



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 02/09/2025

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 02/09/2025, with all the Dean/HoD and IQAC members to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 05-08-2025.
2. Review of activities related to Academic Council and Board of Studies.
3. Planning of student support services, remedial classes and bridge courses.
4. Review of activities related to MoUs, collaborations and industry-academia interaction.
5. Planning for training/PDP/MDP for faculty and Internship/Apprenticeship/Research Project for students.
6. Planning of documentation and record management for autonomous programmes.
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 05/08/2025

It was informed that the previous IQAC meeting was held on 05/08/2025 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Review of activities related to Academic Council and Board of Studies.

The committee reviewed the activities undertaken by the Academic Council and the various Boards of Studies (BoS) constituted under the autonomous framework. The members discussed the progress made in curriculum development, syllabus revision, approval of academic regulations, examination reforms, and implementation of Outcome-Based Education (OBE). It was observed that the Academic Council and the Boards of Studies had been functioning effectively in accordance with the provisions of the UGC Regulations, affiliated university and the institutional academic framework. The committee further resolved that departments which had not yet conducted their Board of Studies (BoS) meetings should schedule and convene the

meetings at the earliest to ensure timely approval of curriculum, syllabi, and other academic matters. The Chair emphasized that all academic proposals should continue to be processed through the prescribed statutory bodies to maintain academic quality, regulatory compliance, and timely implementation of autonomous academic activities.

Agenda 3: Planning of student support services, remedial classes and bridge courses.

The committee discussed various initiatives for strengthening student support services with the objective of improving academic performance and overall student development. It was resolved that departments should continue to identify academically weaker students and organize remedial classes to address learning gaps. The members also emphasized the importance of conducting bridge courses for newly admitted students to help them strengthen their foundational knowledge and smoothly adapt to the curriculum under the autonomous system. In addition, the committee recommended enhancing academic counselling, career guidance, mentoring support, library orientation, digital learning resources, and other student support mechanisms to ensure inclusive and student-centric education.

Agenda 4: Review of activities related to MoUs, collaborations and industry-academia interaction.

The committee reviewed the progress made in establishing Memoranda of Understanding (MoUs), academic collaborations, and industry–academia partnerships. The members discussed the initiatives undertaken by various departments to strengthen linkages with industries, research organizations, higher educational institutions, and professional bodies. It was emphasized that these collaborations should be effectively utilized by organizing expert lectures, industrial visits, internships, collaborative research, faculty exchange programmes, skill development activities, and other student-centric initiatives. The committee further resolved that all departments should actively enhance academic and extension activities under the existing MoUs to maximize benefits for students and faculty members. At the same time, departments were encouraged to identify potential institutions, industries, and organizations for establishing new MoUs that would strengthen academic excellence, research, innovation, skill development, employability, and the overall growth and reputation of both the students and the institution. The Chair

emphasized that meaningful collaborations should focus on long-term academic and institutional development rather than merely formal agreements.

Agenda 5: Planning for training/PDP/MDP for faculty and Internship/Apprenticeship/Research Project for students.

The committee reviewed the Training Programmes, Professional Development Programmes (PDPs), and Management Development Programmes (MDPs) for faculty members to enhance their teaching, research, digital, and administrative competencies. The members appreciated the active participation of faculty members and emphasized that such capacity-building programmes should be organized regularly to ensure continuous professional development and adoption of innovative teaching-learning practices.

The committee also discussed the effective implementation of Internships, Apprenticeships, and Research Projects for students as prescribed in the curriculum. It was emphasized that the departments in which Internship, Apprenticeship, or Research Project is a compulsory component of the programme should actively motivate, guide, and continuously monitor students to ensure that these academic requirements are completed within the stipulated time. The committee further encouraged departments to strengthen collaboration with industries, research organizations, and other institutions to provide quality experiential learning opportunities and improve students' practical exposure and employability.

Agenda 6: Planning of documentation and record management for autonomous programmes.

The committee discussed the importance of systematic documentation and efficient record management for the successful implementation of autonomous programmes. The members emphasized that every department should maintain comprehensive records related to curriculum development, Board of Studies meetings, Academic Council proceedings, examinations, continuous internal assessment, student progression, faculty activities, extension programmes, research initiatives, and quality assurance activities. It was resolved that documentation should be maintained in both physical and digital formats to ensure transparency, easy retrieval of information, regulatory compliance, and preparedness for statutory inspections, accreditation, and academic audits. The committee also stressed the importance of timely submission of records to IQAC for institutional documentation and quality monitoring.

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



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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT On the decisions of the IQAC meeting held on 02/09/2025

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 05/08/2025.	All matter has been discussed. No need to take any specific action.
2.	Review of activities related to Academic Council and Board of Studies.	The activities of the Academic Council and the respective Boards of Studies (BoS) were reviewed. Departments that had already conducted their BoS meetings submitted the approved curriculum, syllabus revisions, and meeting proceedings to IQAC for record. Departments that had not yet conducted their BoS meetings were instructed to schedule the meetings at the earliest, and the Heads of Departments were directed to submit the meeting schedule and ensure timely completion of all statutory academic approvals through the BoS and Academic Council.
3	Planning of student support services, remedial classes and bridge courses.	Departments identified students requiring additional academic support and prepared schedules for remedial classes and bridge courses. Academic support activities were incorporated into the departmental academic plans, and the concerned faculty members were assigned responsibilities for conducting these programmes. The schedule of remedial and bridge courses was communicated to students, and departments were instructed to maintain attendance

		and progress records for review by IQAC.
4	Review of activities related to MoUs, collaborations and industry-academia interaction.	Departments were instructed to enhance academic, research, training, internship, expert lecture, and extension activities under the existing MoUs to maximize benefits for students and faculty members. Each department was also directed to identify potential industries, research organizations, higher educational institutions, and professional bodies for establishing new MoUs. Departments initiated discussions with prospective partner organizations and were instructed to submit proposals for new collaborations to the IQAC for further processing and approval.
5	Planning for training/PDP/MDP/ for faculty and Internship/Apprenticeship/ Research Project for students.	The faculty members who participated in the Training Programmes, Professional Development Programmes (PDPs), and Management Development Programmes (MDPs) organized by the college were encouraged to implement the knowledge and best practices gained through these programmes in teaching, curriculum delivery, research, and academic administration. Departments in which Internship, Apprenticeship, or Research Project forms a compulsory component of the curriculum were instructed to prepare activity schedules, nominate faculty coordinators, and regularly monitor students' progress. Students were guided to complete their internship, apprenticeship, or research project work within the stipulated timeline, and periodic progress reports were made mandatory for monitoring compliance.

6.	Planning of documentation and record management for autonomous programmes.	All departments and statutory bodies were instructed to maintain comprehensive documentation of autonomous academic activities, including curriculum records, Board of Studies proceedings, Academic Council resolutions, examination records, Continuous Internal Evaluation (CIE), student progression, faculty activities, research, extension programmes, and quality initiatives. Departments also initiated the maintenance of digital repositories alongside physical records to facilitate easy retrieval, institutional transparency, regulatory compliance, and preparedness for academic audits, UGC inspections, and NAAC accreditation. IQAC resolved to conduct periodic reviews of departmental documentation to ensure completeness and accuracy.
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