - Effective assessment methods	1. - Limited information on certificate courses	1. - Increase and improve digital learning	1. - Limited resources
	2. - High student involvement	2. - Lacking data on digital learning	2. - Encourage active participation	2. - Competition from other institutions
	3. - Effective use of ICT		3. - Collaborate with industry	
Physics	- Strong focus on program outcomes	- Room for improvement in curriculum	- Expand and diversify certificate courses	- Continuous need for program updates
	1. - Active Learning Environment	1. - Improvement in Assessment	1. - Expand Industry Collaboration	1. - Limited resources
	2. - High student involvement	2. - Lacking data on digital learning	2. - Encourage active participation	2. - Evolving Industry Demands
Computer Science	3. - Effective use of ICT		3. - Collaborate with industry	
	- Strong focus on program outcomes	- Room for improvement in curriculum	- Expand and diversify certificate courses	- Continuous need for program updates
	1. - Effective assessment methods	1. - Limited information on certificate courses	1. - Increase and improve digital learning	1. - Limited resources
Management	2. - High student involvement	2. - Lacking data on digital learning	2. - Encourage active participation	2. - Competition from other institutions
	3. - Effective use of ICT			
	- Strong Curriculum Foundation	- Improve Lecture Plan Preparation	- Expand Certificate Course Offerings	- Changing Educational Landscape
Commerce	1. - Active Learning Environment	1. - Assessment Method Effectiveness	1. - Enhance Digital Learning	1. - Resource Constraints
	2. - Industry Relevance and Outreach		2. - Strengthen Industry Partnerships	
	- Clear Learning Outcomes	- Limited Certificate Courses	- Enhance Industry Alignment	- Non-Compliance with Standards
Geography	1. - Coherent Curriculum	1. - Unclear Use of Technology	1. - Expand Certificate Courses	1. - Falling Behind Industry Demands
	2. - Quality Assurance Measures	2. - Limited Assessment Information	2. - Strengthen Technology Integration	
			3. - Improve Assessment Practices	
English	- Strong Foundation	- Course Outcomes	- Expand Certificate Course Offerings	- Potential Curriculum Changes
	1. - Effective Curriculum Design		1. - Enhance Student Engagement	1. - Resource Constraints
	2. - Effective Use of Technology	- Limited Certificate Course Offerings	2. - Strengthen Research Activities	2. - Evolving Industry Demands
Hindi	3. - Active Student Engagement			
	4. - Robust Assessment Methods			
	- Strong Curriculum Foundation	- Room for Improvement in Assessment		
Political Science	1. - Active Student Engagement	1. - Limited Certificate Course Offerings	1. - Enhance Student Engagement	1. - Resource Constraints
	2. - Robust Research Activities	2. - Lecture Plan Preparation	2. - Strengthen Research Collaborations	2. - Evolving Industry Demands
History	- Strong Foundation	- Alignment with Industry Requirements	- Enhance Curriculum Design	- Potential Curriculum Changes
	1. - Effective Curriculum Design	1. - Limited Effectiveness of ICT	1. - Expand Certificate Course Offerings	1. - Resource Constraints
	2. - Effective Use of Technology	2. - Room for Improvement in Assessment	2. - Strengthen Research Collaborations	2. - Evolving Industry Demands
Internal Quality Assurance Cell	3. - Active Student Engagement			
	4. - Robust Research Activities			
	- Strong Foundation	- Program Outcomes	- Enhance Curriculum Design	- Potential Curriculum Changes
IQAC	1. - Active Student Engagement	1. - Curriculum Design	1. - Expand Certificate Course Offerings	1. - Resource Constraints
	2. - Robust Assessment Methods		2. - Strengthen Research Collaborations	2. - Evolving Industry Demands
	3. - Robust Research Activities			





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Recommendations:

- **Enhance student assessment:** Develop a robust and comprehensive student assessment system that aligns with learning outcomes, utilizes diverse assessment methods, and provides timely and effective feedback.
- **Strengthen quality improvement initiatives:** Implement a structured quality improvement process with clearly defined goals, data-driven analysis, and concrete action plans for continuous program enhancement.
- **Address specific program concerns:** Carefully review and address any specific are as identified by the Academic Audit review and stakeholders within each academic program.
- **Seek external collaboration:** Partner with other institutions or accreditation agencies to share best practices and further strengthen academic quality.

Conclusion: The Academic Audit review at SGBPC highlights the college's commitment to academic excellence and its progress towards achieving national quality standards. Stakeholder observations and reviews provide valuable insights into areas needing further attention. By implementing the recommendations outlined in this report, SGBPC can continue to enhance its academic programs and provide its students with an even more enriching and rewarding learning experience.





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Administrative Audit

Procedure:

1. Planning and Preparation:

- Define the scope and objectives of the audit.
- Form an audit team with the appropriate expertise.
- Develop an audit program outlining the procedures to be followed.
- Gather relevant documentation and information.

2. Fieldwork:

- Conduct interviews with key personnel.
- Observe and document administrative processes.
- Review relevant policies, procedures, and records.
- Perform testing of controls, if applicable.

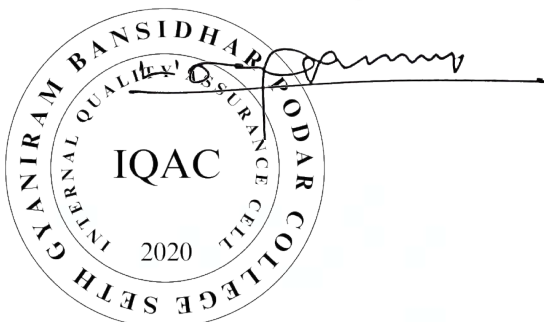
3. Reporting and Follow-up:

- Prepare a draft audit report summarizing findings, observations, and recommendations.
- Discuss the report with management and obtain their feedback.
- Issue the final audit report with clear and concise recommendations.
- Follow up with management to ensure implementation of recommendations.

Key Areas for Administrative Audit:

The specific areas covered in an administrative audit can vary depending on the organization and its objectives. However, some common key areas include:

- **Financial Management:** Review of budgeting, accounting practices, internal controls, and financial reporting.
- **Human Resources:** Assessment of recruitment, employee relations, payroll, and benefits administration.
- **Information Technology:** Evaluation of IT infrastructure, security, and data management practices.





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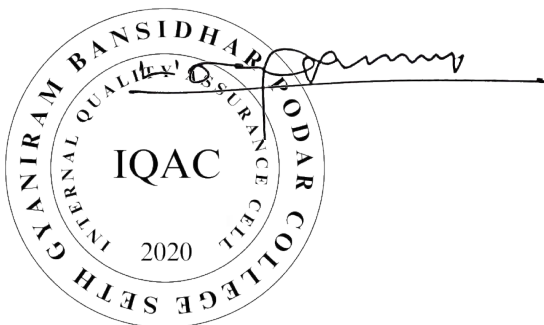
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- **Operations:** Analysis of efficiency, effectiveness, and compliance with relevant regulations in various departments.
- **Assets and Inventory:** Review of acquisition, maintenance, and control procedures for physical assets and inventory.

The provided information in the table demonstrates how these key areas were addressed in the audit:

- **Accounts:** Budget & Other Financial matters
- **General Administration:** Stores
- **Admissions:** Student documents
- **IT Facilities:** Internet speed & computer availability
- **Library:** Automation & functionality
- **Gymnasium:** Maintenance
- **Sports:** Facilities
- **Staff Affairs:** Amenities
- **Hostel facilities:** Condition

By following a systematic procedure and focusing on key areas, administrative audit scan help organizations identify areas for improvement, enhance efficiency and effectiveness, and ensure compliance with relevant regulations.





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Administrative Audit Report 2023-24

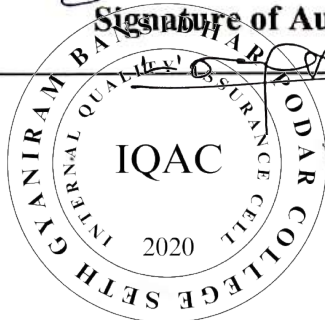
Section	Item	Observations	Suggestions
Accounts	Budget & Other Financial matters	Salary, Bills, Income Tax, financial audit completed, e-payment available	Implement department-wise budget planning and allocation for more specific financial management.
General Administration	Stores	Records are well-maintained	Consider implementing store management software for improved efficiency and inventory tracking.
Admissions	Student documents	Documents managed through ERP effectively	Provide training for new Office staff on ERP and admissions procedures.
IT Facilities	Internet speed & computer availability	Improved internet speed and sufficient computers	Organize yearly training workshops for non-technical staff on basic IT skills.
Library	Automation & Functionality	Automated with KOHA and functioning well	Install a washroom within the library for convenience.
Gymnasium	Maintenance	Well-maintained	Consider purchasing additional and updated equipment to enhance user experience.
Sports	Facilities	Facilities in good condition	Renovate the basketball court to improve usability and safety.
Staff Affairs	Amenities	Adequate facilities provided	Increase the medical leave allowance for staff well-being.
Hostel facilities	Condition	Overall good condition	No specific suggestion provided.

Dr. Satjendra Singh
Dr. HPS Singh

Dr. DAV LABS & Lab

Dr. Vidyachar Shamp
Dr. Ravinder Goswami
Dr. V.S. Jha

Signature of Audit Committee



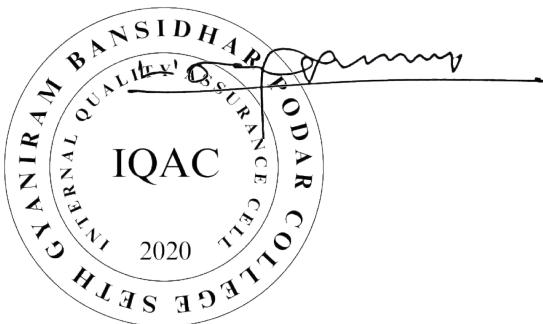
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LEARNER APTITUDE TEST (LAT) INITIATIVE BY IQAC





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1. Agenda:

- To discuss and finalize the implementation of support programs for advanced and slow learners.

2. Discussion Points:

Identification of Advanced Learners:

- Reviewed the academic performance of students in the previous year's examinations.
- Discussed the criteria for selecting students for advanced learner programs, including academic performance and the results of the oral learner aptitude test conducted by mentors.
- Agreed on the importance of a holistic approach that considers both academic achievement and individual learning styles.

Support Programs for Advanced Learners:

- Discussed and approved the following initiatives:
- Encouraging active participation in classroom seminars, group discussions, quizzes, and assignments.
- Facilitating enrollment in certificate courses offered by the college and through platforms like Swayam.
- Providing personalized coaching for competitive examinations such as NET, SET, and JEE.
- Encouraging the development of projects, charts, and models to enhance practical understanding and creativity.
- Assigned responsibilities to faculty members for mentoring advanced learners and guiding them in their chosen areas of interest.

Identification of Slow Learners:

- Reviewed the academic performance of students in the previous year's examinations to identify students who require additional support.
- Discussed the role of the oral learner aptitude test in identifying students with specific learning challenges.

Support Programs for Slow Learners:

- Discussed and approved the following initiatives:
- Conducting remedial classes to address specific areas of weakness.
- Providing comprehensive study materials tailored to the individual needs of slow learners.
- Making available a dedicated question bank for practice and self-assessment.



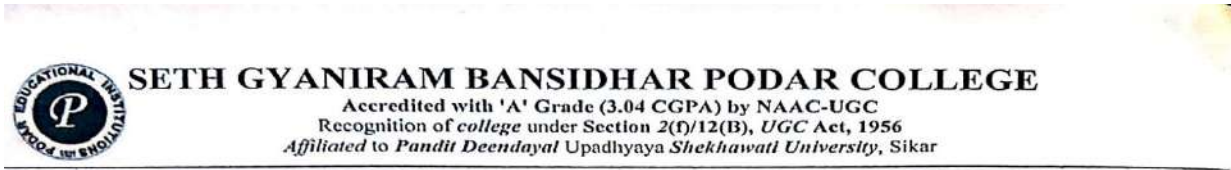


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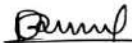
- Assigned responsibilities to faculty members for conducting remedial classes and providing personalized guidance to slow learners.

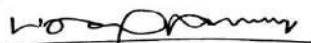
- Action Taken:




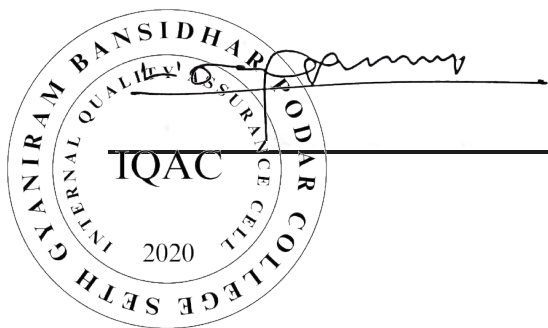
- Action Taken:

Action Item	Responsible Person(s)	Target Completion Date
Review academic performance of students in the previous year's examinations.	Result Analysis Committee	Sep.20,2023
Analyze results of oral learner aptitude tests.	All Mentors	Sep.20,2023
Identify and compile a list of advanced learners.	Department Heads	Sep.25,2023
Identify and compile a list of slow learners.	Department Heads	Sep.25,2023
Plan and schedule classroom seminars, group discussions, quizzes, and assignments for advanced learners.	Department Heads	Oct. 5,2023
Explore and finalize options for certificate courses (college-offered and Swayam).	Department Heads and Academic Committee	Oct. 15,2023
Organize personalized coaching sessions for competitive exams (NET, SET, JAM).	Department Heads	Oct. 15,2023
Develop and implement projects, charts, and model-making activities for advanced learners.	Department Heads	Oct. 15,2023
Schedule and conduct remedial classes for slow learners.	Department Heads	Oct. 15,2023
Develop and prepare customized study materials for slow learners.	Faculty Members	Oct. 30,2023
Create and maintain a dedicated question bank for slow learners.	Faculty Members	Oct. 30,2023


Minutes Prepared By
Dr Vidyadhar Sharma
Convener, Mentor-Mentee Committee


Minutes Verified By
Dr Vinod Kumar Saini
IQAC , Coordinator


Minutes Approved By
Dr Satyendra Singh
Principal/Chairman IQAC





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Learner Aptitude Test Questions

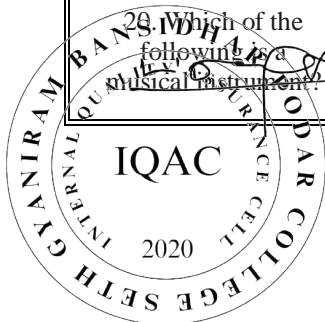
Question	Option A	Option B	Option C	Option D
1. In a class of 50 students, 20 passed in Mathematics. What percentage of students failed in Mathematics?	40%	60%	20%	80%
2. Which of the following is NOT a prime number?	17	23	39	41
3. If $x + y = 10$ and $x - y = 2$, then find the value of x .	4	6	8	12
4. What is the square root of 144?	10	12	14	16
5. If a car travels 180 km in 3 hours, what is its average speed?	40 km/h	50 km/h	60 km/h	70 km/h
6. Which of the following is the correct order of the planets from the Sun?	Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune	Venus, Mercury, Earth, Mars, Jupiter, Saturn, Uranus, Neptune	Earth, Mercury, Venus, Mars, Jupiter, Saturn, Uranus, Neptune	Mars, Mercury, Venus, Earth, Jupiter, Saturn, Uranus, Neptune
7. Which of the following is NOT a function of the human kidney?	Producing red blood cells	Filtering waste products from the blood	Maintaining fluid balance	Regulating blood pressure
8. What is the chemical symbol for gold?	Ag	Au	Fe	Cu
9. Which of the following is an example of Kinetic Energy?	A stretched rubber band	A moving car	A book resting on a table	A battery
10. Who wrote the	William	Charles Dickens	Jane Austen	Mark Twain



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famous play "Hamlet"?	Shakespeare			
11. What is the capital of France?	Rome	Berlin	London	Paris
12. Which of the following is a renewable source of energy?	Coal	Oil	Natural Gas	Solar Power
13. What is the process by which plants make their own food?	Respiration	Photosynthesis	Digestion	Transpiration
14. Which of the following is NOT a part of the human skeletal system?	Tendons	Skull	Ribs	Vertebrae
15. Who was the first Indian Prime Minister?	Mahatma Gandhi	Jawaharlal Nehru	Sardar Patel	B.R. Ambedkar
16. Which of the following is the largest continent in the world?	Asia	Africa	North America	South America
17. What is the chemical formula for water?	CO ₂	H ₂ O	NaCl	O ₂
18. Which of the following is a social networking site?	Google	YouTube	Facebook	Wikipedia
19. What is the currency of India?	Dollar	Euro	Rupee	Yen
20. Which of the following is a musical instrument?	Telescope	Microscope	Guitar	Compass





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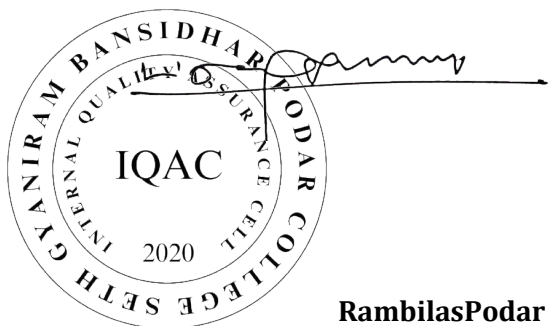
ORIENTATION PROGRAMME

ON

PREPARING COS, POS, PSOS, ASSESSMENT METHODS, AND ATTAINMENT LEVELS

INDEX

1. PERMISSION
2. NOTICE
3. ATTENDANCE
4. PHOTOS



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To,
The Principal
Seth GyaniramBansidharPodar College
Nawalgarh

Date: 18/11/2023

Subject:Permission for organizingOrientation Programmefor teaching staff on "How to Prepare CO's & PO's, PSO'S mapping, different Assessment methods including rubrics for formative assessment,Attainment level & Summative Assessment".

Respected Sir,

With due regards, I, Dr. Vinod Kumar Saini, Co-ordinator, IQAC, respectfully request permission to organizingan Orientation Programme for teaching staff on "How to Prepare CO's & PO's, PSO'S Mapping, different Assessment methods including rubrics for formative assessment, Attainment level & Summative Assessment".

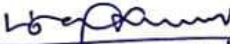
Program Details:

- Dates:21 November 2023
- Venue:Department of Chemistry
- Participants:All Faculty members of podar college

Keynote Speaker:Mr.ChetanDhadeech, Department of Chemistry,Seth GyaniramBansidharPodar College Nawalgarh.

We believe this program will significantly contribute to improving the quality of teaching and learning within our institution. We kindly request your approval for this initiative.

Thank you for your time and consideration.


Yours sincerely 18/11/23
Dr. Vinod Kumar Saini
Co-ordinator, IQAC



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Ref. No/JBPC/2023-24/

Date: 19/11/2023

NOTICE

It is hereby notified to all concerned that the IQAC has been granted permission to organize an Orientation Programme for teaching staff on "How to Prepare CO's & PO's, PSO'S Mapping, different Assessment methods including rubrics for formative assessment, Attainment level & Summative Assessment" for the benefit of teaching staff of the institution.

Program Details:

- Dates: 21 November 2023
- Venue: Department of Chemistry
- Participants: All Faculty members of podar college

All interested faculty and staff members are encouraged to participate in this program.


For further information, please contact: Contact us- Dr. Vinod Kumar Saini

Mob.No.-9314604321

Email-Iqacgbpodar@gmail.com

IQAC, Seth GyaniramBansidharPodarCollege, Nawalgarh.

Keystone speaker:- Mr.ChetanDhadeech, Department of Chemistry, Seth GyaniramBansidharPodar College Nawalgarh.


(Dr. Vinod Kumar Saini)

Co-ordinator, IQAC

Copy To:-

1. Shri M.D. Shanbhag Sir, Executive Director, APT, Nawalgarh.
2. Dr. Satyendra Singh, Principal, Seth GyaniramBansidharPodarCollege, Nawalgarh
3. Dr. Vinod Kumar saini, Vice-Principal, Seth GyaniramBansidharPodarCollege, Nawalgarh
4. Office Record.



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Orientation Programme

On

"How to Prepare CO's & PO's, PSO'S mapping, different Assessment methods including rubrics for formative assessment, Attainment level & Summative Assessment"

Attendance Sheet

21st November, 2023

S. No.	Name of Faculty	Signature
1.	Dr.Satyendra Singh	
2.	Dr.Vinod Kumar Saini	
3.	Dr.Bhupendra Singh Rathore	
4.	Mr.Krishan Kumar	
5.	Mr.RajuDhadheech	
6.	Ms.PoonamChoudhary	
7.	Mr.ChetanDadheech	
8.	Mr.Ambesh Kumar	
9.	Mr.Sudarshan Sharma	
10.	Mrs.SeemaSaini	
11.	Ms.VishakaPunkhiya	
12.	Mrs.ReenaSaini	
13.	Dr.Vidyadhar Sharma	
14.	Ms.SuchitaJangid	
15.	Mr. Deepak Kumar Sharma	
16.	Mr. Shankar Lal	
17.	Ms.RoshanSaini	
18.	Dr.DaulalBohra	
19.	Ms. Rama Deedwania	
20.	Ms.MahimaSoni	
21.	Ms.Neha	
22.	Ms.SumanSaini	
23.	Ms.ShyamaDeedwania	
24.	Mr.VinodKumawat	
25.	Mr.Ankit Kumar Jangid	
26.	Dr. Sanjay Kumar Saini	



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Principal
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Nawalgarh - 333042



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27.	Mr. Sandeep Kumar Jangir	<i>Sandeep</i>
28.	Mr. Mukesh Kumar Jangir	<i>Mukesh</i>
29.	Mrs. Kavita Saini	<i>Kavita</i>
30.	Mr. Shri Kant Sharma	<i>Shri Kant</i>
31.	Dr. Vikram Singh Jakhar	<i>Vikram</i>
32.	Mr. Shantilal Joshi	<i>Shantilal</i>
33.	Mr. Sunil Kumar Saini	<i>Sunil</i>
34.	Mr. Deepak Kumar	<i>Deepak</i>
35.	Mr. Pramod Kumar Saini	<i>Pramod</i>
36.	Mr. Sudhir Jangir	<i>Sudhir</i>
37.	Mr. Sunil Kumar Saini	<i>Sunil</i>
38.	Dr. Anil Kumar Sharma	<i>Anil</i>
39.	Dr. Sardha Bohra	<i>Sardha</i>
40.	Mr. Nand Kumar Mishra	<i>Nand</i>
41.	Mr. Mukesh Kumar	<i>Mukesh</i>
42.	Mr. Ashish Mathur	<i>Ashish</i>
43.	Dr. Ambrish Sharma	<i>Ambrish</i>
44.	Mr. Ramesh Pareek	<i>Ramesh</i>
45.	Mrs. Rachana	<i>Rachana</i>
46.	Lt. Kamlesh Kumar	<i>Kamlesh</i>

[Signature]
Principal
Seth G.B. Podar College
Nawalgarh - 333042



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DETAILED REPORT ON ORIENTATION PROGRAMME: PREPARING COS, POS, PSOS, ASSESSMENT METHODS, AND ATTAINMENT LEVELS

Date: 21 November 2023

Topic: How to Prepare COs & POs, PSO's mapping, different Assessment methods including rubrics for formative assessment, Attainment level & Summative Assessment.

Keynote Speaker: Mr. Chetan Dhadeech, Department of Chemistry, Seth Gyaniram Bansidhar Podar College, Nawalgarh.

Introduction:

In the contemporary landscape of higher education, outcome-based education (OBE) has emerged as a dominant paradigm, emphasizing the importance of clearly defined learning outcomes and their assessment. To facilitate the effective implementation of OBE principles, Seth Gyaniram Bansidhar Podar College, Nawalgarh, organized a crucial orientation program on 21 November 2023. The program, titled "How to Prepare COs & POs, PSO's mapping, different Assessment methods including rubrics for formative assessment, Attainment level & Summative Assessment," aimed to equip faculty members with the necessary knowledge and practical skills to design, deliver, and evaluate curriculum in alignment with OBE frameworks. The college was honored to have Mr. Chetan Dhadeech, a respected member of the Department of Chemistry, as the keynote speaker. His expertise in the subject matter proved invaluable in guiding the faculty through the intricacies of outcome-based education.

The Significance of Outcome-Based Education (OBE):

Before delving into the specifics of the orientation program, it is essential to understand the underlying philosophy of OBE. Traditional education systems often focus on input, such as the number of lectures delivered or the content covered. In contrast, OBE prioritizes output, focusing on what students are expected to know, understand, and be able to do upon completion of a course or program. This shift in focus necessitates a clear articulation of learning outcomes, effective assessment strategies, and a continuous improvement cycle. OBE emphasizes:

- **Clear Learning Outcomes:** Defining specific and measurable learning outcomes that articulate the desired knowledge, skills, and attitudes that students should acquire.
- **Alignment of Curriculum and Assessment:** Ensuring that the curriculum, teaching methodologies, and assessment methods are aligned with the defined learning outcomes.
- **Student-Centered Learning:** Promoting active learning strategies that engage students in the learning process and facilitate the achievement of learning outcomes.
- **Continuous Improvement:** Utilizing assessment data to evaluate the effectiveness of the curriculum and make necessary adjustments to enhance student learning.

Program Highlights: A Detailed Overview:

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The orientation program was meticulously structured to provide a comprehensive understanding of the key components of OBE. The following sections provide a detailed overview of the topics covered:

1. Course Outcomes (COs): Defining Specific Learning Objectives:

The session commenced with a thorough explanation of Course Outcomes (COs). COs are specific statements that describe what students are expected to be able to do by the end of a course. They represent the immediate and measurable learning achievements that contribute to the broader program outcomes. Mr. Dhadeech emphasized the importance of formulating COs that adhere to the SMART criteria:

- **Specific:** COs should be clearly defined and unambiguous, leaving no room for misinterpretation.
- **Measurable:** COs should be stated in terms that allow for assessment and evaluation of student learning.
- **Achievable:** COs should be realistic and attainable within the given timeframe and resources.
- **Relevant:** COs should be relevant to the course content and aligned with the overall program objectives.
- **Time-bound:** COs should specify a timeframe for their achievement, typically by the end of the course.

Mr. Dhadeech provided practical examples of well-formulated COs and guided the faculty through the process of developing their own COs for their respective courses. He stressed the importance of using action verbs that clearly indicate the observable and measurable skills that students should demonstrate.

2. Program Outcomes (POs): Defining Broader Graduate Attributes:

The session then transitioned to a discussion of Program Outcomes (POs). POs represent the broader set of knowledge, skills, and attributes that students are expected to possess upon graduation from a program. They define the overall competencies and qualities that characterize a graduate of the program. POs are typically defined at the program level and are aligned with the institution's mission and vision. Mr. Dhadeech explained that POs encompass a wide range of skills, including:

- **Disciplinary Knowledge:** A deep understanding of the core concepts and principles of the discipline.
- **Critical Thinking and Problem-Solving Skills:** The ability to analyze information, evaluate arguments, and solve complex problems.
- **Communication Skills:** The ability to communicate effectively both orally and in writing.
- **Teamwork and Collaboration Skills:** The ability to work effectively in teams and collaborate with others.
- **Ethical and Professional Conduct:** Adherence to ethical principles and professional standards.
- **Lifelong Learning Skills:** The ability to engage in continuous learning and professional development.

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3. Program Specific Outcomes (PSOs): Defining Specialized Skills:

Building upon the concepts of COs and POs, the session introduced Program Specific Outcomes (PSOs). PSOs define the specialized skills and knowledge that are specific to a particular program of study. They represent the unique competencies that graduates of the program will possess, differentiating them from graduates of other programs. PSOs are derived from the POs and provide a more granular level of detail regarding the specific skills and knowledge relevant to the program. Mr. Dhadeech emphasized the importance of aligning PSOs with industry needs and professional standards to ensure that graduates are well-prepared for their future careers.

4. Mapping COs to POs and PSOs: Ensuring Alignment:

A crucial aspect of OBE is the mapping of COs to POs and PSOs. This process ensures that the learning activities and assessments within a course contribute to the achievement of the broader program objectives. Mr. Dhadeech explained the process of creating a mapping matrix, which visually represents the relationship between COs, POs, and PSOs. He emphasized the importance of ensuring that each CO is mapped to at least one PO and PSO, and that each PO and PSO is addressed by multiple COs. This mapping process helps to ensure that the curriculum is coherent and that students are acquiring the intended knowledge and skills.

5. Assessment Methods: Evaluating Student Learning:

A significant portion of the orientation program was dedicated to exploring various assessment methods. Mr. Dhadeech emphasized the importance of using a variety of assessment techniques to gather comprehensive data on student learning. He discussed both formative and summative assessment methods:

- **Formative Assessment:** Formative assessment is an ongoing process of monitoring student learning and providing feedback to improve their understanding. It is designed to identify areas where students are struggling and provide them with support to achieve the learning outcomes. Examples of formative assessment methods include:
 - Class discussions
 - Quizzes
 - Assignments
 - Peer feedback
 - Self-assessment
- **Summative Assessment:** Summative assessment is used to evaluate student learning at the end of a course or program. It is designed to measure the extent to which students have achieved the defined learning outcomes. Examples of summative assessment methods include:

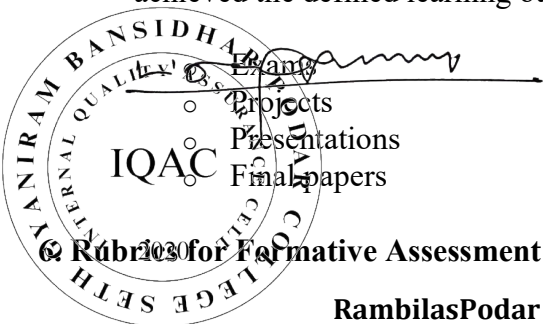
- Projects
- Presentations
- Final papers

6. Rubrics for Formative Assessment: Providing Clear Feedback:

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Mr. Dhadeech provided a detailed explanation of rubrics and their application in formative assessment. A rubric is a scoring tool that outlines specific criteria for evaluating student work. It provides clear and consistent feedback to students, helping them understand their strengths and weaknesses. Rubrics typically consist of:

- **Criteria:** The specific aspects of the work that will be evaluated.
- **Performance Levels:** Descriptions of different levels of performance for each criterion.
- **Scoring Scale:** A numerical or descriptive scale used to assign scores to student work.

Mr. Dhadeech explained how rubrics can be used to provide targeted feedback to students, helping them improve their performance and achieve the learning outcomes. He also emphasized the importance of involving students in the development of rubrics to promote their understanding of the assessment criteria.

7. Attainment Levels: Measuring Achievement of Learning Outcomes:

The session also covered the concept of attainment levels. Attainment levels are used to measure the extent to which students have achieved the defined COs and POs. Assessment data is analyzed to determine the percentage of students who have met or exceeded the expected performance standards for each learning outcome. This data is then used to evaluate the effectiveness of the curriculum and make necessary adjustments to improve student learning. Mr. Dhadeech explained different methods for calculating attainment levels and emphasized the importance of using this data for continuous improvement.

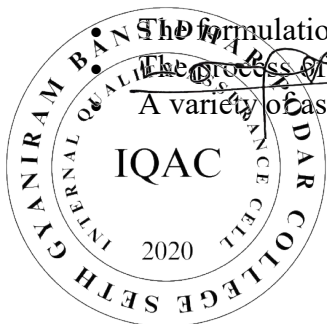
8. Summative Assessment: Evaluating Overall Learning:

The orientation program concluded with a discussion on summative assessment. Summative assessment is used to evaluate student learning at the end of a course or program. It is designed to provide a comprehensive measure of student achievement and determine whether they have met the required standards for graduation or certification. Mr. Dhadeech discussed various summative assessment methods and emphasized the importance of aligning these methods with the defined learning outcomes.

Outcomes and Impact:

The orientation program proved to be highly beneficial for the faculty members of Seth Gyaniram Bansidhar Podar College. It provided them with a comprehensive understanding of the key principles and practices of outcome-based education. The program specifically enhanced their understanding of:

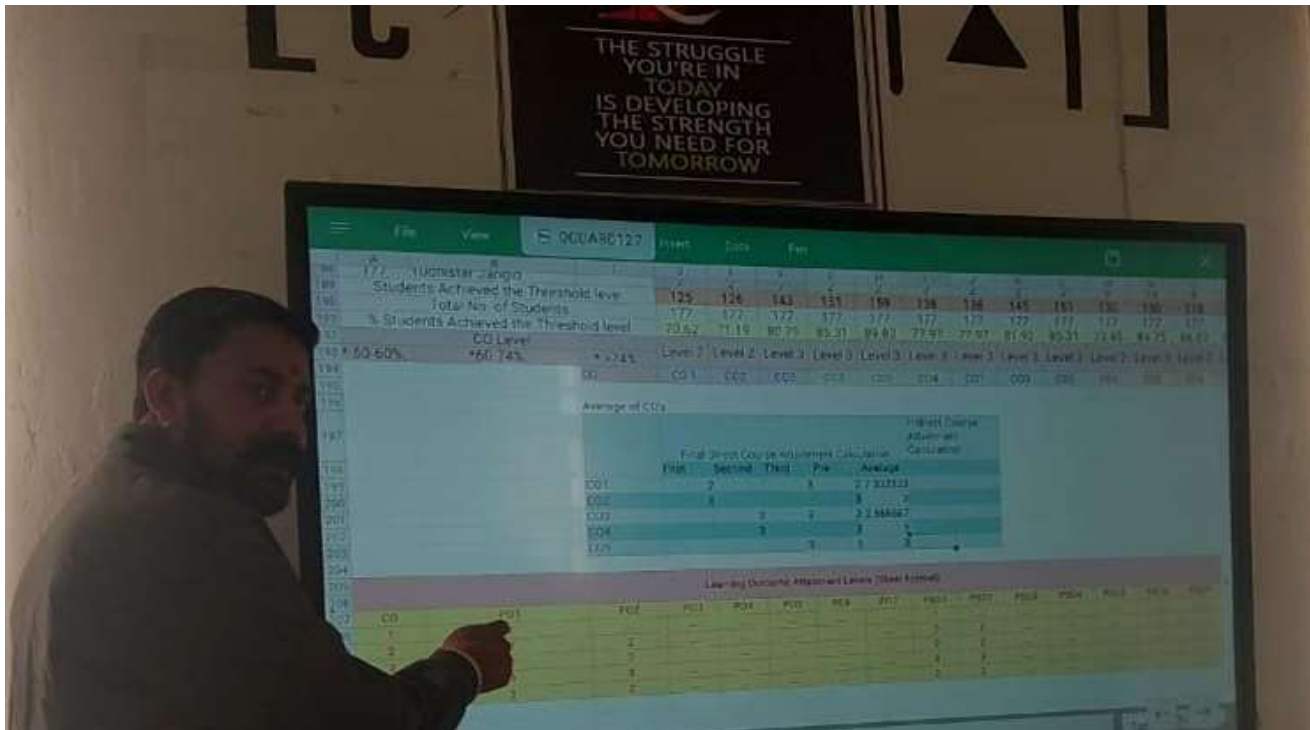
- The formulation of effective COs, POs, and PSOs.
- The process of mapping COs to POs and PSOs.
- A variety of assessment methods, including formative and summative assessment



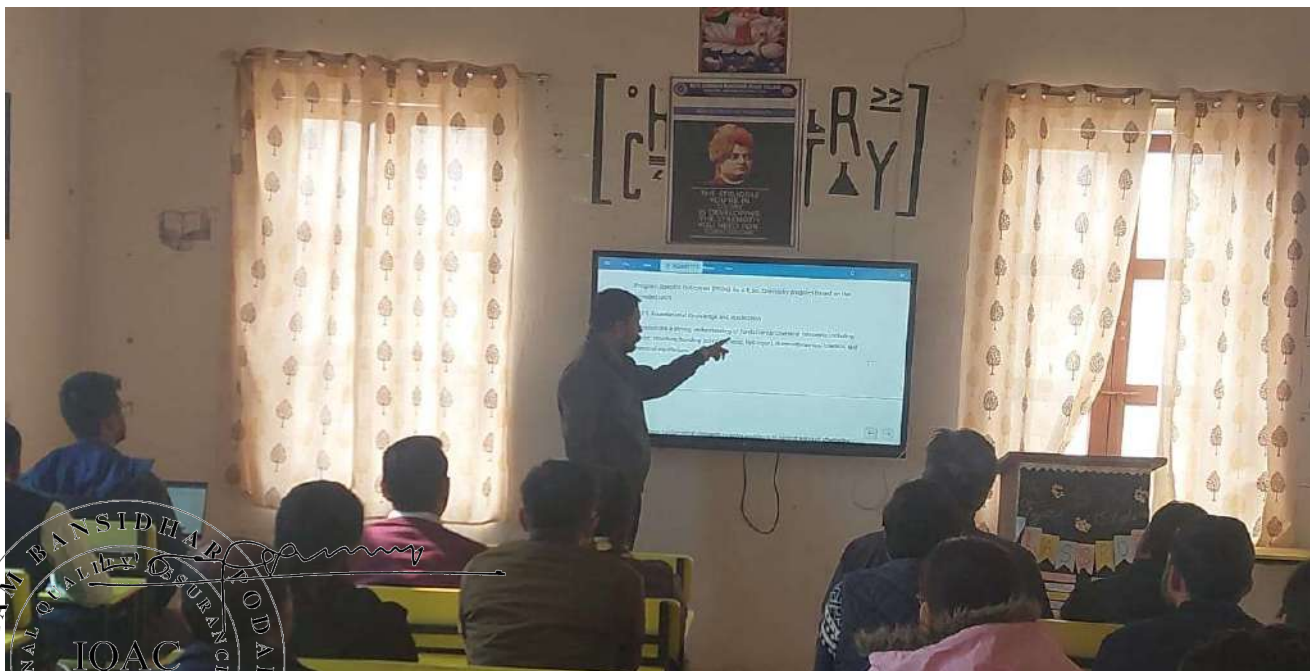


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Presenting the COs & POs, PSO's mapping, different Assessment methods (rubrics for formative assessment, Attainment level & Summative Assessment) by Mr Dadheech.





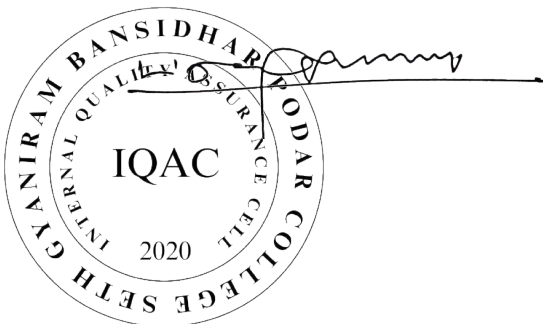
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- 1. Fire Safety Extinguisher For College***
- 2. Facilities for Differently abled Students (Ramps and Rails)***






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Nawalgarh, Rajasthan, India


310, Ward No. 3, Nawalgarh, Rajasthan 333042, India  18.26° C

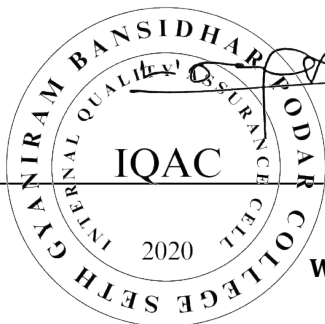
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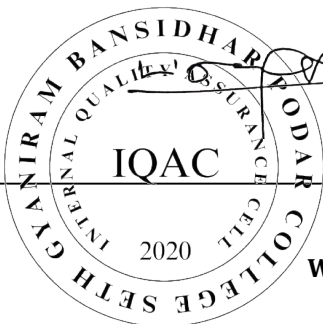
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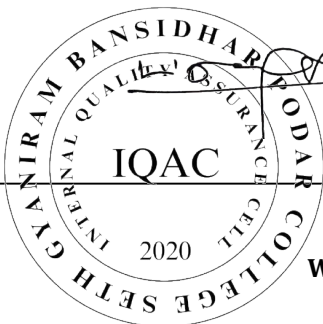
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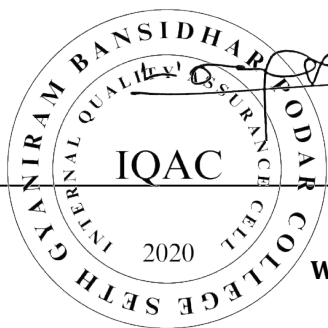
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GPS Map Camera



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Lat 27.848974 Long 75.262555
Plus Code : 7JVQR7X7+H2
31/12/2024 11:44 AM GMT +05:30  85° E
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Ref.No./GBPC/2023-24/11

Date: - July 07, 2023

NOTICE

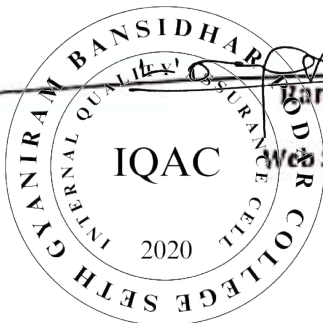
All the faculty members are hereby informed that Mentor Mentee work is allotted to you for the session 2023-24 as per attached list.

Complete record of each mentee has to be prepared as per the given mentee form.

(Dr. Vidyadhar Sharma)
Coordinator
Mentor Mentee Scheme

(Dr. Vinod Kumar Saini)
Vice-Principal &
IQAC Coordinator

(Dr. Satyendra Singh)
Principal
Principal
Seth G.B. Podar College
Nawalgarh - 333042



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SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

List of Mentees for session 2023-24

Date: 07/07/23

S.No	Name of Mentor	Department	Mentees Allotted		Signature of Mentor
			Class	Name of Mentee Starts with Letter	
1	Dr. Bhupendra Singh Rathore	Physics	M.Sc. (P & F) Physics	A to V & B to Y	[Signature]
2	Mr. Krishan Kumar	Physics	B.Sc. - II Maths	M to Y	[Signature]
3	Ms. Poonam Choudhary	Physics	B.Sc. - II Maths	A to K	[Signature]
4	Prof. Chetan Dadheech	Chemistry	M.Sc. (P & F) Chemistry	A to U & A to V	[Signature]
5	Prof. Ambresh Kumar	Chemistry	B.Sc. - II Maths	B to M	[Signature]
6	Ms. Aishakha Funkhia	Chemistry	B.Sc. - III Maths	A to G	[Signature]
7	Mrs. Seema Saini	Chemistry	B.Sc. - III Maths	R to Y	[Signature]
8	Mrs. Harna Saini	Chemistry	B.Sc. - III Maths	H to P	[Signature]
9	Dr. Vidyadhar Sharma	Mathematics	M.Sc. Previous Mathematics	B to V	[Signature]
10	Ms. Suchita Jangir	Mathematics	B.Sc. - I Maths	N to Y	[Signature]
11	Mr. Shankar Lal	Mathematics	M.Sc. Final Mathematics	A to S	[Signature]
12	Mr. Dheepak Kumar Sharma	Mathematics	B.Sc. - I Maths	A to M	[Signature]
13	Dr. Daulat Bohra	Zoology	M.Sc. (P & F) Zoology	B to V & A to V	[Signature]
14	Ms. Neha	Zoology	B.Sc. - III Bio	A to M	[Signature]
15	Ms. Mahima Soni	Zoology	B.Sc. - I Bio	A to V	[Signature]
16	Dr. Ravindra Goswami	Botany	M.Sc. (P & F) Botany	A to I & A to T	[Signature]
17	Ms. Shyama Didwania	Botany	B.Sc. - II Bio	A to S	[Signature]
18	Ms. Suman Saini	Botany	B.Sc. - III Bio	N to Y	[Signature]
19	Mr. Mukesh Kumar Saini	EAFM	B.Com. - I	A to M	[Signature]
20	Mr. Kavita Jangir	EAFM	B.Com. - III, M.Com. (P & F) EAFM	A to M, H to V & A to S	[Signature]
21	Dr. Sanjay Kumar Saini	B.Adm.	B.Com. - I	P to V	[Signature]
22	Mr. Sandeep Kumar Jangir	B.Adm.	B.Com. - II	A to V	[Signature]
23	Mr. Shashikanth Sharma	ABST	B.Com III	M to Y	[Signature]
24	Mr. Sudhar Jangir	English	B.A. - II	A to J	[Signature]
25	Mr. Pramod Kumar Saini	English	B.A. - II, M.A. (P & F) English	R to Y, D to S & R to Y	[Signature]
26	Dr. Vikram Singh Jakhar	Sociology	B.A. - III	S to Y	[Signature]
27	Mr. Shantilal Joshi	Geography	B.A. - I, M.A. (P & F) Geography	M to Y, A to R & A to S	[Signature]
28	Mr. Sunil Kumar Saini	Geography	B.A. - II	K to P	[Signature]
29	Mr. Dheepak Kumar	Geography	B.A. - III	A to K	[Signature]
30	Mr. Sanil Kumar Saini	History	B.A. - III, M.A. (P & F) History, M.A. (P & F) Pol. Sci.	M to R, S to S, D to P & A to M	[Signature]
31	Dr. Anil Kumar Sharma	Hindi	B.A. - I	A to L	[Signature]
32	Mr. Sand Kishor Mishra	Computer Science	BCA - I	A to Y	[Signature]
33	Dr. Ashish Mathur	Computer Science	BCA - II	N to Y	[Signature]
34	Mr. Mukesh Kumar Saini	Computer Science	BCA - II & III	A to M & A to V	[Signature]
35	Mr. Ambresh Sharma	Management Studies	BBA - I	A to Y	[Signature]
36	Ms. Rachana	Management Studies	BBA II	A to V	[Signature]
37	Mr. Ramesh Kumar Pareek	Management Studies	BBA III	A to V	[Signature]

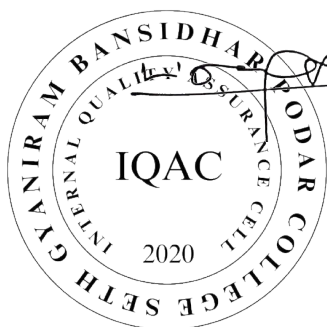
Note - List of your Mentees has been sent on your Email ID

[Signature]
 (Dr. Vidyadhar Sharma)
 Coordinator
 Mentor Mentee Scheme

[Signature]
 Dr. Vinod Kumar Saini
 Vice-Principal &
 IQAC Coordinator

[Signature]
 (Dr. Satyendra Singh)
 Principal

Principal
 Seth G.B. Podar College
 Nawalgarh - 333042





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Mentor's Report

The Mentor Mentee Cell of the college has allotted me 18 mentees in the academic session 2023-24 of the class M.Sc.(F) Physics. The mentee registration form was filled by 18 students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 12 local mentees by visit at their home and parents of 06 mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made 03 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by 12 And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	Books in library	Books purchased in library
2.	Electrical fan	fan provided by college
3.	Computer for Seminar purpose	purchased by college

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

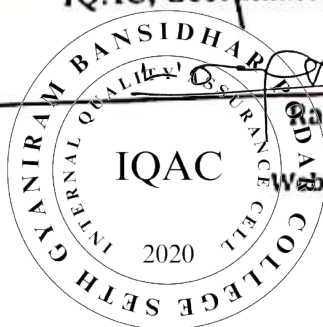
Principal
Principal

Seth G.B. Podar College

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me 20 mentees in the academic session 2023-24 of the class M.Sc. (P) Physics

The mentee registration form was filled by 20 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 8 local mentees by visit at their home and parents of 12 mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made 03 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by 1,2,3 And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

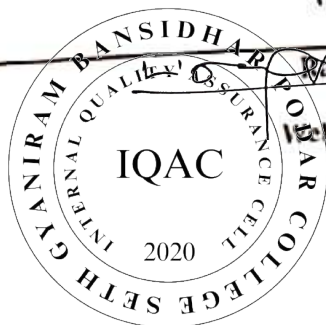
S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Electric tubelights & fan	purchased by Physics dept.
2.	Notes	Notes provided by teachers
3.	Smart classes	solved by PIMS dept.

B. Radhika
Signature of Mentor

B. Radhika
Convener (Mentor Mentee Cell)

[Signature]
IQAC, Coordinator

[Signature]
Principal
Seth G.B. Podar College



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Mentor's Report

The Mentor Mentee Cell of the college has allotted me⁴⁴.....
mentees in the academic session ²⁰²³⁻²⁴ of the class ...^{B.Sc. IInd YR.}...

The mentee registration form was filled by ⁴⁴ students after meeting them personally


As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of²¹..... local mentees by visit at their home and parents of²³..... mentees who are not resident of Nawalgarh contacted telephonically

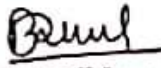
The meeting contact with the parents were made ...⁰²... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

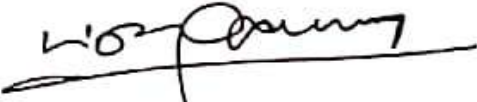
The following issues were raised by ^{1, 2, 3, 4}..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Smart classroom	Smart classroom developed in PIMS
2.	Computer/desktop requirement	Problem solved by physics dept.
3.	Notes	Notes provided by teachers through offline and online modes
4.	Physics experiments not working	problem solved by physics department


Signature of Mentor


Convener (Mentor Mentee Cell)

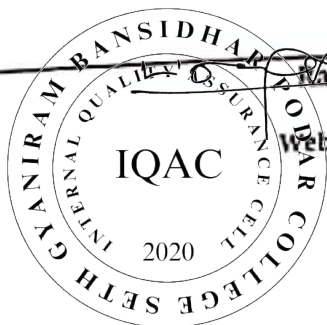

IQAC, Coordinator


Principal

Principal
Seth G.B. Podar College
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Mentor's Report

The Mentor Mentee Cell of the college has allotted me 38 mentees in the academic session 2023-24 of the class B.Sc. [NWR]

The mentee registration form was filled by 38 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 16 local mentees by visit at their home and parents of 22 mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made 02 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by 3 And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

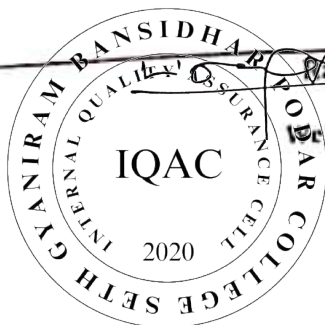
S. No.	Issue Raised	Action Taken to Resolve the Issue
1	Seminar	Solved by physics dept.
2	No competition classes	Competition classes arranged
3.	Smart classes	Solved by PIMS dept.

Poonam Choudhary
Signature of Mentor

Dinesh
Convener (Mentor Mentee Cell)

[Signature]
IQAC, Coordinator

[Signature]
Principal
Seth G.B. Podar College
Nawalgarh - 333042



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Recognition of college under Section 2(F)/12(B), UGC Act, 1956
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Mentor's Report

The Mentor Mentee Cell of the college has allotted me 32 mentees in the academic session 2023-24 of the class B.Sc. IIIrd (H to P)

The mentee registration form was filled by students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 32 local mentees by visit at their home and parents of mentees who are not resident of Nawalgarh contacted telephonically

The meeting contact with the parents were made times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her

The following issues were raised by And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	Lack of practical understanding.	practicals were conducted again and again.
2	Lack of understanding of some topics	Extra classes and tests were taken.
3	do not study at home	The importance of education was explained.


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator

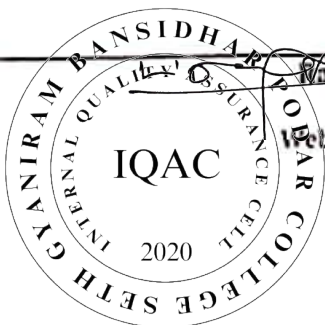

Principal
Principal

Seth G.B. Podar College

Vambillas Podar Road, Nawalgarh, Dist: Jhunjhunnar - 333042

Contact No: 8619068884

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me36..... mentees in the academic session 2023-24... of the class .B.Sc. IIIrd math (A¹⁰⁶)
The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of36..... local mentees by visit at their home and parents of mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

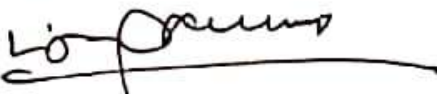
The following issues were raised by And those issue have been sorted out with due involvement of the administration.


The issues were as follows:

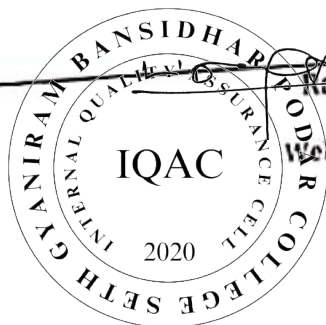
S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Book availability	help was taken from the library.
2.	Lack of practicals	Lab organized was done & practicals were conducted.


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator


Principal
Principal
Seth G.B. Podar College



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Mentor's Report

The Mentor Mentee Cell of the college has allotted me33..... mentees in the academic session 2023-24 of the class B.Sc. III. (math (R to V))
The mentee registration form was filled by..... students after meeting them personally


As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of33..... local mentees by visit at their home and parents of mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

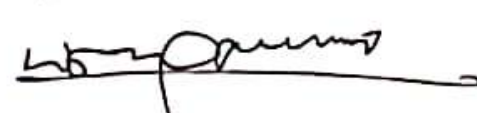
The following issues were raised by And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Lack of understanding	Trying to solve it by taking extra classes.
2.	problem related to book	The book was made available from the library.


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator

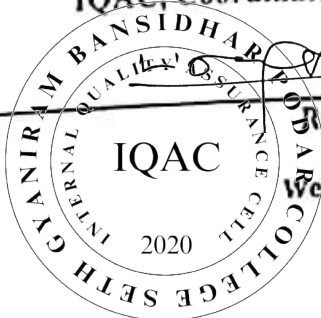

Principal
Principal

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me ...15.. (fifteen).. mentees in the academic session 2024-25.. of the class ..M.Sc.(P).maths
The mentee registration form was filled by..15. students after meeting them personally

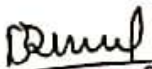
As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of11..... local mentees by visit at their home and parents of04..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made ...01.... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by ..mentee... and those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	prepare maths computer Lab	To give an application to principal sir.
2.	At Department RO/water facilities provided.	—
3.	To organized an education tour.	Per worded to principal & IQAC coordinator and may be o.k.


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator

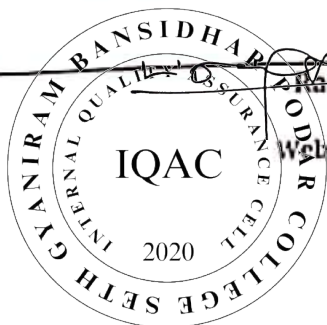

Principal

Seth G.B. Podar College

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me 37 mentees in the academic session 2023-2024 of the class B.Sc. P.T.S. Semester - I. The mentee registration form was filled by students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 19 local mentees by visit at their home and parents of 18 mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made 2 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by Mentee. And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	mosquitoes Problem during classes	Fogging done was completed in all classrooms.
2.	classes are not scheduled at proper place	Classes was arranged at proper place.

Suchita
Signature of Mentor

Duni
Convener (Mentor Mentee Cell)

Lion
IQAC, Coordinator

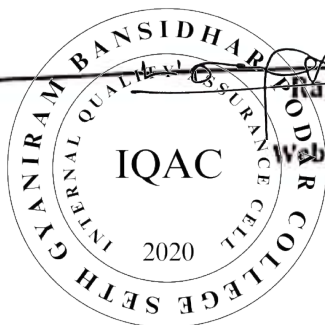
Am
Principal
Principal

Seth G.B. Podar College

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me13..... mentees in the academic session ..2023-2024 of the class *M.Sc. (final Mathematics)*

The mentee registration form was filled by 13 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of07..... local mentees by visit at their home and parents of06..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting contact with the parents were made ...02.... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by ...Mentee.... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	College timing Problem	Class arranged or extra classes were arranged by respective teachers.
2.	Black Board Problem in classed	Problem solved by respective departments.


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator

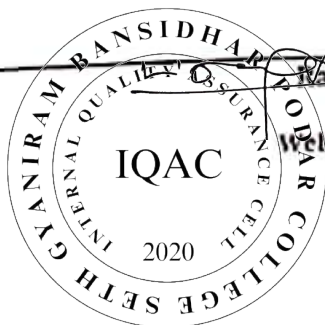

Principal
Principal

Seth G.B. Podar College

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me 44 mentees in the academic session 2023-2024 of the class B.Sc.H.T (Sem Ist). The mentee registration form was filled by 44 students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 27 local mentees by visit at their home and parents of 17 mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made 2 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by mentees. And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Class will not schedule at proper place (one place)	classes will taken at properly places by Teachers.
2.	Mosquito problem during classes	Fogging will done by Management in every classroom.

Deepee
Signature of Mentor

Bansidhar
Convener (Mentor Mentee Cell)

Liya
IQAC, Coordinator

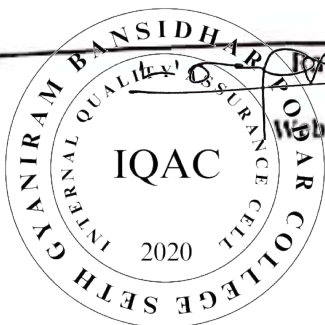
Liya
Principal

Seth G.B. Podar College

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Contact No. 8619868884

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me18..... mentees in the academic session 2023-24. of the class ..M.Sc...(P) Zoology
The mentee registration form was filled by 18 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of18..... local mentees by visit at their home and parents of mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Book related to syllabus not available.	Dept. Library was established.
2.	computer facility for students	one PC in un lab.
3.	name facility	one woman for gender.


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator


Principal
Principal

Seth G.B. Podar College

Amol Das Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042

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Web Site www.podarcollege.com E-Mail principal@podarcollege.com





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Mentor's Report

The Mentor Mentee Cell of the college has allotted me14..... mentees in the academic session 2022-24.... of the class ...M.Sc.(F.) Zoology
The mentee registration form was filled by 14.. students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of14..... local mentees by visit at their home and parents of mentees who are not resident of Nawalgarh contacted telephonically

The meeting contact with the parents were made times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	BOOK avilabuty	Dept. Libary .
2.	Computer and Net aibe	one pc in Lab and Wiki aibe .
3.	Journele rebusch.	Libary keep up


Signature of Mentor

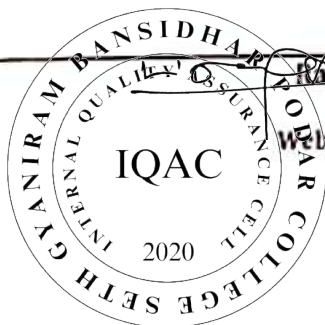

Convener (Mentor Mentee Cell)


IQAC, Coordinator


Principal

Seth G.B. Podar College
Nawalgarh - 333042

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me30..... mentees in the academic session 2022-23 of the class B.S.C..IIIrd

The mentee registration form was filled by 30 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of30..... local mentees by visit at their home and parents of mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Book Availability	Help was taken from the Departmental & College Library.
2.	Lab Practica	Lab organisation was done by Teachers & Practical were conducted.

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

Principal
Principal

Seth G.B. Podar College

Nawalgarh - 333042

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me14..... mentees in the academic session .2023-24... of the class .B.S.C..1st.Bio

The mentee registration form was filled by..... students after meeting them personally

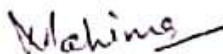
As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of14..... local mentees by visit at their home and parents of mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

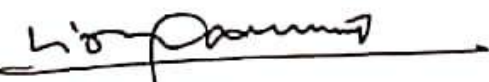
The following issues were raised by2..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Book Issue	Resolved by the help of Library.
2.	Fear of the Examination	Regularly checked the syllabus & taken test for better performance


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator


Principal
Principal
Seth G.B. Podar College



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Mentor's Report

The Mentor Mentee Cell of the college has allotted me 139 mentees in the academic session 2023-24 of the class M.Sc. (Bsc) Botany. The mentee registration form was filled by students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 09 local mentees by visit at their home and parents of 04 mentees who are not resident of Nawalgarh contacted telephonically.

The meeting contact with the parents were made 02 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her

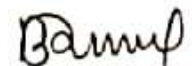
The following issues were raised by students. And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	Syllabus Coverage	Extra classes arranged
2.	Revision classes	Revision classes for special topics arranged
3.	Educational tour	2 one day educational tour arranged


Signature of Mentor
(Dr. Ravindra Joswani)


IQAC, Coordinator


Convener (Mentor Mentee Cell)

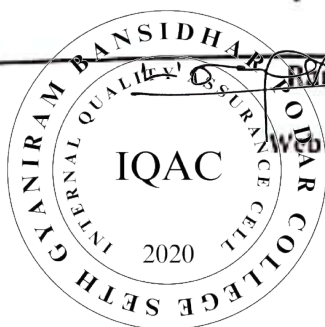

Principal
Principal

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me 21 mentees in the academic session 2023-24 of the class M. Sc. Final (Botany)

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 15 local mentees by visit at their home and parents of 06 mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made 2 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by Students..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
<u>1</u>	<u>Workshop/Training session for understanding lab safety</u>	<u>7 days training program arranged for the students for the same</u>
<u>2</u>	<u>Revision classes</u>	<u>Arranged in the month of Jan - Feb</u>
<u>3</u>	<u>Survey of local plants</u>	<u>Survey tours organised for the same</u>


Signature of Mentor
(Dr. Ravindra Goswami)


Convener (Mentor Mentee Cell)

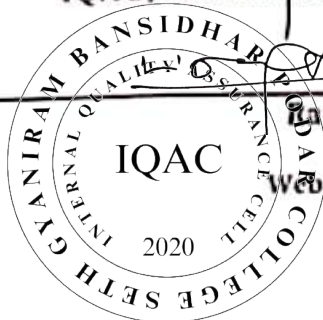

IQAC, Coordinator


Principal
Principal

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me 29 mentees in the academic session 2023-24 of the class B.Sc. IInd (Bio)

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 20 local mentees by visit at their home and parents of 09 mentees who are not resident of Nawalgarh contacted telephonically

The meeting contact with the parents were made 1 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

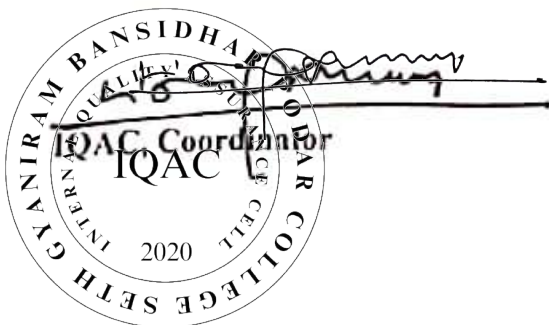
The following issues were raised by And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
<u>1</u>	<u>Syllabus coverage</u>	<u>Extra classes arranged</u>
<u>2</u>	<u>Extra practical classes to understand practicals</u>	<u>Arranged after the regular classes for 10 days</u>

Shyama
Signature of Mentor

Barnu
Convener (Mentor Mentee Cell)



Principal
Principal
Seth Gyaniram Bansidhar Podar College

Mentor's Report

The Mentor Mentee Cell of the college has allotted me 5 mentees in the academic session 2023-24 of the class B.Sc. B.Bio

The mentee registration form was filled by 52 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 25 local mentees by visit at their home and parents of 27 mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made 1 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by NIL And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	syllabus coverage not done timely	Extra classes taken by faculty for syllabus coverage.
2.	NIL	NIL

Saimay
Signature of Mentor

Brunel
Convener (Mentor Mentee Cell)

[Signature]
IQAC, Coordinator

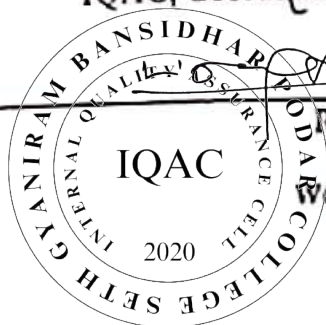
[Signature]
Principal
Principal

Seth G.B. Podar College

Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042

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SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC
Recognition of college under Section 2(F)/12(B), UGC Act, 1956
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Mentor's Report

The Mentor Mentee Cell of the college has allotted me¹⁵..... mentees in the academic session .2023-24.. of the classB.Com. Part-I
The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of12..... local mentees by visit at their home and parents of03... mentees who are not resident of Nawalgarh contacted telephonically

The meeting contact with the parents were made02.... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by .mentor's... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
01.	Furniture arrangement is not proper.	Contact to Vice Principal and Paliwal ji.
03.	Time-table issue.	Sort out the time table problem.


Signature of Mentor


IQAC, Coordinator


Convener (Mentor Mentee Cell)

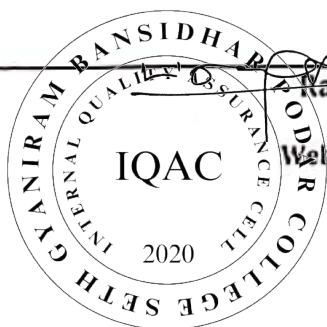

Principal
Principal

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me15..... mentees in the academic session 2022-23... of the class ..B.COM..I

The mentee registration form was filled by..15.. students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of ..10..... local mentees by visit at their home and parents of05... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting contact with the parents were made ..01..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by ..mentees.. And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	cleaners of furniture and class	contact to principal sir and A.K. Patwal Ji
2	lack of sports Activity	sports Teacher appointed and sports activities conducted.

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

Principal

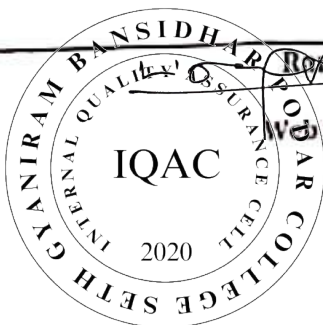
Seth G.B. Podar College

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me29..... mentees in the academic session ..2023-24.. of the class ...B.Com-III..

The mentee registration form was filled by 29. students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents ofJ.L..... local mentees by visit at their home and parents ofJ.B..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made ..21..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by .mentee..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	clearers of furniture and class	contact to principal sir and A.K Palwal sicut. Resolved it.
2	Separat section for Hindi and English	Teaching are Both medium and given prefer Notes

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

Principal

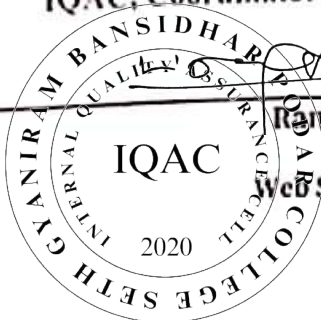
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Mentor's Report

The Mentor Mentee Cell of the college has allotted me30..... mentees in the academic session 2023: 24..... of the class .B.Com.IIIrd

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of12..... local mentees by visit at their home and parents of18..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made01..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by .mentee..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	seprate section for Hindi & English medium for B.COM III rd year	Teaching are both medium and given proper notes
2	Cleaner of furniture and class	contract to principal sir. and A.K. palwar sir - Resolved it

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

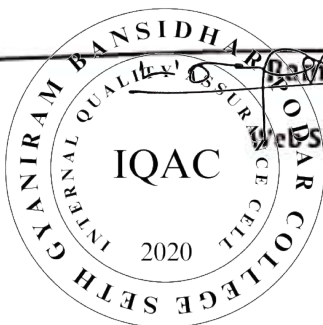
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Mentor's Report

The Mentor Mentee Cell of the college has allotted me ²³⁺⁹⁼³² ~~B.Com IIIrd~~ ^{A.M. (Com) (P) & (F)} ~~EAEM~~ mentees in the academic session 2023-24.... of the class.....

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of17..... local mentees by visit at their home and parents of15..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made ...1..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by 2..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Lack of Sports activity	Sports teacher appointed and sports activities conducted
2.	furniture arrangement is not proper.	Peon arrange all furniture according to instruction


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator

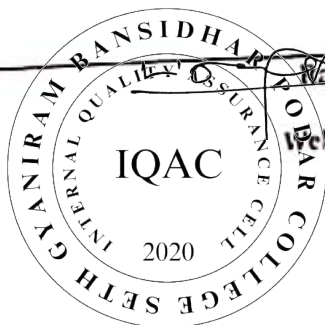

Principal
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Affiliated to Punjabi Deemed to be University, Sherwan, Sagar

Mentor's Report

The Mentor Mentee Cell of the college has allotted me²⁶..... mentees in the academic session 2022-23.. of the class ..^{B.A.}..

The mentee registration form was filled by ²⁶ students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of²⁰..... local mentees by visit at their home and parents of⁶..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made ²³..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by²³..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Digital class room demand	digital board was fixed
2.	New books demand	Books were arranged


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator


Principal
Principal
Seth G.B. Podar College



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Mentor's Report

The Mentor Mentee Cell of the college has allotted me07..... mentees in the academic session 2025-26 of the class M.A.P. (Eng Lit)

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of05..... local mentees by visit at their home and parents of02..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made ...02.... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by02..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	classroom arrangement	classes were arranged at proper place
2.	Books demand	New books were arranged in the library


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator

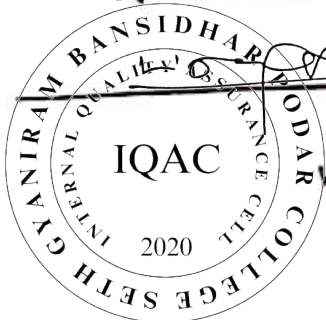

Principal
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Mentor's Report

The Mentor Mentee Cell of the college has allotted me02..... mentees in the academic session 2023-24.... of the class .M.A..F...(Eng. Lit)
The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of02..... local mentees by visit at their home and parents of02..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made02..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by02..... And those issue have been sorted out with due involvement of the administration.


The issues were as follows:

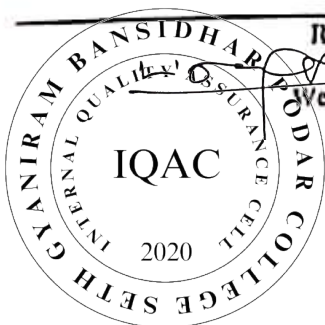
S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	New paper syllabus	syllabus was covered withingiven time
2.	Period large	Periods were arranged on suitable time


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator


Principal
Principal



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SETH GYANIRAM BANSIDHAR PODAR COLLEGE

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me²⁹..... mentees in the academic session 2023-24.. of the class ..¹²..

The mentee registration form was filled by..²⁹ students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of²⁹..... local mentees by visit at their home and parents of²⁹..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made²³... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by²³..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Ruised	Action Taken to Resolve the Issue
1.	Need of books	Books were arranged in the library
2.	class Timing	classes were arranged with suitable time
3.	Notes demand	written notes were given


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator


Principal
Principal

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me ...29..... mentees in the academic session 2023-2024 of the classB.A.: Part III

The mentee registration form was filled by 29 students after meeting them personally


As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 29 local mentees by visit at their home and parents of NIL mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made 02 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by 02 And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	साफ़ साफ़ हुआव रिश्ता नहीं हो रहा है।	सुधार की मांग प्रकृत है
2	बोर्डर फिल्टर पानी उपलब्ध नहीं है।	सुधार की मांग प्रकृत है


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC, Coordinator

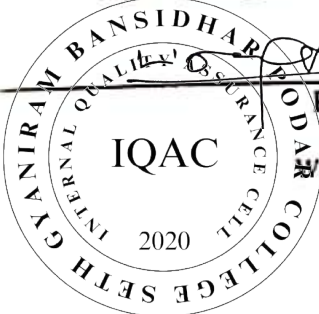

Principal

Principal

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me07..... mentees in the academic session 2023-24 of the class ..M. A. (P).. Geography
The mentee registration form was filled by 07 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of07..... local mentees by visit at their home and parents ofNil..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting contact with the parents were made03.... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by03..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Broken furniture	Arranged fresh furniture
2.	Need smart class room	Arranged by smart class room
3.	orientation programme	College conduct the orientation programme in new session

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

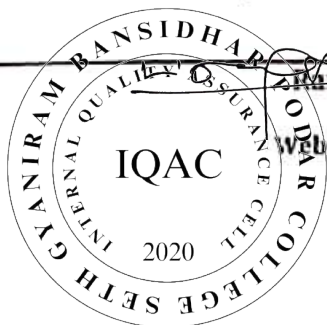
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Mentor's Report

The Mentor Mentee Cell of the college has allotted me08..... mentees in the academic session 2022-23 of the class M.A.(F.) Geography. The mentee registration form was filled by 08 students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of08..... local mentees by visit at their home and parents ofNil..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting contact with the parents were made 03..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by03..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Need some Repair in New Building	1. Repair work of Damaged Columns (New Building)
2.	Need of E-Library	2. E-Library was established
3.	Need of wi-fi facilities	3. Free wi-fi campus

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

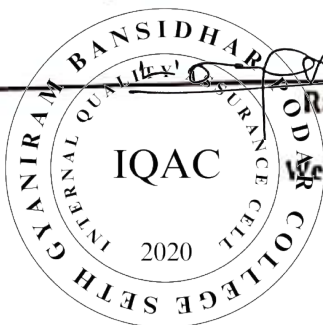
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Mentor's Report

The Mentor Mentee Cell of the college has allotted me⁴⁸..... mentees in the academic session 2022-23 of the class ...^{B.A.}...

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of³⁸..... local mentees by visit at their home and parents of¹⁰..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting/ contact with the parents were made⁰³..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her

The following issues were raised by⁰³..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Period timing	Classes were arranged suitable time
2.	Books demand	New books were arranged in the library

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

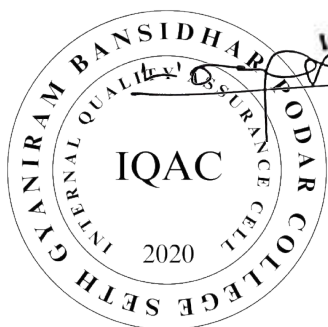
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Mentor's Report

The Mentor Mentee Cell of the college has allotted me ...37..... mentees in the academic session 2023-24.. of the class B.A.:III.

The mentee registration form was filled by 37. students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of37..... local mentees by visit at their home and parents of11..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting contact with the parents were made ...03..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by02..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	Lack of some facilities in new building	Improve all the problems
2	Improve fire safety in New building	Improve all the problem

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

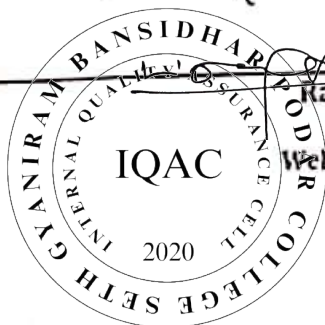
Principal
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Mentor's Report

The Mentor Mentee Cell of the college has allotted me2.6..... mentees in the academic session 2023-24.. of the class ..B:A..Pt..III

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of1.8..... local mentees by visit at their home and parents of0.8..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made ...0.3.... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by0.2..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	need of construction in in Dr. Ramnath Auditorium	1. construction in Dr. Ramnath Auditorium
2.	need some repair in main building	2. Repairing work of damaged Gloms (Main building)
3.	Need some new furniture in classroom	3. buy new furniture in classroom


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC Coordinator

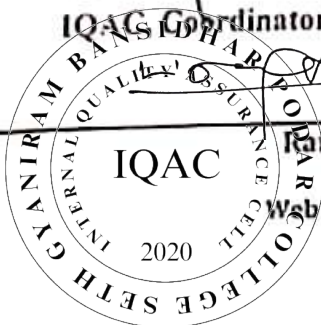

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me29..... mentees in the academic session 2023-24 of the class ..B.A.:..II

The mentee registration form was filled by 29 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of20..... local mentees by visit at their home and parents of09..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting contact with the parents were made ...04... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her

The following issues were raised by03..... And those issue have been sorted out with due involvement of the administration.


The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Need of wi-fi facilities	Its free - wi fi connection
2.	Need of smart classes	Arrangement of Digital Board


Signature of Mentor


Convener (Mentor Mentee Cell)

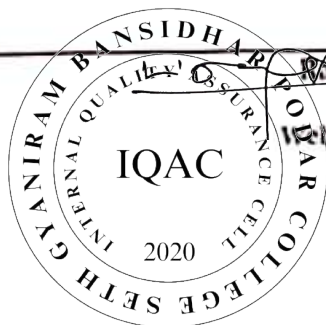

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SETH GYANIRAM BANSIDHAR PODAR COLLEGE

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Recognition of college under Section 2(F)/12(B), UGC Act, 1956
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Mentor's Report

The Mentor Mentee Cell of the college has allotted mentees in the academic session 2023-24 of the class B.C.A. I.

The mentee registration form was filled by 106 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 30.. local mentees by visit at their home and parents of 25..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made ... 02.... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.


The following issues were raised by 3.2..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1.	Computers Not working properly.	New Computers sanction has been taken from management
2.	Softwares required for programming	Installed genuine SW in the lab


Signature of Mentor

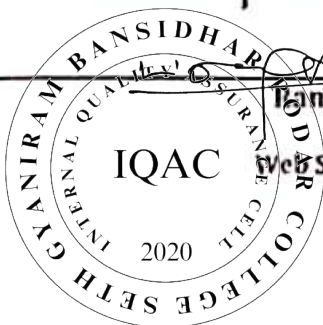

Convener (Mentor Mentee Cell)


IQAC, Coordinator


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Mentor's Report

The Mentor Mentee Cell of the college has allotted me ⁽⁴⁴⁾ BCA II (N.T.O.Y) mentees in the academic session 2022-23 of the class ⁽⁴⁴⁾ BCA II

The mentee registration form was filled by 44 students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of 10 local mentees by visit at their home and parents of 30 mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made 03 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by 33. And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	Computer are lagging and freez.	Raised this issue in front of Management
2.	Electricity problem during	Maintenance ticket was raised and some problems were resolved
3.	Need additional skills in Programming	Add on on Applications development was conducted for betterment of students future

Ashish

Signature of Mentor

Bansidhar

Convener (Mentor Mentee Cell)

W. Prasad

IQAC, Coordinator

Kul

Principal

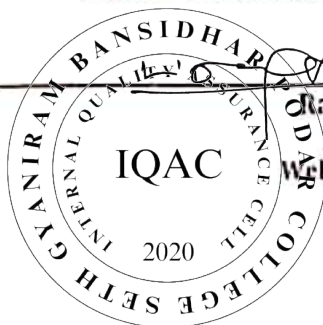
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Mentor's Report

The Mentor Mentee Cell of the college has allotted mentees in the academic session ..2023-24 of the class ..⁶² B.C.A. II, sem (A to M) B.C.A. II, sem B.C.A. III yr
The mentee registration form was filled by 62 students after meeting them personally,

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of08..... local mentees by visit at their home and parents of37..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made ...02.... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by05..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	Classrooms were not proper decorated or arranged	Classrooms updated with wall putty and plaster with new furniture.
2.	Faculty not available	Two faculty members and one Dean appointed by the management
2.	Water Cooler Not Working	Service done and also attached RO purifier.

Mukul

Signature of Mentor

Ram

Convener (Mentor Mentee Cell)

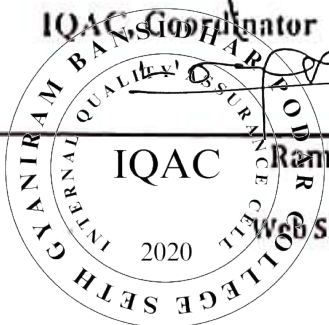
Lion Ramp

IQAC Coordinator

du
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Mentor's Report

The Mentor Mentee Cell of the college has allotted meB.P...23..... mentees in the academic session 22..... of the class B.B.D.I.

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of1..... local mentees by visit at their home and parents of2..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were made 2 times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised byI.P...... And those issue have been sorted out with due involvement of the administration.


The issues were as follows:

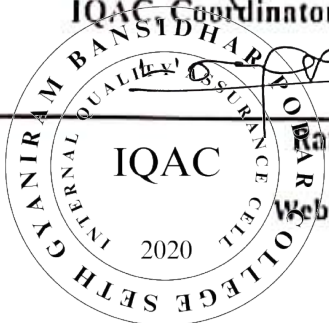
S. No.	Issue Raised	Action Taken to Resolve the Issue
	White board Problem	^{New} Change board
	student for Demerit lines break	Arrange class room and decid demerit how


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC Coordinator


Principal
Principal
Seth G.B. Podar College



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Mentor's Report

The Mentor Mentee Cell of the college has allotted me16..... mentees in the academic session ..23-24... of the classB.C.D...I

The mentee registration form was filled by..... students after meeting them personally

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of8.6.... local mentees by visit at their home and parents of5..... mentees who are not resident of Nawalgarh contacted telephonically

The meeting contact with the parents were made ..2..... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her

The following issues were raised by5..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1)	Smart Board issue	Solve this / arrange new smart board
2)	class room is ^{hi karke}	repair class room
3)	is	


Signature of Mentor


Convener (Mentor Mentee Cell)


IQAC Coordinator

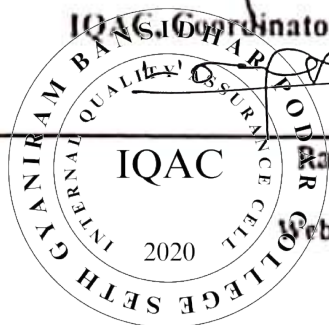

Principal

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Mentor's Report

The Mentor Mentee Cell of the college has allotted me¹⁹..... mentees in the academic session 2023-24... of the class B.B.A. - ^{1st} year

The mentee registration form was filled by students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of⁰⁷..... local mentees by visit at their home and parents of⁰⁹..... mentees who are not resident of Nawalgarh contacted telephonically.

The meeting contact with the parents were made ..⁰²... times in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by⁰³..... And those issue have been sorted out with due involvement of the administration.

The issues were as follows:

S. No.	Issue Raised	Action Taken to Resolve the Issue
1	Well Maintain Classroom Requiter	Approval Grant Permitted for Renovation of Classroom
2	Smart classroom for Study.	Arranged for Class.
3.	Co-curricular activities vis less	Improve the Co-curricular Activation

Signature of Mentor

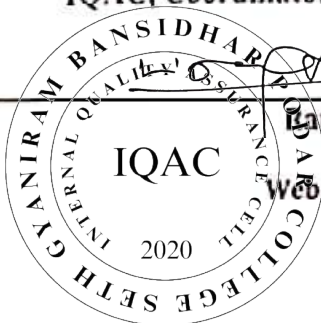
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Review Report: Seth Gyaniram Bansidhar Podar College Mentor-Mentee Program of Session 2023-24

Introduction:

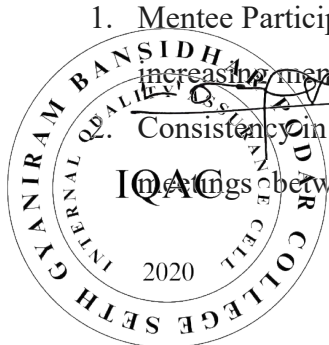
The Mentor-Mentee Program at Seth Gyaniram Bansidhar Podar College, Nawalgarh, aims to provide a supportive and nurturing environment for students, fostering their academic and personal growth. This review report analyzes the program's implementation during the 2023-24 academic session, highlighting its strengths and areas for improvement.

Strengths of the Program:

1. Clear Objectives and Structure: The program had well-defined objectives and a clear structure, ensuring a focused approach to mentoring.
2. Experienced Mentors: The involvement of experienced faculty members and senior students as mentors provided valuable guidance and support to mentees.
3. Personalized Guidance: The one-on-one nature of the program allowed for tailored mentoring, addressing the specific needs and concerns of each mentee.
4. Comprehensive Support: The program covered a wide range of aspects, including academic guidance, career counseling, and personal development.
5. Positive Impact on Student Experience: The program fostered a positive learning environment, enhancing student satisfaction and overall well-being.

Areas for Improvement:

1. Mentee Participation: While the program had a positive impact, it could be further enhanced by increasing mentee participation and engagement.
2. Consistency in Mentor-Mentee Interactions: Maintaining consistent communication and regular meetings between mentors and mentees can be challenging. Implementing strategies to



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facilitate regular interactions, such as using online platforms or scheduling regular meetings, can help address this issue.

3. Evaluation and Feedback Mechanism: A more robust evaluation and feedback mechanism could be implemented to assess the program's effectiveness and identify areas for improvement. Regular surveys and feedback sessions can provide valuable insights from both mentors and mentees.
4. Mentor Training: Providing comprehensive training to mentors on effective mentoring techniques, active listening, and conflict resolution can further enhance the program's impact.

Actions Taken:

1. Mentee Participation:

Action Taken: Organized workshops and seminars to highlight the benefits of the program and incentivized active participation.

2. Consistency in Mentor-Mentee Interactions:

Action Taken: Implemented a user-friendly platform to facilitate easy communication and scheduling of regular meetings.

3. Evaluation and Feedback Mechanism:

Action Taken: Conducted regular surveys and feedback sessions to gather insights from both mentors and mentees.

Action Taken: Analyzed the data to identify areas for improvement and implemented necessary changes.

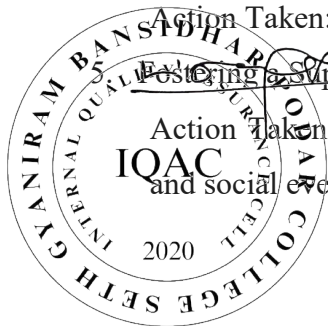
4. Mentor Training:

Action Taken: Organized comprehensive training sessions on effective mentoring techniques, active listening, and conflict resolution.

Action Taken: Provided resources and guidelines to support mentors in their role.

~~Fostering a Supportive Environment:~~

Action Taken: Created a culture of open communication and trust through regular check-ins and social events.



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Recommendations for Future Improvement

1. Promote Active Participation: Organize workshops, seminars, and social events to encourage active participation from mentees.
2. Facilitate Regular Communication: Implement a user-friendly platform or app to facilitate easy communication and scheduling of meetings between mentors and mentees.
3. Strengthen Evaluation and Feedback Mechanism: Conduct regular evaluations, surveys, and feedback sessions to assess the program's effectiveness and identify areas for improvement.
4. Provide Comprehensive Mentor Training: Organize training sessions to equip mentors with the necessary skills to provide effective guidance and support.
5. Foster a Supportive Environment: Create a supportive and inclusive environment where mentees feel comfortable sharing their concerns and seeking help.

By addressing these areas and implementing the recommended strategies, the Mentor-Mentee Program at Seth Gyaniram Bansidhar Podar College can further enhance its impact on student success and overall well-being.

