

Minutes of the Internal Quality Assurance Cell Meeting

The IQAC meeting was conducted on 5 June 2025. IQAC coordinator welcomed and briefed the committee members about the agenda of the meeting

Agenda 1: To review and confirm the minutes of the last meeting

The minutes of the previous meeting were reviewed and confirmed unanimously by all members. The action taken on decisions from the last meeting, including completion of AAA documentation and successful organization of the Alumni Meet and Farewell for the 2024–25 batch, was appreciated by the Chairperson.

Agenda 2: Preparation of Academic Calendar and UG/PG Timetables.

The draft of the Academic Calendar for the academic year 2025–26 was presented. Members discussed the inclusion of curricular, co-curricular, and extracurricular activities along with IQAC-planned initiatives such as workshops, FDPs, and internal audits. It was decided that each department will align its departmental activity schedule with the college calendar.

The preparation of UG and PG timetables was also discussed. Departments were instructed to submit their tentative timetables to the Time-Table Committee by 10 June 2025 for consolidation and final approval.

Agenda 3: Review of the Admission Process

The committee reviewed the admission process and appreciated the efforts taken by all members in reaching out to prospective students and providing guidance through the helpdesk. It was noted that the admission process is progressing smoothly as per the planned schedule and will continue to be monitored on a regular basis.

Agenda 4: Workload Distribution for the New Academic Year

The proposed workload distribution for all programmes was presented and discussed. Coordinators shared updates on faculty requirements based on student strength and new course additions. The Chairperson emphasized the need to ensure equitable workload among faculty members in accordance with UGC and SPPU guidelines.



Agenda 5: Review of Document Submission Status of the Previous Academic Year

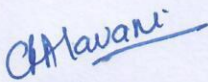
The IQAC Coordinator reviewed the status of activity and staff/student achievement document submissions for the academic year 2024–25. It was noted that all departments had successfully submitted their activity documents, with only two to three submissions pending. All coordinators were instructed to compile and submit the complete departmental file for AY 2024–25 to the IQAC for record maintenance.

Agenda 6: Preparation of AQAR 2024–25

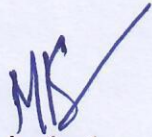
The committee discussed the preparation of AQAR 2024–25. It was decided that, even though the guidelines for the new NAAC reforms and the AQAR uploading process are yet to be received, the AQAR will be prepared as per the existing format. Criterion heads were instructed to compile and submit the required details to the IQAC by 15th December 2025 to ensure timely readiness for submission.

Agenda 7: Any Other Relevant Issues Raised by IQAC Members

Members discussed the need to conduct an orientation session for newly admitted students in the first week of July.


IQAC Coordinator




Principal
IQAC Chairman