



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 05/08/2025

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 05/08/2025, with all the Dean/HoD and IQAC members to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 27-06-2025.
2. Discussion on preparation of Course Outcomes (COs), Programme Outcomes (POs) and Programme Specific Outcomes (PSOs).
3. Monitoring of implementation of new curriculum and syllabus as per autonomous college.
4. Discussion on faculty preparedness for Outcome-Based Education (OBE).
5. Planning of industry oriented value-added courses, certificate courses and skill enhancement programmes.
6. Review of admission and enrolment status.
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 27/06/2025

It was informed that the previous IQAC meeting was held on 27/06/2025 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Discussion on preparation of Course Outcomes (COs), Programme Outcomes (POs) and Programme Specific Outcomes (PSOs).

The committee discussed the importance of effective implementation and documentation of Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) in accordance with the Outcome-Based Education (OBE) framework. It was noted that POs and COs had already been implemented by the college. However, the Chair directed that if any department had not yet prepared the mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs), the concerned department must

complete the mapping at the earliest. The committee further resolved that all approved COs, POs, PSOs, and their mapping should be properly documented and uploaded on the college website to ensure transparency, easy accessibility for students and stakeholders, and compliance with accreditation and regulatory requirements.

Agenda 3: Monitoring of implementation of new curriculum and syllabus as per autonomous college.

The committee reviewed the progress of implementation of the newly approved curriculum and syllabus under the autonomous system. Detailed discussions were held regarding curriculum delivery, academic planning, assessment methods, and continuous monitoring of teaching-learning processes. The members emphasized that all departments should strictly follow the approved curriculum while maintaining academic quality and uniformity. It was further resolved that the Academic Committee and the Board of Studies (BoS) members of the respective departments shall prepare, review, and revise the curriculum and syllabus by strictly adhering to the guidelines, regulations, and academic framework prescribed by the University Grants Commission (UGC) and the affiliating university, ensuring that the curriculum remains relevant, outcome-based, industry-oriented, and aligned with the National Education Policy (NEP)-2020.

Agenda 4: Discussion on faculty preparedness for Outcome-Based Education (OBE).

The committee discussed the preparedness of faculty members for the effective implementation of Outcome-Based Education (OBE). The members emphasized the need for continuous capacity building through faculty development programmes, workshops, seminars, and orientation sessions focusing on curriculum design, outcome mapping, assessment techniques, attainment calculations, and innovative teaching-learning methodologies. It was resolved that IQAC would continue to organize training programmes and provide necessary academic support to faculty members to strengthen the effective implementation of OBE across all departments.

Agenda 5: Planning of industry oriented value-added courses, certificate courses and skill enhancement programmes.

The committee deliberated on the introduction of industry-oriented value-added courses, certificate courses, and skill enhancement programmes to improve students' employability,

entrepreneurial skills, and professional competencies. The members suggested that each department should identify emerging industry requirements and design short-term courses such as certificate and diploma course in consultation with industry experts, alumni, and subject specialists. The committee emphasized that these programmes should complement the regular curriculum, promote experiential learning, and enhance students' practical knowledge and career readiness while supporting the objectives of the autonomous education system and NEP-2020.

Agenda 6: Review of admission and enrolment status.

The committee reviewed the status of admissions and student enrolment for the academic session 2025–26. The members discussed the admission trends across various undergraduate and postgraduate programmes and expressed satisfaction over the response received from prospective students. The committee emphasized the need to continue admission awareness campaigns through counselling sessions, outreach programmes, digital platforms, and interaction with schools and other educational institutions to improve enrolment wherever required. It was also suggested that departments should provide academic counselling to students during the admission process and ensure proper orientation regarding the autonomous academic system, curriculum structure, and career opportunities available in their respective programmes.

Agenda 7: 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



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT On the decisions of the IQAC meeting held on 05/08/2025

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 27/06/2025.	All matter has been discussed. No need to take any specific action.
2.	Discussion on preparation of Course Outcomes (COs), Programme Outcomes (POs) and Programme Specific Outcomes (PSOs).	Since Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) had already been implemented in the institution, IQAC directed all departments to verify the existing documents. Departments that had not prepared the CO-PO/PSO mapping were instructed to complete the mapping in consultation with their respective Boards of Studies. The finalized COs, POs, PSOs, and CO-PO/PSO mapping documents were approved by the competent authority and uploaded on the college website to ensure compliance with UGC, NAAC, and autonomous college requirements.
3	Monitoring of implementation of new curriculum and syllabus as per autonomous college.	The Academic Committee and the respective Boards of Studies (BoS) were directed to review the curriculum and syllabus of their departments in accordance with the provisions of the autonomous system. All concerned departments prepared the revised curriculum by following the UGC

		Regulations, National Education Policy (NEP-2020), and the guidelines of the affiliating university. The revised syllabus was placed before the Board of Studies for approval and subsequently forwarded to the Academic Council for further consideration and implementation.
4	Discussion on faculty preparedness for Outcome-Based Education (OBE).	IQAC resolved to organize orientation programmes, workshops, and faculty development programmes on Outcome-Based Education (OBE), curriculum design, assessment methods, and attainment calculations. Departments were instructed to ensure active participation of faculty members in these programmes. Faculty members were also advised to revise their lesson plans, teaching strategies, and assessment methods in accordance with OBE principles.
5	Planning of industry oriented value-added courses, certificate courses and skill enhancement programmes.	All departments were instructed to identify and develop industry-oriented value-added courses, certificate courses, and skill enhancement programmes relevant to their respective disciplines in consultation with subject experts, industry professionals, and other stakeholders. The departments prepared the course proposals, including the course structure, learning outcomes, duration, and assessment scheme. The proposals were submitted to the Academic Committee for scrutiny and recommendation, following which they were placed before the respective Board of Studies (BoS) for approval and subsequently forwarded to the Academic Council for further consideration in accordance with the autonomous academic

		regulations before their implementation.
6.	Review of admission and enrolment status.	The Admission Committee reviewed the admission and enrolment status of all undergraduate and postgraduate programmes. To improve admissions, departments were directed to intensify awareness and outreach activities through the college website, social media platforms, brochures, school visits, and counselling sessions for prospective students and parents. Admission Coordinator were instructed to regularly monitor programme-wise admission figures and take necessary measures to fill vacant seats within the prescribed admission schedule. The committee also resolved to ensure timely verification of documents, efficient processing of admissions, and periodic review of enrolment data so that admission targets could be achieved in accordance with the institutional academic plan.
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