



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 16/04/2026

MINUTES OF THE MEETING

A meeting was held by the Internal Quality Assurance Cell at the IQAC office at 2:00 P.M on 16/04/2026, with all the Dean/HoD, IQAC members and Feedback committee Coordinator to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 18-03-2026.
2. Review of first year autonomous academic and examination system.
3. Review of student satisfaction survey and feedback action taken reports.
4. Planning for admission process of next autonomous batch.
5. Discussion on curriculum revision and feedback-based improvements.
6. Review of Annual Quality Assurance Report (AQAR) related data.
7. Any other matter.

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 18/03/2026

It was informed that the previous IQAC meeting was held on 18/03/2026 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Review of first year autonomous academic and examination system.

The committee reviewed the implementation of the First Year Autonomous Academic and Examination System during the academic session. The members discussed curriculum delivery, academic planning, Continuous Internal Evaluation, conduct of internal and end-semester examinations, question paper setting, moderation, evaluation, result preparation, and maintenance of examination records. It was observed that the autonomous academic and examination system was functioning effectively in accordance with the approved regulations and

institutional framework. The committee emphasized the importance of maintaining confidentiality, transparency, fairness, and timely completion of all examination-related processes and recommended that the system should be continuously reviewed to identify areas for improvement.

Agenda 3: Review of student satisfaction survey and feedback action taken reports.

The committee reviewed the results of the Student Satisfaction Survey and the feedback received from students through the prescribed institutional mechanism. The members discussed the major observations, suggestions, and areas requiring improvement identified through the survey and feedback analysis. The concerned departments and committees were directed to review the feedback relevant to their respective areas and take appropriate corrective and improvement measures. The committee emphasized that the Action Taken Reports should clearly reflect the issues identified, actions initiated, and improvements made in response to student feedback. The members also resolved that the implementation and effectiveness of the measures taken should be periodically reviewed by IQAC.

Agenda 4: Planning for admission process of next autonomous batch.

The committee discussed the planning and preparedness for the admission process of the next autonomous batch. The members reviewed the proposed admission schedule, programme-wise requirements, admission guidelines, eligibility criteria, counselling arrangements, document verification, fee submission, and communication with prospective students. It was emphasized that the admission process should be transparent, efficient, student-friendly, and conducted strictly according to the approved autonomous regulations and applicable statutory guidelines. The committee also recommended strengthening admission outreach through the college website, digital platforms, information brochures, counselling, and interaction with prospective students to ensure wider awareness and effective enrolment.

Agenda 5: Discussion on curriculum revision and feedback-based improvements.

The committee discussed the need for periodic review and revision of the curriculum based on feedback received from students, teachers, alumni, employers, industry representatives, and other stakeholders. The members emphasized that curriculum revision should address emerging

academic trends, industry requirements, employability, skill development, research orientation, interdisciplinary learning, and the objectives of NEP-2020. It was resolved that the concerned departments should analyse the feedback and identify areas requiring modification or enhancement in the curriculum and syllabus. Any proposed revisions would be processed through the prescribed academic and statutory bodies under the autonomous framework.

Agenda 6: Review of Annual Quality Assurance Report (AQAR) related data.

The committee reviewed the availability and status of data required for preparation of the Annual Quality Assurance Report. The members discussed the data requirements related to academic activities, teaching-learning processes, research and innovation, student progression, faculty development, extension activities, infrastructure, governance, and institutional quality initiatives. The concerned departments and committees were instructed to verify and update their respective data and supporting documents and submit them to IQAC within the prescribed timeline. The committee emphasized that all AQAR-related data should be accurate, consistent, properly documented, and supported by verifiable evidence.

Agenda 7: Any Other.

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. Perna Mittal
Principal/
Chairperson, IQAC



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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT On the decisions of the IQAC meeting held on 16/04/2026

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 18/03/2026.	All matter has been discussed. No need to take any specific action.
2.	Review of first year autonomous academic and examination system.	The First Year Autonomous academic and examination processes were reviewed by the concerned departments and Examination Cell. Academic, CIE, examination, evaluation, result preparation, and record-maintenance procedures were found to be functioning as per the approved autonomous regulations. Necessary records were maintained by the concerned sections.
3.	Review of student satisfaction survey and feedback action taken reports.	The Student Satisfaction Survey and feedback reports were reviewed by IQAC. Concerned departments and committees prepared Action Taken Reports on the suggestions received, and necessary improvements were initiated. The Action Taken Reports were submitted to IQAC for record and monitoring.
4.	Planning for admission process of next autonomous batch.	The admission process for the next autonomous batch was planned in accordance with the approved regulations. The admission

		schedule, eligibility criteria, programme details, counselling arrangements, and required documents were finalized, and admission-related information was prepared for dissemination through the college website and other digital platforms.
5.	Discussion on curriculum revision and feedback-based improvements.	Departments reviewed stakeholder feedback and identified areas for curriculum improvement. Necessary curriculum and syllabus revision proposals were prepared by the concerned departments and forwarded to the respective Boards of Studies for consideration and approval as per the autonomous academic procedure.
6.	Review of Annual Quality Assurance Report (AQAR) related data.	AQAR-related data was collected from concerned departments and committees. The submitted information and supporting documents were verified by IQAC, and departments were instructed to provide missing or revised data wherever required to ensure accurate and complete AQAR documentation.
7.	Any other related matter.	No any other issue left for discussion.

Dr. Vinit Kumar Sharma
Professor/
Coordinator, IQAC

Dr. Prerna Mittal
Principal/
Chairperson, IQAC