



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 10/10/2025

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 10/10/2025, with all the Dean/HoD and IQAC members to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 02-09-2025.
2. Review of teaching-learning process in autonomous and MSU related programmes.
3. Discussion for effective continuous internal evaluation system.
4. Review of mentor-mentee system.
5. Discussion on institutional best practices.
6. Discussion on increasing greenery in campus.
7. Any other matter.
- 8.

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 02/09/2025

It was informed that the previous IQAC meeting was held on 02/09/2025 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Review of teaching-learning process in autonomous and MSU related programmes.

The committee reviewed the teaching-learning process being followed for both the Autonomous First Year UG/PG programmes and the Second/Final Year programmes affiliated with Maa Shakumbhari University. The members discussed curriculum delivery, preparation of lesson plans, classroom teaching, practical classes, academic monitoring, use of ICT-enabled teaching methods, and adherence to the academic calendar. It was observed that departments had been effectively managing the dual academic system while ensuring uniform academic standards. The

committee appreciated the efforts of faculty members in maintaining the quality of teaching-learning and emphasized the need for continuous improvement through innovative pedagogical practices, student participation, and regular academic review.

Agenda 3: Discussion for effective continuous internal evaluation system.

The committee reviewed the implementation of the Continuous Internal Evaluation (CIE) System across the institution. It was noted with satisfaction that the CIE system has already been effectively implemented across all programmes from First Year to Final Year, covering both the autonomous programmes and the programmes affiliated with Maa Shakumbhari University (MSU), in accordance with the respective academic regulations. The committee reviewed the existing evaluation practices and observed that the system has been functioning effectively through class tests, quizzes, assignments, seminars, presentations, practical assessments, attendance, and other evaluation components.

The members further discussed the need for periodic review and refinement of the CIE system to meet the evolving requirements of the autonomous framework. It was emphasized that while the existing mechanism is comprehensive and transparent, departments should regularly review the evaluation process, assessment methods, and weightage distribution to ensure alignment with Outcome-Based Education (OBE), academic regulations, and student learning outcomes. The committee resolved that all departments should continue to maintain transparency, fairness, timely evaluation, proper documentation of internal assessment records, and prompt communication of evaluation results and feedback to students, thereby ensuring continuous improvement of the CIE system under the autonomous framework.

Agenda 4: Review of mentor-mentee system.

The committee reviewed the functioning of the Mentor–Mentee System implemented across various departments. The members discussed the role of mentors in providing academic guidance, career counselling, personal support, and continuous monitoring of students' progress. It was observed that regular mentor–mentee interactions had contributed positively towards improving student engagement, attendance, academic performance, and overall development. The committee recommended that departments should continue maintaining proper records of

mentor–mentee meetings and ensure regular interaction with students to address their academic and personal concerns in a timely manner.

Agenda 5: Discussion on institutional best practices.

The committee discussed the institutional best practices that have significantly contributed to quality enhancement and sustainable development of the institution. The members reviewed several best practices being implemented across the college and identified three major institutional best practices that reflect the vision and commitment of the institution. The first best practice, "Advancing Green Energy Through Solar Panel," was appreciated for promoting renewable energy, reducing dependence on conventional energy sources, and supporting environmental sustainability. The second best practice, "Integrated Approaches to Waste Management," was recognized for its systematic management of solid, liquid, and other waste through environmentally responsible practices, thereby promoting a clean and sustainable campus. The third best practice, "TSE for Meritorious Students," was appreciated for encouraging academic excellence by recognizing and supporting outstanding students through a structured institutional initiative. The committee resolved to continue strengthening these best practices and encouraged departments to actively contribute towards their effective implementation and documentation.

Agenda 6: Discussion on increasing greenery in campus.

The committee deliberated on various initiatives to enhance the green environment of the campus. The members emphasized the importance of increasing plantation drives, developing additional green spaces, maintaining existing gardens, promoting biodiversity, and encouraging environmental awareness among students and staff. It was suggested that every department should actively participate in tree plantation and environmental conservation activities throughout the academic session. The committee also encouraged the adoption of eco-friendly practices such as water conservation, plastic-free campus initiatives, energy conservation, and sustainable landscaping to strengthen the institution's commitment towards environmental sustainability.

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 10/10/2025

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 02/09/2025.	All matter has been discussed. No need to take any specific action.
2.	Review of teaching-learning process in autonomous and MSU related programmes.	Heads of Departments reviewed the teaching-learning process for both the Autonomous First Year UG/PG programmes and the MSU Second/Final Year programmes. Departments confirmed adherence to the approved academic calendar, lesson plans, workload distribution, and curriculum delivery. Faculty members were advised to continue adopting ICT-enabled teaching methods, experiential learning practices, and student-centric pedagogies to further strengthen academic quality under both academic systems.
3	Discussion for effective continuous internal evaluation system.	Since the Continuous Internal Evaluation (CIE) System had already been implemented across all programmes from First Year to Final Year, the committee reviewed the existing evaluation framework and found it to be functioning effectively. Departments were instructed to continue conducting internal

		assessments strictly in accordance with the approved academic regulations. They were also directed to periodically review the CIE mechanism under the autonomous framework, maintain complete records of internal assessments, communicate evaluation criteria to students, declare internal assessment results within the prescribed timeline, and preserve all assessment records for academic audit and regulatory compliance.
4	Review of mentor-mentee system.	All departments reviewed the functioning of the mentor-mentee system and were instructed to conducting mentor-mentee meetings. Faculty mentors were directed to maintain updated mentoring records, monitor students' academic progress, attendance, and overall development, and submit periodic reports to the concerned department and IQAC for review. Departments were also advised to address student concerns promptly through the mentoring mechanism.
5	Discussion on institutional best practices.	The committee resolved to continue strengthening the institution's three major best practices—Advancing Green Energy Through Solar Panel, Integrated Approaches to Waste Management, and TSE for Meritorious Students. The concerned committees were instructed to ensure effective implementation, regular monitoring, and systematic documentation of activities

		undertaken under these best practices. Departments were also directed to actively participate in these initiatives and maintain supporting records, reports, and geotagged photographs for institutional documentation and accreditation purposes.
6.	Discussion on increasing greenery in campus.	Best Practice Monitoring Committee, NSS, and all academic departments were instructed to organize regular plantation drives and undertake activities to increase green cover within the campus. Departments were advised to adopt and maintain designated green areas, ensure the proper care of newly planted saplings, and promote environmental awareness among students through various awareness programmes. The committee also directed the concerned committee to monitor campus cleanliness, landscaping, water conservation measures, and other eco-friendly initiatives as part of the institution's environmental sustainability efforts.
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