

06-07-2025

NOTICE

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that a meeting is scheduled to be held as per the details below:

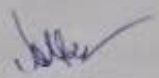
Date: 08-07-2025

Time: 1:00 PM

Venue: Principal's Office

Agenda of the Meeting:

1. Filling of AQAR for the academic session 2024-2025
2. Preparation of the Academic Calendar of the college for the session 2025-2026
3. Formation of College Committees and cells for the session 2025-2026
4. Review of feedback mechanisms (students, teachers, parents, employers and alumni) and action taken reports
5. Planning for student induction/orientation programme for new entrants


Prof. Alka Bansal



Copy to:

1. Shri Akhilesh Dutt – Honorary Secretary and Manager
2. Dr. S.P. Aggarwal – Retired Principal
3. Dr Ajay Kumar – Industrialist

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 08-07-2025 at 1:00 PM in the Principal's Office under the convenorship of Prof. Alka Bansal.

The following members were present:

- Shri Akhilesh Dutt – Honorary Secretary and Manager
- Dr. S.P. Aggarwal – Retired Principal
- Dr. Ajay Kumar – Industrialist
- IQAC Members

Agenda-wise Proceedings:

1. Filling of AQAR for the Academic Session 2024–2025

The committee discussed the timely submission of AQAR. It was decided that all departments will submit the required data and supporting documents to the IQAC by the stipulated deadline. The IQAC team will compile and finalize the report for submission.

2. Preparation of Academic Calendar for the Session 2025–2026

A detailed discussion was held regarding the formulation of the academic calendar. It was resolved that the calendar will include all academic, co-curricular, and extracurricular activities in alignment with university guidelines. Departments were instructed to propose their activity schedules.

3. Formation of College Committees and Cells for the Session 2025–2026

The need for reconstitution of various committees and cells was emphasized. It was decided that committees will be formed, ensuring balanced representation and clear allocation of responsibilities for effective functioning.

4. Review of Feedback Mechanisms and Action Taken Reports

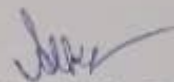
The IQAC reviewed the existing feedback system involving students, teachers, parents, employers, and alumni. It was resolved to strengthen the feedback collection process and ensure the timely preparation of action taken reports based on the feedback received.

5. Planning for Student Induction/Orientation Programme

The committee discussed organizing a structured induction programme for newly admitted students. It was decided that the programme will include sessions on institutional values, academic structure, code of conduct, and student support services.

General Discussion:

Members also emphasized the importance of maintaining proper documentation of all activities and adopting quality enhancement practices in teaching-learning and administration.



Prof. Alka Bansal

Convenor, IQAC

