



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell)

Notice

Date- 01.07.2022

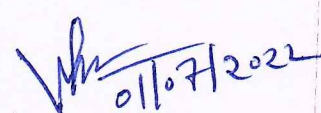
This is to inform to all the members of IQAC and Deans/HoDs that a meeting is being called on 04.07.2022 at the conference room at 3.30 PM. The agenda of the meeting are follows-

Agenda:

- 1. Review of minutes of previous meeting*
- 2. Discussion on the execution of various functions of IQAC.*
- 3. Reconstitution of IQAC*
- 4. Progress and review of admissions in the current session*
- 5. Review of result of last academic year*
- 6. Discussion on preparation of Academic & Activity Calendar*
- 7. Any other matter*

To,

*All members of IQAC
All Deans/HoDs*


(Dr. Vinit Kumar Sharma)
Coordinator IQAC

Copy to the following for information and necessary action -

- 1. Mr. Davendra Chaudhary, Treasurer, SRGC*
- 2. Dr. Poonam Sharma, Hon'ble President, SRC*
- 3. PS to Chairman for Chairman's kind information*


(Dr. Vinit Kumar Sharma)
Coordinator IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

04 July 2022

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 04 July 2022 at 3.30 pm at conference room. The meeting was presided over by Dr. Perna Mittal, Principal SRC. The meeting started on a welcome note by IQAC Coordinator, Dr. Vinit Kumar Sharma followed by his presentation on objectives which include nominating new IQAC Coordinator and function of IQAC.

Agenda:

1. Review of the minutes of previous meeting.
2. Discussion on the executions of various function of IQAC.
3. Reconstitution of IQAC
4. Progress and review of admissions in the current session
5. Review of result of last academic year
6. Discussion on preparation of Academic & Activity Calendar
7. Any other matter

Agenda 1: Review of the minutes of previous meeting-

The minutes of previous meeting were read and approved by the members.

Agenda 2: Discussion on the executions of various function of IQAC-

Importance, Roles and functions were presented to members of IQAC by Dr. Vinit Kumar Sharma, Coordinator IQAC. Many ideas were shared by members for betterment. All the members were agreed to planning the session for setting quality benchmark.

Agenda 3: Reconstitution of IQAC

Dr. Prerna Mittal, Chairperson of IQAC/Principal proposed to add some more members are also included in IQAC as per latest guidelines of NAAC as representative of students, industrialist, social activist etc. All members agreed upon the proposal unanimously.

Agenda 4: Progress and review of admissions in the current session-

IQAC Coordinator informed the house that admission process is led and coordinated by Mrs. Neetu Singh, Coordinator Admission Committee. Admission is a centralized process and centralized efforts are made for the admission in all the courses. Departmental coordinators are appointed by the Principal and they sit in the Admission Office for the students counseling. In this process college also conducted a Talent Search Expedition (TSE) for talented students where scholarships from 25 percent to 100 percent are offered to the deserving candidates. Students can take admission through counseling or through online merit as per university norms.

Agenda 5: Review of result of last academic year-

HoDs informed that the result analysis has been completed and the report have sent to the Principal however result of some courses are awaited and their analysis will be done after result is out.

Agenda 5: Discussion on preparation of Academic & Activity Calendar

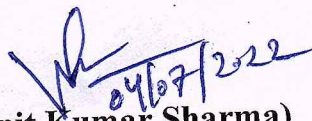
Activities related to IQAC and other academic activities were deliberated with various Heads of Departments and were focused on how to improvise the quality in terms of academic and outcome-based activities. The activities planned for the academic year are as follows-

- 1- To conduct seminars/FDP for the faculty and students of our college.
- 2- Regularity of lectures, tutorials, practical and their monitoring.
- 3- Completion of courses within time and conduction of internal examination.
- 4- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.
- 5- Encouragement of students for raising queries in classrooms.

- 6- Innovative method for effective teaching.
- 7- Teacher's contribution in Committees/Cells/Societies.
- 8- Feasible workload allocation
- 9- Mentor-Mentee detail and their functioning
- 10- Publications of research papers in reputed journals/ proceeding of conferences.
- 11- Training, Placement & Internship Programs
- 12- Introducing new courses

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC


(Dr. Prerna Mittal)
Principal/
Chairman, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

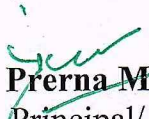
(INTERNAL QUALITY ASSURANCE CELL (IQAC)) ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 04.07.2022
To implement the decisions of the above-mentioned meeting of the IQAC, the following actions were taken -

S.No.	Decision	Action taken
1	Review of previous meeting	There is no action required
2	Discussion on the execution of various functions of IQAC.	It is already discussed in the meeting; hence no action was needed separately. All the members of IQAC will execute the function according to guidelines.
3	Reconstitution of IQAC	New IQAC members have taken over the charge.
4	Progress and review of admissions	All points have been discussed in the meeting so there is no specific action is required.
5	Review of result of last academic year	All points have been discussed in the meeting so there is no need to take any specific action.
6	Action plan for Academic session 2018-19 1- To conduct seminars/FDP for the faculty and students of our college. 2- Regularity of lectures, tutorials, practical and their monitoring 3- Completion of courses within time and conduction of internal examinations. 4- Use of teaching aids such as projectors, computers, laptops, tablets	The overall academic plan and progress of students was reviewed. Academic Calendar for the session was designed as per the guidelines of affiliating University Ch. Charan Singh University, Meerut, which has to be followed by each department and departments make their own activity calendar. All proposed points were covered by each department. More effort will be implemented for promoting research activity. Training and

etc. 5- Encouragement of questioning and queries in classrooms 6- Teaching innovative method 7- Teacher's contribution in Committees/Cells/Societies 8- Workload Allocation 9- Mentor-Mentee detail and their functioning 10- Publication of Research Paper in reputed journals/proceeding of conferences. 11- Placement & Internship Programs 12- Introducing new courses	Placement Cell will take care to conduct more training and placement activity. Two new courses (M.Sc Chemistry) and M.Sc (Mathematics) has been introduced this year.
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(Dr. Vinit Kumar Sharma)
 Professor/
 Coordinator, IQAC


(Dr. Prerna Mittal)
 Principal/
 Chairman, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell) Notice

Date- 28.07.2022

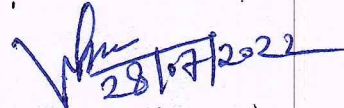
This is to inform all the members of IQAC and Deans/HoDs that a meeting is being called on 02.08.2022 at the Conference Hall at 3.30pm. The agenda of the meeting are as follows-

Agenda:

1. Review of the minutes of meeting held on 04.07.2022.
2. Discussion on review of existing collaborations and proposed tie-ups with other organizations.
3. Planning for guest lectures / Expert talks/ field visits/ Industrial tours.
4. Celebration of Independence Day.
5. Planning for Orientation Programs for new students of various departments.
6. Planning for Orientation/ Induction Program for faculty.
7. Any other matter

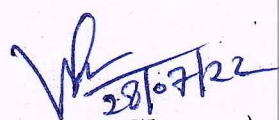
To,

All members of IQAC
Dean/ HoD's


(Dr. Vinit Kumar Sharma)
Coordinator IQAC

Copy to the following for information and necessary action -

1. Mr. Davendra Chaudhary, Treasurer, SRGC
2. Dr. Poonam Sharma, Hon'ble President, SRC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Coordinator IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

02 August 2022

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 02 Aug 2022 at 3.30 P.M. at Conference Hall. The meeting was presided over by Dr. Prerna Mittal, Principal SRC. The meeting started on a welcome note by IQAC Coordinator, Dr. Vinit Sharma.

Agenda:

1. Review of the minutes of meeting held on 04.07.2022.
2. Discussion on review of existing collaborations and proposed tie-ups with other organizations
3. Planning for guest lectures / Expert talks/ field visits/ Industrial tours
4. Celebration of Independence Day
5. Planning for Orientation Programs for new students of various departments
6. Planning for Orientation/Induction Program for faculty
7. Any other matter

Agenda 1: Review of the minutes of meeting held on 04.07.2022-

The result analysis of almost all courses has been completed and the report has been discussed with Principal.

Agenda 2: Discussion on review of existing collaborations and proposed tie-ups with other organizations-

New collaboration with some Industries and Institutions should be done while continue working with all old associated members. More activity should be performed with collaborations with other organizations.

Agenda 3: Planning for guest lectures / Expert talks/ field visits/ Industrial tours -

The Principal asked the Deans/HoDs that they should plan to conduct more guest lectures, expert talks in collaboration with IQAC, so that dates of lectures of common subjects should not be clashed and more students can be benefitted by these activities.

Agenda 4: Celebration of Independence Day-

Independence Day is to be celebrated as usual, hence it is advised to the Cultural Committee members to prepare a schedule of programmes to be performed by the students for cultural activities.

Agenda 5: Orientation Programs for new students of various departments -

IQAC informed the HoDs that Orientation Programs to be organized Department wise for newly admitted students. All the departments shall submit the schedule to IQAC.

Agenda 6: Orientation/ Induction Programs for faculty -

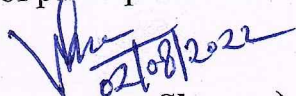
IQAC coordinator informed that Induction Program for new faculty members will be conducted and planning for it should be complete as soon as possible. Orientation program for all faculties will also be conducted for the healthy environment of working.

Agenda 7: Any other matter

- IQAC coordinator/Social Welfare Committee Head explained the Social Welfare Departments scholarship application procedure and schedule etc. be further informed that the online Scholarship application of State Government/Social Welfare Department is live now on web-portal. Eligible students may fill their form online and submit the final printout to their class teachers along with relevant documents within given time. All Dean/HoDs should inform to their students and take care accordingly.
- Program Officer of NSS informed that a unit has been constituted and working for Session 2022-23. Discussion on Rovers/Rangers unit's working were also done.
- Cultural Committee Head requested the members that efforts should be made to conduct Cultural activities be more frequently.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC


(Dr. Prerna Mittal)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE

MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC)) ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 02.08.2022

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes of meeting held on 04.07.2022	It is already discussed in the meeting, hence no particular action is needed separately. All the members of IQAC execute the function according to guidelines.
2	Discussion on review of existing Collaborations and proposed tie-ups with other organizations	Some projects are working with collaborative agencies and some new collaborations done with as follows. 1. MoU signed with Green Land Agri Marketing India Pvt. Ltd 2. MoU signed with Government PG College, Deoband 3. MoU signed with Sarawati Gochar Sanatkottar Mahavidhyalaya, Dadli, Bhagwanpur 4. MoU signed with Sardar Vallabhbhai Patel Degree College, Roorkee
3	Planning for guest lectures / Expert talks/ field visits/ Industrial tours	College should plan to conduct more guest lectures and date of lectures of

		common subjects should not be clashed.
4	Celebration of Independence Day	It is advised to members of cultural committee members to prepare students for cultural activities like dancing, singing etc.
5	Planning for Orientation Programs for new students of various departments	Orientation Programmes for newly admitted students in UG and PG courses were proposed and organized by all departments.
6	Planning for Orientation/ Induction Programs for faculty –	Induction Program for new faculty members will be conducted and planning for this should be complete. Orientation program for all faculties will also be conducted on 13/08/2022 for the healthy environment of working.
7	Any other matter - Discussion on Social Welfare Departments' scholarship application form filling procedure. The Scholarship form of State Government/Social Welfare Department is live now on web-portal. Eligible students can fill their form online and submit the final printout to their class teachers along with relevant documents within given time. All Dean/HoD should inform to their students accordingly. - Discussion on NSS unit	Eligible and interested students were filled and submitted their Scholarship form on prescribed web portal. The detail process for filling the online form already discussed in the meeting. Applications were invited for NSS unit.

	construction for Session 2022-23.	Interested students submit their applications to Program Officer. The selection committee was finalized the name of students.
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(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC


(Dr. Perna Mittal)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell)

Notice

Date- 23.08.2022

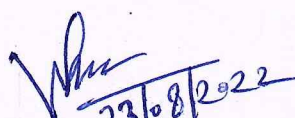
This is to inform to all the faculty members that a meeting with IQAC is being called on 31.08.2022 at the Auditorium of SRC at 3.00 P.M. The agenda of the meeting are as follows-

Agenda:

- 1. Reviews of the minutes held on 02/08/2022*
- 2. Discussion on effective use of Teaching aids and increasing use of ICT tools*
- 3. Discussion on how to improve attendance and create interest in the classroom*
- 4. Student Assessment and evaluation through class test, internal exam, presentation and assignments.*
- 5. Enhancement of Research Activity among teachers and students*
- 6. Any other issues*

To,

*All IQAC members
All faculty members*


(Dr. Vinit Kumar Sharma)
Coordinator IQAC

Copy to the following for information and necessary action -

- 1. Mr. Davendra Chaudhary, Treasurer, SRGC*
- 2. Dr. Poonam Sharma, Hon'ble President, SRC*
- 3. PS to Chairperson for Chairperson's kind information*


((Dr. Vinit Kumar Sharma)
Coordinator IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

31 Aug. 2022

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all faculty members was held on 31 August 2022 at 3.00 P.M. at Auditorium of SRC.

Agenda:

1. Review of minutes held on 02/08/2022
2. Discussion on effective use of Teaching aids and increasing use of ICT tools
3. Discussion on how to improve attendance and create interest in the classroom
4. Student Assessment and evaluation through class test, internal exam, presentation and assignments.
5. Enhancement Research Activity among teachers and students
6. Any other issues

The meeting was presided over by Dr. Prerna Mittal, Principal SRC. The Chairperson of IQAC welcomed the member of IQAC and other faculty members.

Agenda 1: Review of the minutes held on 02/08/2022 –

Many new collaborations have been finalized and all the points have already been discussed, minutes are hereby read and approved.

Agenda 2: Discussion on effective use of Teaching aids and increasing use of ICT tools -

Principal raised the issue of effective use of existing teaching aids and ICT tools and he further emphasized that teachers should use more ICT tools. The following points were discussed and approved-

- To increase the use of Projectors by the faculty members.
- To increase the use of laptops and tablets by the faculty members.

- Some faculty need to learn uses of ICT tools and have some training sessions for effective uses of ICT should be conducted.

Agenda 3: Discussion on how to improve attendance and create interest in the classroom –

The Principal showed his concern and asked the HoDs to take measures that help to maintain high students' attendance in the class. He also invited suggestions on how to make class more interesting and effective.

A draft proposal for attendance monitoring system in the college was discussed. It was proposed that the class coordinators would also inform the parents of the students who failed to meet the University's minimum attendance criterion.

Few suggestions were also given on how to make classes more interesting.

Agenda 4: Student Assessment and evaluation through class test, internal exam, presentation and assignments-

The IQAC Coordinator requested all the HoDs to maintain the record of regular assessment of students conducting Class Tests, Home Assignments, Projects, Quizzes etc.

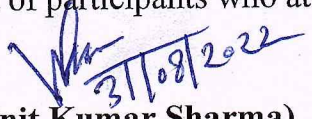
Agenda 5: Enhancement Research Activity among teachers and students

The Principal gave a call for enhancing research and publication activities in the college. He asked the teachers to engage themselves in the research oriented activities e.g. writing research papers, Case Study, participating in seminars, FDPs, workshop on research methodologies etc. on regular basis.

Agenda 6: Any Other issues

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
Professor
Coordinator, IQAC


(Dr. Perna Mittal)
Principal
Chairperson, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

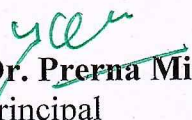
on the decisions of the IQAC meeting held on 31.08.2022

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken -

S.No.	Decision	Action taken
1	Review of the minutes held on 02/08/2022	No need of any action
2	Discussion on effective use of Teaching aids and increasing use of ICT tools	- Teachers already using available teaching aids such as green board and chalk, whiteboard and marker, LCD Projectors, OHP and audio-visual aids. - The HODs were asked to issue a notice regarding more use of various ICT based material such as videos on internet, spreading knowledge through electronic media using google platform and WhatsApp etc. - Internet connection were extended to the classroom along with computer, camera & screen so that online material can be made available in the classroom itself.
3	Discussion on how to improve attendance and create interest in the classroom	The HODs asked the class coordinators to inform the parents of those students whose attendance are below 75 % on the regular basis.

4	Student Assessment and evaluation through class test, internal exam, presentation and assignments	Internal examination are scheduled and conducted as per the academic calendar whereas class test, quizzes, assignments etc. are given to the students by the concerned subject teachers
5	Enhancement on Research Activity among teachers and students	IQAC Coordinator circulated a notice for the teachers suggesting that participation in research activities such as publication of research papers, participation in seminar, FDPs, conferences etc. should be informed to the IQAC in due course of time and everyone should participate in such activity.
6	Any other	No other point discussed in the meeting, so no need to any action.


(Dr. Vinit Kumar Sharma)
 Professor
 Coordinator, IQAC


(Dr. Prerna Mittal)
 Principal
 Chairperson, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell)

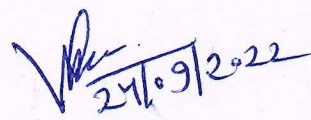
Notice

Date- 24.09.2022

This is to inform to all the Class Mentors, Class Teachers, Coordinators, Prefects, Representatives and members of Proctorial Board that a meeting with IQAC is being called on 29.09.2022 at the Auditorium of SRC at 3.00 P.M. The agenda of the meeting are follows-

Agenda:

1. Review of minutes of IQAC meeting held on 31.08.2022
2. Maintaining discipline in the institute
3. Evaluation of Remedial Coaching
4. Evaluation of the internal exam
5. Feedback from teachers on curriculum planning for the session 2022-23
6. Any other matter


(Dr. Vinit Kumar Sharma)
Coordinator IQAC

Copy to the following for information and necessary action -

1. Mr. Davendra Chaudhary, Treasurer, SRGC
2. Dr. Poonam Sharma, Hon'ble President, SRC
3. PS to Chairperson for Chairperson's kind information


(Dr. Vinit Kumar Sharma)
Coordinator IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 29.09.2022

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with Proctorial Board members, Class Mentors, Class Teachers, Coordinators, Deans/Heads of the departments and prefects was held on 29 Sep. 2022 at 3.00 P.M. at Auditorium of SRC.

Agenda:

1. Review of minutes of IQAC meeting held on 31.08.2022
2. Maintaining discipline in the institute
3. Evaluation of Remedial Coaching
4. Evaluation of the internal exam
5. Feedback from teachers on curriculum planning for the session 2022-23
6. Any other matter

The meeting was presided over by Dr. Prerna Mittal, Principal SRC. The Chairperson of IQAC welcomed the members of IQAC, members of Proctorial Board, Deans/Heads of Departments, Class Mentors, Class Teachers, Coordinators, Prefects and Representatives.

Agenda 1: Review of minutes of IQAC Meeting held on 31.08.2022-

It was informed that the previous IQAC meeting was held on 31 Aug. 2022 and the minutes of the meeting were read and approved by the members.

Agenda 2: Maintaining discipline in the College -

A review of the general discipline in College was done. The existing practices being followed to maintain discipline in the campus were narrated by the Chief Proctor.

Measures to further improvement in the existing scenario were discussed. The following points were discussed and approved -

- Movement of students in the campus during Teaching hours was taken as a serious concern and it should be reduced to the minimum. There should be no entry for the students without proper uniform and college identity card
- All the possible efforts should be made to prohibit the unwanted congregation of students in canteen and other places which may cause clashes among them. The Proctor should ensure proper maintaining entry register at the Main Gate for outsiders/visitors.
- Floor and ground duty charts of teachers/ staff should be prepared and displayed on notice boards and all should be present on their duty.

Agenda 3: Evaluation of Remedial Coaching -

The following discussion was made -

- Deans/Heads of the Departments explained the working progress and progress of the departments.
- HODs informed that a proper record for the remedial coaching classes specifying the details of students with name of teachers handling the class, subject taken and hours is being maintained.
- IQAC Coordinator suggested the HODs to give highest priority to solve the problem of the weaker students of the classes.

Agenda 4: Evaluation of the internal exam -

The following discussion was made -

- It was discussed and decided that the Examination Committee should be further expanded.
- It was discussed that the courses must be completed as per the lecture plan by the teacher concerned so that the internal examination of odd semester could be conducted as per schedule prepared by the department, based on guidelines of academic calendar.

- The question paper with paper code should be prepared by the all subject teachers and submitted to the Head of Department who will finalize the question papers for examination according to syllabus covered.
- The mark list must be prepared by the teachers and submitted to the HODs who will in turn inform the Principal and IQAC about the performances.

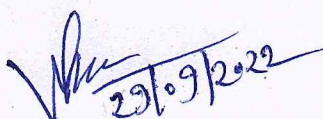
Agenda 5: Feedback -

The Chair informed that IQAC Coordinator will conduct feedback from faculty members on curriculum planning for the session 2022-23.

Agenda 6: Any other matter

- Celebration of birth anniversaries of Mahatma Gandhi and Shri Lal Bahadur Shastri should be organized as in line with last year celebration.
- The Guest Lectures, academic activities, debate and Competitions etc. should be conducted by various departments according to their activity calendar.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
 Professor
 Coordinator, IQAC


(Dr. Prerna Mittal)
 Principal
 Chairperson, IQAC



SHRI RAM COLLEGE

MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC)) ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 29.09.2022

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken -

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 31.08.2022	No need to any action.
2	Maintaining discipline in the College • Movement of students in the campus during Teaching hours was taken as a serious concern and it should be reduced to the minimum. There should be no entry for the students without proper uniform and college identity card • All the possible efforts should be made to prohibit the unwanted congregation of students in canteen and other places which may cause clashes among them. • The Proctor should ensure proper maintaining entry register at the Main Gate for	Principal has instructed to Proctor to take necessary action in this regard. Discipline Committee members move in all areas for checking it The entry register is already been maintained.

	outsiders/visitors. Floor and ground duty charts of teachers/ staff should be prepared and displayed on notice boards.	HoDs have prepared all floor duties and have submitted to the Principal office and also displayed on the main notice board.
3	Evaluation of Remedial Coaching - Deans/Heads of the Departments explained the work progress of the departments. - HODs informed that a proper record for the remedial coaching classes specifying the details of students with name of teachers handling the class, subject taken and hours is being maintained. - IQAC Coordinator suggested the HODs to give highest priority to solve the problems of the weaker students of the classes.	No compliance required. The records of remedial coaching classes were prepared by each department. Maximum participation of weaker students in the remedial classes has been assured and their problems are solved.
4	Evaluation of the internal exam - It was discussed and decided that the Examination Committee should be further expanded. - It was discussed that the courses must be completed as per the lecture plan by the teacher	The Convener, Examination Committee informed the Principal that the committee has been expanded. The course status by each HoD has been submitted to the Principal and date sheet of internal examination was also submitted to

	concerned so that the internal examination of odd semester could be conducted as per schedule. - The question paper with paper code should be prepared by the all subject teachers and submitted to the Head of Department who will finalize the question papers for examination according to syllabus covered. - The mark list must be prepared by the teachers and submitted to the HODs who will in turn inform the Principal and IQAC about the performance.	the Examination Controller department wise. Question Papers were finalized by the Heads of Departments. The marks of internal examinations were submitted to the Principal and University. The information was given to IQAC
5	Feedback	Detailed feedback from teacher on curriculum planning has been obtained in last week of September and the report has been submitted to Principal.
6	Any other matter - Celebration of birth anniversaries of Mahatma Gandhi and Shri Lal Bahadur Shastri should be organized as in line with last year celebration. - The Guest Lectures, academic activities, debate and	Celebration of birth anniversaries of Mahatma Gandhi and Shri Lal Bahadur Shastri were organized on 2nd October with obeisance. Various activities like Guest Lectures, Speech Competition, Writing

	Competitions etc. should be conducted by various departments according to their activity calendar.	Competition, Quiz, Collage Making etc. are being organized by departments according to their activity calendar.
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(Dr. Vinit Kumar Sharma)
 Professor
 Coordinator, IQAC


(Dr. Prerna Mittal)
 Principal
 Chairperson, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell)

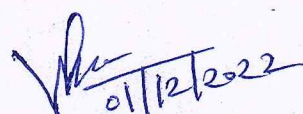
Notice

Date- 01.12.2022

This is to inform to all Deans/ HoDs, faculty members and class coordinators that a meeting with IQAC is being called on 05.12.2022 at the Auditorium of SRC at 3.00 P.M. The agenda of the meeting are follows-

Agenda:

1. Review of minutes of IQAC meeting held on 29.09.2022
2. Work Progress/Course coverage report
3. Discussion on Extension and other activities
4. Planning for the College Annual function 'Colors-2023'
5. Any other matter


(Dr. Vinit Kumar Sharma)
Coordinator IQAC

Copy to the following for information and necessary action -

1. Mr. Davendra Chaudhary, Treasurer, SRGC
2. Dr. Poonam Sharma, Hon'ble President, SRC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Coordinator IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date- 05.12.2022

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all the Deans/ HoDs, faculty members and class coordinator was held on 05.12.2022 at 3.00 P.M at Auditorium of SRC.

Agenda:

1. Review of minutes of IQAC meeting held on 29.09.2022
2. Work Progress/Course coverage report
3. Discussion on Extension and other activities.
4. Planning for College Annual function 'Colors-2023'
5. Any other matter

The meeting was presided over by Dr. Prerna Mittal, Principal, SRC and Chairman of IQAC. The Chairman of IQAC welcomed the member of IQAC and faculty members.

Agenda 1: Review of minutes of IQAC Meeting held on 29.09.2022-

It was informed that the previous IQAC meeting was held on 29 Sep. 2022 and the minutes of the meeting were read and approved by the members.

Agenda 2: Work Progress/Course coverage report -

The Principal asked all the Heads of Departments to present the semester-wise/yearly courses of study, internal assessment including attendance of each subject, Question Pattern & marks distribution of the students. All Heads of Departments presented the work progress and course coverage report of their respective departments.

IQAC Coordinator requested all the HoDs that weak students must be identified immediately by monitoring the students' progress so that the remedial classes could be planned and conducted on urgent basis.

Agenda 3: Discussion on Extension and other activities.

The Principal asked the Program Officer of NSS and Leaders of Rover and Ranger to intensify the extension activities conducted by them.

The NSS Program Officer, Mr. Ankit Kumar informed the house that NSS volunteers were engaged in number of awareness programmes, tree plantations, Shramdan, Aids awareness and environmental pollution in the nearby villages. He further informed that a seven days special camp will be organized in near future.

Agenda 4: Planning for College Annual Function 'Colors-2023'

The Principal informed that Annual feast is a routine student activity which is celebrated every year by the SRGC, He asked the Cultural Committee coordinator to present her views on the preparation for College Annual function 'Colors-2023'. The Cultural Committee Coordinator proposed that a cultural programme should be organized on 30 & 31 Dec. 2022 and 01 Jan. 2023. All the members accepted the proposal given by the coordinator of Cultural Committee and Principal asked her to submit the brief report on the prerequisites for preparations of "Colors- 2023" as soon as possible.

Agenda 5: Any other point

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
Professor
Coordinator, IQAC


(Dr. Prerna Mittal)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 05.12.2022

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 29.09.2022	No compliance required.
2	Work Progress/Course coverage report	The reports on Work Progress/Course coverage with all necessary detail were submitted to IQAC by Heads of the Departments.
3	Discussion on Extension and other Activities	04 one day and 01 seven-day special camps will be organized by NSS and Scout (Rovers & Rangers).
4	Planning for College Annual function 'Colors-2023'	The Coordinator Cultural Committee has informed to the HoDs that the preparations will start from third week of November 2018 for the Annual function of the College which has to be organized on 30 & 31 Dec. 2022 and 01 Jan. 2023.


(Dr. Vinit Kumar Sharma)
Professor
Coordinator, IQAC


(Dr. Perna Mittal)
Principal
Chairman, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell)

Notice

Date- 12.01.2023

This is to inform all the Deans & Heads of Departments that a meeting with IQAC is being called on 18.01.2023 at the conference room of at 3.30 P.M. The agenda of the meeting are follows-

Agenda:

1. Review of minutes of IQAC meeting held on 05.12.2022
2. Discussion on Internal assessment practical examination
3. Feedback from teachers on curriculum planning for the session 2022-23
4. Skill development and other welfare programs for the non-teaching staff
5. Academic Administrative Audit
6. Planning for the next semester
7. Any other matter


(Dr. Vinit Kumar Sharma)
Coordinator IQAC

Copy to the following for information and necessary action -

1. Mr. Davendra Chaudhary, Treasurer, SRGC
2. Dr. Poonam Sharma, Hon'ble President, SRC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Coordinator IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date- 18.01.2023

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all Deans and Heads of Departments was held on 18.01.2023 at 3.30 P.M at Conference room. The meeting was presided over by Dr. Purna Mittal, Principal SRC. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of IQAC meeting held on 05.12.2022
2. Discussion on Internal assessment practical examination
3. Feedback from teachers on curriculum planning for the session 2022-23
4. Skill development and other welfare programs for the non-teaching staff
5. Academic Administrative Audit
6. Planning for the next semester
7. Any other matter

Agenda 1: Review of minutes of IQAC meeting held on 05.12.2022 -

The IQAC Coordinator informed that the previous IQAC meeting was held on 05 Dec. 2022 and the minutes of the meeting were read and approved by the members.

Agenda 2: Discussion on internal assessment and practical examination -

The Principal raised an issue of timely internal assessment, answer sheet correction and mark submission to the university. He said that all the teachers should submit the marks of internal assessment immediately to the concerned HoDs. He also emphasized the HoDs should contact to the practical examiners who are appointed by university and request them to conduct all the practical examination as soon as possible.

Agenda 3: Feedback from teachers on curriculum planning for the session 2018-19

The Chair informed that IQAC Coordinator will conduct feedback from faculty members on curriculum planning for the session 2022-23.

Agenda 4: Skill development and other welfare programs for the non-teaching staff-

IQAC Coordinator informed the house that inputs from library, technical and official staff were taken to find their requirements for training in selected areas and also some schemes to work out for their benefits.

The staff members gave their suggestion that as because library, office and other departments were being automated, so a training on basic computer knowledge will be beneficial for the staff members. Another requirement was for language and communication workshop. It was decided that training shall be conducted for the above mentioned staff by the departments of Computer Application and Business Administration.

The Principal invited suggestion for other activities to be conducted for welfare of non-teaching staff. The members suggested that some sports activities can be organized engaging teaching, non-teaching and students in the campus.

Agenda 5: Academic Administrative Audit -

The IQAC Coordinator informed the house that Internal Academic Administrative Audit of all the Departments will be held the way it was done in the previous year. The audit teams for these audits will be finalized by the Principal and intimated to the departments by IQAC. External Academic Administrative Audit will be done after the internal audit.

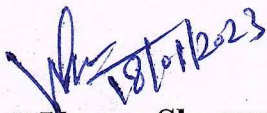
Agenda 6: Planning for next semester -

The IQAC coordinator suggested all the HoDs that they should do all the necessary planning for the next semester for their respective departments. The guidelines for coming semester were reviewed and finalized. Classes for annual courses were proposed to run as per routine schedule.

Agenda 6: Any other matter -

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
Professor
Coordinator, IQAC


(Dr. Prerna Mittal)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 18.01.2023

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 05.12.2022 -	No compliance required.
2	Discussion on internal assessment and practical examination- The Principal raised an issue of timely internal assessment, answer sheet correction and mark submission to the university. He said that all the teachers should submit the marks of internal assessment immediately to the concerned HoDs. He also emphasized the HoDs should contact to the practical examiners who are appointed by university and request them to conduct all the practical examination as soon as possible.	• HoDs informed the Principal that all the internal examination have been successfully conducted and marks have already been uploaded on the university portal. • Practical examination has also been conducted by the departments.
3	Feedback from teachers on curriculum planning for the session 2022-23	Feedback from teachers on curriculum planning for session 2022-23 was done.

4	Skill development, other welfare programs for the non-teaching staff	• Training will be provided by the departments of Computer Application and Business Administration to all non-teaching Staff. The Sports Committee Coordinator was deputed to organize a friendly match between the teams of teaching and non-teaching staff. Students will be consider as per the situation
5	Academic-Administrative Audit -	The Principal has constituted internal audit committees separately for academic and administrative audit. The committees were instructed to submit their report within the given timeframe. All the Deans/ HoDs are informed by the IQAC Coordinator for it.
6	Planning for next semester	All the subject allocation, time table finalization, QIP documents were already done and submitted.


(Dr. Vinit Kumar Sharma)
 Professor
 Coordinator, IQAC


(Dr. Prerna Mittal)
 Principal
 Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Internal Quality Assurance Cell)

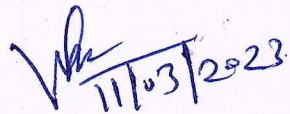
Notice

Date- 11.03.2023

This is to inform to all the Heads of Departments, IQAC members, Committee members & Non-teaching staff that a meeting with IQAC is being called on 16.03.2023 at the Auditorium of SRC at 3.00 P.M The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of IQAC meeting held on 18.01.2023
2. Result Analysis of odd semester
3. Discussion on the preparation for final examination of Annual Courses
4. Preparation of AQAR for Session 2022-23
5. Preparation for Placement Drive to be conducted
6. Any other matter


(Dr. Vinit Kumar Sharma)
Coördinator IQAC

Copy to the following for information and necessary action -

1. Mr. Davendra Chaudhary, Treasurer, SRGC
2. Dr. Poonam Sharma, Hon'ble President, SRC
3. PS to Chairman for Chairman's kind information


(Dr. Vinit Kumar Sharma)
Coordinator IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 16.03.2023

MINUTES OF THE MEETING

As per the notice dated 11.03.2023, a meeting of the Internal Quality Assurance Cell (IQAC) was held on 16.03.2023 at 3.00 P.M at Auditorium. The meeting was presided over by Dr. Prerna Mittal, Principal SRC. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of IQAC meeting held on 18.01.2023
2. Result Analysis of odd semester
3. Discussion on the preparation for final examination of Annual Courses
4. Preparation of AQAR for Session 2022-23
5. Preparation for Placement Drive to be conducted
6. Any other matter

Agenda 1: Review of minutes of IQAC Meeting held on 18.01.2023-

IQAC Coordinator informed that the previous IQAC meeting was held on 18 Jan. 2023 and the minutes of the meeting were read and approved by the members.

Agenda 2: Result Analysis of odd semester-

IQAC coordinator emphasized that the semester result analysis should be completed by all the departments and their reports should be submitted to IQAC Coordinator and Principal as soon as possible.

Agenda 3: Discussion on the preparation for final examination of Annual Courses -

The Principal instructed the Coordinator of Examination Committee to make sure that all necessary arrangements have been made for smooth conduction of final exam. IQAC Coordinator told to all Deans/ HoDs that revision classes should be perform for getting better result.

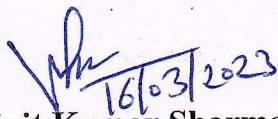
Agenda 4: Preparation of AQAR for Session 2022-23 –

The IQAC Coordinator discussed on the various points related to AQAR preparation in detail which include all the 7 criteria and explained the requirement of data in the specific metrics. He also explained it to the IQAC members how to prepare the information with all documentation for the AQAR purpose.

Agenda 5: Preparation for Placement Drive to be conducted-

The Principal advised the Placement coordinator that more placement drive should be conducted whether on campus or off campus. Also the training for placement purpose should be conducted.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
Professor
Coordinator, IQAC


(Dr. Prerna Mittal)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC)) ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 16.03.2023

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken -

S.No.	Decision	Action taken
1.	Review of minutes of IQAC Meeting held on 18.01.2023-	No compliance required.
2.	Result Analysis of odd semester	Result analysis has been completed and report has been submitted to IQAC Coordinator and Principal
3.	Discussion on the preparation for final examination of Annual Courses - The Principal instructed the Coordinator of Examination Committee to make sure that all necessary arrangements have been made for smooth conduction of final exam. Revision classes should be performed for getting better result.	The Examination Coordinator informed the Principal all necessary arrangements have been made and HoDs informed that some revision classes has been arranged for difficult subjects.
4.	Preparation of AQAR for Session 2022-23 -	It is directed to all Dean/HoDs and Committee Coordinators to make available the required data available to IQAC at the earliest as per AQAR formats so that preparation of AQAR can be started soon.
5.	Placement Drive	Some training has been conducted by T&P Cell regarding placement purpose. Some

		placement drives are in schedule and students are motivated to appear in off campus drives also.
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(Dr. Vinit Kumar Sharma)
 Professor
 Coordinator, IQAC


(Dr. Prerna Mittal)
 Principal
 Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Internal Quality Assurance Cell)

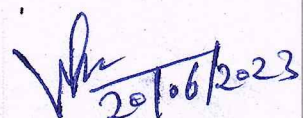
Notice

Date- 20.06.2023

This is to inform to all the Heads of Departments, IQAC members & Committee & faculty members that a meeting with IQAC is being called on 26.06.2023 at the Auditorium at 3.00 P.M. The agenda of the meeting are as follows-

Agenda:

1. *Review of minutes of IQAC meeting held on 16.03.2019*
2. *Parents Teacher meeting and feedback*
3. *Alumni feedback*
4. *Teachers Self Appraisal*
5. *Students Satisfaction Survey*
6. *Review of academic Administrative Audit (Internal and External)*
7. *Review of feedback from stake holders*
8. *Discussion on planning for next session*
9. *Any other matter*


(Dr. Vinit Kumar Sharma)
Coordinator IQAC

Copy to the following for information and necessary action -

1. *Mr. Davendra Chaudhary, Treasurer, SRGC*
2. *Dr. Poonam Sharma, Hon'ble President, SRC*
3. *PS to Chairman for Chairman's kind information*


(Dr. Vinit Kumar Sharma)
Coordinator IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 26.06.2023

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all Heads of Departments, IQAC members & Committee & faculty members was held on 26.06.2023 at 3.00 PM at auditorium. The meeting was presided over by Dr. Prerna Mittal, Principal SRC. The agenda of the meeting as follows-

Agenda:

1. Review of minutes of IQAC meeting held on 16.03.2023
2. Parents Teacher meeting and feedback
3. Alumni feedback
4. Teachers Self Appraisal
5. Students Satisfaction Survey
6. Review of academic Administrative Audit (Internal and External)
7. Review of feedback from stake holders
8. Discussion on planning for next session
4. Any other matter

Agenda 1: Review of minutes of IQAC Meeting held on 16.03.2023-

The IQAC Coordinator informed that the previous IQAC meeting was held on 16 March 2023 and the minutes of the meeting were read and approved by the members.

Agenda 2: Parents Teacher meeting and feedback -

The IQAC Coordinator informed the members that a PTM has been fixed to be held in last week of May, 2023. Parents of the selected students will be invited to the meeting

and feedback will be received from them. Feedback so received will be analyzed and the findings will be conveyed to the concerned HoDs. Following parameters were discussed for parent feedback form: -

- i) Teaching-Learning Environment
- ii) Value based education
- iii) Discipline practices
- iv) Response and communication with the college
- v) Provision of career-oriented programs

Agenda 3: Alumni Feedback -

The Alumni Coordinator suggested to collect the alumni feedback regarding the college.

Following parameters were discussed for alumni feedback: -

- i) Achievements
- ii) Contribution of college towards their vision
- iii) Willingness to deliver Guest Lectures/motivational talks.

Agenda 4: Teachers Self Appraisal-

The Principal instructed the IQAC Coordinator about conducting the teacher's Self-Appraisal of each Department as early as possible. Self-Appraisal form is duly signed by the faculty and submitted by the Heads of Departments with their remarks. Previously decided guidelines for the Self Appraisal were reviewed and finalized.

Agenda 5: Students Satisfaction Survey-

The IQAC Coordinator discussed about conducting Students Satisfaction Survey (SSS) to know college performance and satisfaction level because it is a part of quality education. Some members suggested to conduct SSS online basis also. The format of SSS is available on the college website but it will be conducted offline as per the opinion of most of the members, by this survey institute will be able to know about the areas where performance can be improved.

Agenda 6: Review of academic Administrative Audit (Internal and External)-

IQAC coordinator suggested that internal audit report should be submitted at principal's office. Some committees have been deputed for external audit by Principal. They include the Director/Dean/Professor of other colleges of SRGC.

Agenda 7: Review of feedback from stake holders-

IQAC coordinator informed that the feedback has been conducted and the report has been sent to Principal. Principal will take necessary action to improve the quality education.

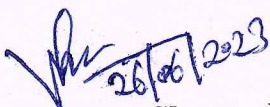
Agenda 8: Discussion on planning for next session-

The Principal raised the issue of the planning for the new session and asked the HoDs to submit their subject wise requirement for teachers, books, library equipment and other materials. The Principal asked them to submit these requirements by 20 June 2023. Admission related activities should be start at priority and admission committee will take necessary action for it.

Agenda 9: Any other point -

There being no other point to discuss and meeting ended with the thanks to the Chair.

The list of participants who attended this meeting is enclosed-


(Dr. Vinit Kumar Sharma)
Professor
Coordinator, IQAC


(Dr. Prerna Mittal)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 26.06.2023

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 16.03.2023	No compliance required.
2	Parents Teacher meeting and feedback	PTM and Feedback from parents for different departments were conducted during in the month of May 2023 and IQAC Coordinator with some members met with some parents to discuss some issues related to quality improvement.
3	Alumni Feedback -	Alumni feedback has also been conducted from 25 to 31 may 2023. IQAC Coordinator with some members met to the selected Alumni members to know their suggestions.
4	Teachers Self Appraisal-	Self appraisal process has been conducted
5	Students Satisfaction Survey-	Students Satisfaction Survey has been performed.
6	Review of academic Administrative Audit (Internal and External)-	Report of internal audit has been submitted to Principal and work on external audit is in progress their report will be submitted to Principal
7	Review of feedback from stake holders-	Feedback has been taken and report has been

		submitted to Principal for further action
8	Discussion on planning for next session-	Requirements of faculty or other materials has been submitted by HoDs and Admission Committee has started various activities and have planned for admission work of online and offline both type.


 26/6/23
(Dr. Vinit Kumar Sharma)
 Professor
 Coordinator, IQAC


(Dr. Prerna Mittal)
 Principal
 Chairman, IQAC