

5 March 2025

Minutes of the Internal Quality Assurance Cell Meeting

The IQAC meeting was conducted on 1 March 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 confirmed unanimously by all the IQAC members

Agenda 2: To discuss the admission process for the next academic year.

The admission process for the upcoming academic year was discussed. Members emphasized the need for early publicity and a structured admission plan. It was decided to update the college website with admission-related details and prepare a tentative admission schedule. A helpdesk will be constituted to streamline the process.

Agenda 3: To discuss the gaps found while filling the AQAR 2023-24

The committee discussed the challenges faced while compiling AQAR 2023-24 data. Members identified missing or incomplete evidence in certain criteria. It was decided to create a centralized repository with standardized formats for data collection. Criterion-wise coordinators will be responsible for ensuring timely uploads of data and evidence.

Agenda 4: To discuss the syllabus completion status and upcoming exam.

The syllabus completion report from each department was reviewed. It was noted that most departments have nearly completed the syllabus. All coordinators were informed to make sure that the syllabus was completed well in time before the final exam. The Examination Cell informed members about the readiness of the upcoming examination and related logistics.



Agenda 5: Any other relevant issues made by the IQAC members

Alumni meet date and its agenda was finalized with consultation with all the coordinators.

A comprehensive review of the documentation status for the upcoming AAA was undertaken. Minor gaps were identified in a few departments, and coordinators were instructed to update pending documents by the specified deadline. The IQAC Coordinator will conduct a follow-up review to ensure all necessary evidence is complete and properly formatted for submission.

The agenda and date for the farewell of the batch of 2024-25 were finalized in consultation with all coordinators. The proposed programme will include a short audio-visual presentation showcasing the students' journey from First Year to Third Year for each course, along with a cultural segment organized by junior students. Event coordination responsibilities were distributed among the respective departmental coordinators to ensure smooth execution of the programme.

Chavani
IQAC Coordinator



MR
Principal
IQAC Chairman