



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 27/06/2025

MINUTES OF THE MEETING

A meeting was held by the Internal Quality Assurance Cell at the IQAC office of SRC at 2:00 P.M on 27/06/2025, with all the Dean/HoD and IQAC members to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 22/05/2025.
2. Introduction of new members in IQAC due to replacement of some members.
3. Planning of working as per implementation of rules after autonomous status for First Year UG/PG programmes.
4. Discussion on planning for dual academic system (Autonomous First Year and MSU Second/Final Year).
5. Proposal of activities as per of Academic Calendar for Session 2025–26.
6. Planning of admissions
7. Orientation/induction programmes for newly admitted students.
8. Any other matter with permission of the Chair.

The IQAC Coordinator greeted the all invited members. The meeting was presided over by the principal.

Agenda 1: Review of minutes of IQAC meeting held on 22/05/2025

It was informed that the previous IQAC meeting was held on 22/05/2025 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Introduction of new members in IQAC due to replacement of some members.

The Chair informed the committee that Dr. Jugmahar Gautam and Mr. Rahul Gautam had resigned from the college for their personal reason and, therefore, ceased to be members of the Internal Quality Assurance Cell (IQAC). Some student members Mr. Ajeet Kumar, Mr. Bittu Verma, and Ms. Khushi Malik has successfully completed their degree programmes, resulting in the completion of their tenure as student representatives in the IQAC. The committee appreciated for their valuable contributions towards quality assurance initiatives during their tenure. Name of

Ms. Zehra Husaini (Bio Sciences Department) and Mr. Suraj Singh (Agriculture Department) were nominated as the new member of IQAC. Ms. Khyati Bhardwaj (Student, MSc Chemistry), Aman Kumar (student, B.Sc Agriculture), Ms. Riya Tyagi (Student, M.Sc Biotechnology), were nominated as the new Student Representative Member of IQAC. All members agreed to include these members.

Agenda 3: Planning of working as per implementation of rules after autonomous status for First Year UG/PG programmes.

The committee discussed the constitution of various statutory and academic bodies required for the effective implementation of the autonomous system. It was resolved to constitute the Examination Cell, Academic Council, Board of Studies, Finance Committee and other statutory committees as per the UGC Regulations for Autonomous Colleges. The members emphasized that the committees should include experienced faculty members and subject experts to ensure transparency, accountability, academic excellence, and efficient governance.

The committee discussed the implementation of academic and administrative activities under the autonomous framework for the First Year UG and PG programmes. The progress made in curriculum implementation, outcome-based education, continuous internal assessment, question paper setting, evaluation procedures, and academic monitoring was discussed in detail. The members observed that the transition towards autonomy had been smooth and appreciated the efforts made by various departments. It was further resolved that regular monitoring and review mechanisms should continue to ensure effective implementation of the autonomous regulations and to maintain academic standards in accordance with UGC guidelines. The Chair directed all departments to submit the names of suitable faculty members for nomination to the respective committees at the earliest.

Agenda 4: Discussion on Planning for Dual Academic System (Autonomous First Year and MSU Second/Final Year)

The IQAC deliberated extensively on the challenges and requirements associated with operating the dual academic system, wherein the First Year UG/PG programmes would function under the autonomous regulations while the Second onwards programmes would continue under the affiliating university regulations. The members discussed academic scheduling, classroom management, examination planning, evaluation systems, maintenance of academic records, and coordination among departments. It was emphasized that careful planning and effective

coordination would be essential to avoid conflicts in academic activities and to ensure smooth functioning of both systems simultaneously. The committee resolved that necessary administrative support and regular review meetings would be conducted to monitor the implementation of the dual academic system.

Agenda 5: Proposal of Activities as per Academic Calendar for Session 2025–26

The proposed Academic Calendar for the session 2025–26 was presented before the committee for discussion and approval. The members reviewed the schedule of academic, co-curricular, extracurricular, extension, research, and quality enhancement activities planned throughout the session. It was resolved that all departments should strictly adhere to the approved academic calendar and ensure timely execution of the planned activities. Special emphasis was given to organizing programmes that promote research culture, innovation, entrepreneurship, skill development, environmental awareness, community engagement, and student participation. The committee also recommended that departments should maintain proper documentation and reports of all activities with geo tagged photographs for quality assurance and accreditation purposes.

Agenda 6: Planning of Admissions

The committee discussed the admission process for the academic session 2025–26 with special emphasis on UGC rules and regulation for ensuring a transparent admission procedure. The members reviewed the admission schedule, publicity strategies, counselling process, document verification, fee submission, and support mechanisms for applicants. It was resolved that adequate guidance and counselling facilities would be provided to prospective students and parents to familiarize them with the autonomous system, programme structure, choice-based curriculum, credit framework, and career opportunities available in various disciplines. The committee also emphasized the need to strengthen outreach activities through the college website, social media platforms, brochures, and interaction with nearby schools and colleges to enhance admissions. Departments were instructed to remain actively involved during the admission process by providing academic counselling and timely assistance to applicants.

Agenda 7: Orientation/Induction programmes for newly admitted students.

The planning for Orientation and Induction Programmes for newly admitted students as per UGC/University guidelines discussed. It was discussed that these programmes would include

sessions on the vision and mission of the institution, autonomous academic regulations, curriculum framework, Continuous Internal Evaluation (CIE), examination system, code of conduct, anti-ragging measures, mentoring system, library and digital learning resources, scholarship schemes, research and innovation opportunities, placement and career guidance, extracurricular activities, and various student support services. The committee emphasized that the induction programme should help students understand the academic environment of the institution and ensure a smooth transition into college life while fostering a sense of belonging and academic responsibility.

Agenda 8: Any other matter –

No other issues were pending to discuss in this meeting. The meeting ends with vote of thanks of 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



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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT On the decisions of the IQAC meeting held on 27/06/2025

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 22/05/2025.	All matter has been discussed. No need to take any specific action.
2.	Introduction of new members in IQAC due to replacement of some members.	Ms. Zehra Husaini (Bio Sc deptt) and Mr Suraj Singh (Ag deptt) were finalized as the new faculty members of IQAC. Ms. Khyati Bhardwaj (Student, MSc Chemistry), Aman Kumar (student, BSc Agriculture), Ms Riya Tyagi (Student, MSc Bio Tech), were considered as the new Student Representative Member of IQAC. These have been considered for replacement of some members as per the discussion in the meeting. The revised IQAC composition was approved for implementation.
3	Planning of working as per implementation of rules after autonomous status for First Year UG/PG programmes.	The formation of statutory bodies including the Examination Cell, Academic Council, Board of Studies, Finance Committee, was finalized. All departments were directed to continue implementing the autonomous curriculum, Continuous Internal Evaluation (CIE), and Outcome-Based Education (OBE) as per the approved regulations. IQAC

		suggested conducting periodic academic audits and reviewing meetings to monitor effective implementation of the autonomous system.
4	Discussion on planning for dual academic system (Autonomous First Year and MSU Second/Final Year).	All planning has been completed by Academic committee with the consultation of BoS and Academic council.
5	Proposal of activities as per of Academic Calendar for Session 2025–26.	Some modification in proposed Academic Calendar was implemented as per suggestions in the meeting and then it was approved. All departments and committees were instructed to organize academic, research, extension, skill development, and quality enhancement activities strictly according to the approved schedule and maintain proper documentation of every programme.
6.	Planning of Admissions	All planning has been completed by Admission committee.
7	Orientation and Induction Programmes for Newly Admitted Students	Planning to organize required Orientation and Student Induction Programme for newly admitted students done with proper scheduling.
8.	Any other related matter.	No any other issue left for discussion.

Dr. Vinit Kumar Sharma
Professor/
Coordinator, IQAC

Dr. Prerna Mittal
Principal/
Chairperson, IQAC