SHRI RAM COLLEGE,
MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 21/05/2026

MINUTES OF THE MEETING

A meeting was held by the Internal Quality Assurance Cell at the IQAC office at 2:00 P.M on 21/05/2026, with all the Dean/HoD, IQAC members and All Audit committee Coordinators to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 16-04-2026.
2. Review of various internal & external audits.
3. Review of functioning and progress of board of studies and academic council.
4. Review of quality initiatives, best practices undertaken during Session 2025–26.
5. Planning for IQAC analysis reports and statutory documents pertaining to autonomous status to UGC & affiliating university.
6. Preparation of action plan for Session 2026–27.
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 16/04/2026

It was informed that the previous IQAC meeting was held on 16/04/2026 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Review of various internal & external audits.

The committee reviewed the status and outcomes of various internal and external audits conducted during the academic session. The members discussed the observations, recommendations, and compliance requirements arising from academic, administrative, financial, examination, and other institutional audits. The committee emphasized that audit observations should be systematically documented and that corrective and preventive measures should be implemented within the prescribed timeline. The concerned departments and administrative sections were advised to maintain proper supporting records and submit compliance reports to IQAC for monitoring and institutional quality improvement.

Agenda 3: Review of functioning and progress of board of studies and academic council.

The committee reviewed the functioning and progress of the Boards of Studies (BoS) and Academic Council under the autonomous framework. The members discussed the meetings conducted, curriculum and syllabus development and revision, approval of academic proposals, examination-related matters, and implementation of academic policies. It was emphasized that all BoS and Academic Council activities should be conducted in accordance with the applicable UGC regulations, guidelines of the affiliating university, and institutional autonomous framework. The committee appreciated the efforts of the concerned members and advised that all statutory academic meetings should be scheduled and conducted timely, with proper proceedings, resolutions, and supporting records maintained for institutional documentation and compliance.

Agenda 4: Review of quality initiatives, best practices undertaken during Session 2025–26.

The committee reviewed the quality initiatives and institutional best practices implemented during the academic session 2025–26. The members discussed initiatives related to academic excellence, student support, research and innovation, environmental sustainability, digitalization, extension activities, and institutional governance. The committee particularly reviewed the major institutional best practices, namely “Advancing Green Energy Through Solar Panel,” “Integrated Approaches to Waste Management,” and “TSE for Meritorious Students.” The members appreciated the contribution of departments and committees towards implementing these practices and emphasized that their outcomes and impact on students, stakeholders, and the institution should be properly documented. The committee also encouraged departments to identify and develop new quality initiatives and strengthen existing best practices during the forthcoming academic session.

Agenda 5: Planning for IQAC analysis reports and statutory documents pertaining to autonomous status to UGC & affiliating university.

The committee discussed the preparation and compilation of various IQAC analysis reports and statutory documents related to the implementation of autonomous status for submission to the

UGC and the affiliating university. The members reviewed the requirements related to academic, examination, curriculum, student progression, faculty development, research, quality initiatives, and other institutional data. It was resolved that all concerned departments, statutory bodies, and committees should provide accurate and verified information along with supporting documents to IQAC within the prescribed timeline. The committee emphasized that all reports and documents should be systematically compiled, properly authenticated, and maintained for timely submission and future reference.

Agenda 6: Preparation of action plan for Session 2026–27.

The committee discussed the preparation of a comprehensive Action Plan for the academic session 2026–27 with emphasis on academic quality enhancement, student development, research and innovation, faculty development, industry and academic collaborations, extension activities, digital initiatives, environmental sustainability, and effective implementation of the autonomous system. The members suggested that the action plan should be aligned with the institutional vision and mission, NEP-2020, UGC guidelines, and quality assurance requirements. Departments and committees were directed to prepare their respective activity plans with measurable objectives, timelines, and expected outcomes so that the institutional action plan could be implemented effectively and monitored periodically by IQAC.

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. Prerna Mittal
Principal/
Chairperson, IQAC

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ACTION TAKEN REPORT
On the decisions of the IQAC meeting held on 21/05/2026

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 16/04/2026.	All matter has been discussed. No need to take any specific action.
2.	Review of various internal & external audits.	The observations and recommendations of internal and external audits were reviewed. Concerned departments and administrative sections submitted compliance reports, and necessary corrective measures were initiated to address the observations. The compliance records were maintained by IQAC for future reference and audit purposes.
3.	Review of functioning and progress of board of studies and academic council.	The proceedings and progress of the Boards of Studies (BoS) and Academic Council were reviewed. The concerned departments submitted BoS meeting proceedings, approved curriculum/syllabus documents, and relevant resolutions to IQAC. The statutory bodies were directed to conduct meetings as per the prescribed schedule and maintain proper records in accordance with UGC, affiliating university, and autonomous college guidelines.
4.	Review of quality initiatives, best practices undertaken during Session 2025–26.	The quality initiatives and three major institutional best practices—Advancing Green Energy Through Solar Panel, Integrated Approaches to Waste Management, and TSE for Meritorious Students were

		reviewed. The concerned committees submitted activity reports, photographs, and outcome details to IQAC. Departments were instructed to continue and strengthen these practices during the forthcoming academic session.
5.	Planning for IQAC analysis reports and statutory documents pertaining to autonomous status to UGC & affiliating university.	The required data and supporting documents for IQAC analysis reports and statutory submissions related to autonomous status were collected from concerned departments and committees. The information was verified, compiled, and organized by IQAC for submission to the UGC and affiliating university as per the prescribed requirements.
6.	Preparation of action plan for Session 2026–27.	Departments and committees prepared their proposed activities for Session 2026–27, including academic, research, student development, faculty development, extension, collaboration, and quality enhancement initiatives. The proposals were compiled by IQAC into the institutional Action Plan with timelines and expected outcomes for implementation and periodic monitoring.
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