



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 25/11/2025

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 25/11/2025, with all the Dean/HoD, IQAC members, Committee Coordinators and Deputy Committee coordinators to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 10-10-2025.
2. Meeting with all committee coordinators and deputy coordinators to ensure effective working with coordination for institutional development.
3. 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 10/10/2025

It was informed that the previous IQAC meeting was held on 10/10/2025 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Meeting with all committee coordinators and deputy coordinators to ensure effective working with coordination for institutional development.

A detailed interaction was held with all committee coordinators and deputy coordinators regarding the effective functioning of institutional committees and the importance of inter-committee coordination for overall institutional development. The Chair emphasized that every committee should work according to its approved objectives, annual activity plan, and institutional requirements. The members discussed the working mechanism of the committees, including regular planning meetings, delegation of responsibilities among committee members, preparation of activity schedules, timely execution of programmes, coordination with departments and IQAC, and submission of reports after completion of activities. It was resolved

that each committee should maintain systematic communication with IQAC and submit periodic progress reports to ensure effective monitoring and accountability.

The committee further emphasized that all committees must maintain proper documentation and records of every activity organized during the academic session. The respective committee coordinators and deputy coordinators were instructed to preserve geotagged photographs, attendance records, notices, invitations, feedback forms, and supporting documents related to each event. It was also resolved that every committee must prepare a comprehensive report focusing clearly on the title of the event, objectives, activities conducted, participation details, and measurable outcomes for students, faculty members, and other stakeholders. The Chair highlighted that quality documentation is essential for institutional transparency, autonomous compliance, academic audit, NAAC accreditation, and future reference. The members agreed that timely submission of complete and properly formatted reports to IQAC would strengthen institutional record management and demonstrate the impact of committee activities on stakeholder development and institutional growth.

Agenda 3: 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 25/11/2025

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 10/10/2025.	All matter has been discussed. No need to take any specific action.
2.	Meeting with all committee coordinators and deputy coordinators to ensure effective working with coordination for institutional development.	All committee coordinators and deputy coordinators submitted their respective Annual Action Plans aligned with the Institutional Academic Calendar. The roles and responsibilities of committee members were clearly defined to ensure smooth planning, execution, and monitoring of committee activities. IQAC circulated a standard documentation format for all institutional events. The committees were instructed to maintain complete records of every activity, including the event notice, approval, attendance sheets, invitation, programme schedule, geotagged photographs, media coverage (where applicable), feedback forms, expenditure details (if applicable), and supporting documents. Each committee was directed to prepare a comprehensive event report highlighting the title of the programme,

		objectives, activities conducted, participation details, and measurable outcomes for students, faculty members, and other stakeholders. These reports were submitted to IQAC for institutional documentation and future academic audit. To strengthen coordination, committee coordinators were instructed to hold periodic review meetings with their members and submit quarterly progress reports to IQAC. Digital and physical records of all committee activities were maintained in the respective committee files and the IQAC documentation cell to ensure compliance with the requirements of the autonomous system, UGC regulations, and NAAC accreditation.
3.	Any other related matter.	No any other issue left for discussion.

Dr. Vinit Kumar Sharma
Professor/
Coordinator, IQAC

Dr. Prerna Mittal
Principal/
Chairperson, IQAC