



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 12/01/2026

MINUTES OF THE MEETING

A meeting was held by the Internal Quality Assurance Cell in the auditorium of SRC at 2:00 P.M on 12/01/2026, with all the Dean/HoD, IQAC members and Faculty Members to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 25-11-2025.
2. Discussion with faculty members regarding various academic and administrative government portals.
3. Monitoring about the use of ICT-enabled teaching and learning.
4. Planning of new programmes/courses for upcoming academic sessions.
5. Discussion on ICT enabled innovative teaching practices
6. e-content development and their publicity.
7. Planning of Academic and Administrative Audit.
8. 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 25/11/2025

It was informed that the previous IQAC meeting was held on 25/11/2025 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Discussion with faculty members regarding various academic and administrative government portals.

The committee held a detailed discussion with faculty members regarding the effective use, regular updating, and timely compliance of various academic, research, professional, and administrative portals relevant to faculty members and the institution. Particular emphasis was given to faculty-related platforms such as UP Praman, VIDWAN, INFLIBNET, along with research and academic identity platforms including ORCID ID, I-STEM, KAPILA, and V-Lab

etc. The members discussed the importance of maintaining updated faculty profiles, academic qualifications, research publications, projects, patents, expertise, and other relevant professional information on the respective portals. Faculty members were advised to create and regularly update their ORCID IDs and institutional/research profiles and to make appropriate use of I-STEM facilities and resources for research and laboratory requirements. The committee also emphasized the effective utilization of V-Lab resources for teaching-learning and practical exposure and awareness regarding the KAPILA portal for promoting intellectual property awareness and activities related to innovation and patents. Faculty members were instructed to ensure that information submitted on these portals is accurate, updated, and consistent with institutional records. The concerned nodal officers and departments were directed to provide necessary assistance to faculty members regarding registration, profile updation, submission of information, and compliance with prescribed deadlines.

Agenda 3: Monitoring about the use of ICT-enabled teaching and learning.

The committee reviewed the use of ICT-enabled teaching and learning practices across various departments. It was observed that faculty members were utilizing smart classrooms, digital learning resources, presentations, online educational platforms, virtual resources, and other ICT tools to supplement classroom teaching. The committee emphasized that ICT should be integrated meaningfully with conventional teaching methods to make the teaching-learning process more interactive, student-centric, and effective. Departments were advised to monitor the regular use of available ICT facilities and encourage faculty members to adopt suitable digital resources according to the requirements of their respective courses.

Agenda 4: Planning of new programmes/courses for upcoming academic sessions.

The committee discussed the possibility of introducing new programmes and courses in the upcoming academic sessions in response to emerging academic, industry, research, and employment requirements. The members emphasized that proposals for new programmes or courses should be based on student demand, availability of qualified faculty, infrastructure and laboratory facilities, employment opportunities, industry requirements, and institutional strengths. It was resolved that departments should identify suitable new programmes, value-added courses, certificate courses, and emerging interdisciplinary areas and prepare detailed

proposals for consideration through the prescribed academic and statutory bodies under the autonomous framework.

Agenda 5: Discussion on ICT enabled innovative teaching practices

The committee discussed innovative pedagogical practices using ICT to enhance student engagement and learning outcomes. Faculty members were encouraged to use multimedia presentations, digital simulations, virtual laboratories, online quizzes, interactive learning platforms, digital assessment tools, flipped classroom approaches, blended learning, and other appropriate technology-enabled teaching methods. The committee emphasized that innovative ICT practices should be aligned with course outcomes and should promote active participation, conceptual understanding, collaborative learning, and continuous assessment of students. Departments were encouraged to share successful innovative teaching practices among faculty members for wider adoption.

Agenda 6: e-content development and their publicity.

The committee discussed the development and systematic use of e-content to support teaching and learning. Faculty members were encouraged to prepare quality digital learning materials such as lecture notes, presentations, recorded lectures, video tutorials, question banks, study materials, demonstrations, and other subject-specific resources. The committee emphasized that the developed e-content should be properly organized, reviewed for academic quality, and made accessible to students through appropriate institutional digital platforms. It was further decided that quality e-content developed by faculty members should be appropriately publicized through the college website and other authorized digital platforms to increase its accessibility and academic outreach among students and other stakeholders.

Agenda 7: Planning of Academic and Administrative Audit.

The committee discussed the planning and implementation of Academic and Administrative Audits for systematic assessment of institutional processes. It was resolved that the audit would cover academic planning, curriculum implementation, teaching-learning processes, assessment and examination practices, student support services, research activities, documentation, committee functioning, infrastructure utilization, and other relevant academic areas, while the administrative audit would examine institutional procedures, record management, governance, financial and administrative processes, and compliance with applicable regulations. The committee decided that departments and administrative sections should maintain updated records

and supporting documents in preparation for the audit. The audit findings would be used to identify strengths, gaps, and areas requiring corrective action and continuous improvement.

Agenda 8: 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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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT On the decisions of the IQAC meeting held on 12/01/2026

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 25/11/2025.	All matter has been discussed. No need to take any specific action.
2.	Discussion with faculty members regarding various academic and administrative government portals.	Faculty members reviewed their profiles on various portals. Faculty members who already had profiles on the relevant portals updated their academic, research, publication, qualification, and professional information as required. Faculty members whose profiles had not yet been created were instructed to complete the registration process, and the concerned faculty members created their profiles on the portals. The designated nodal officers verified the compliance and advised faculty members to keep their information updated regularly and adhere to the prescribed deadlines for future submissions.
3.	Monitoring about the use of ICT-enabled teaching and learning.	Departments reviewed the use of ICT-enabled teaching-learning practices among faculty members. Faculty members were encouraged to regularly use smart classrooms, multimedia presentations, digital learning resources, online educational

		platforms, virtual resources, and ICT-based assessment tools wherever appropriate. Heads of Departments were instructed to monitor the effective utilization of ICT facilities and encourage faculty members to integrate digital resources with conventional teaching methods. Departments were also advised to maintain suitable records of ICT-enabled academic activities for institutional documentation.
4.	Planning of new programmes/courses for upcoming academic sessions.	Departments were directed to identify potential new programmes, courses, value-added courses, certificate courses, and emerging interdisciplinary programmes based on student demand, employment opportunities, industry requirements, research trends, available infrastructure, and institutional strengths. Departments initiated preparation of proposals containing details of curriculum, course outcomes, faculty requirements, infrastructure, and other academic requirements. The proposals were to be placed before the concerned Board of Studies, Academic Committee/Academic Council, and other competent statutory bodies for scrutiny, recommendation, and approval as per the autonomous framework.
5.	Discussion on ICT enabled innovative teaching practices	Faculty members were encouraged to adopt innovative ICT-enabled teaching practices such as blended learning, flipped classroom,

		digital quizzes, virtual laboratories, simulations, interactive presentations, online assessment tools, and multimedia-based learning resources. Departments were instructed to encourage faculty members to share effective ICT-based teaching practices and to align such practices with Course Outcomes and student learning requirements. The implementation of innovative teaching practices was reviewed at the departmental level to promote student-centric and outcome-based learning.
6.	e-content development and their publicity.	Faculty members were encouraged to develop quality e-content, including digital notes, presentations, recorded lectures, video tutorials, question banks, practical demonstrations, and other subject-specific learning resources. Departments were instructed to review the academic quality and relevance of the developed e-content before dissemination. Suitable e-content developed by faculty members was shared through authorized institutional digital platforms, and the college website and other appropriate platforms were utilized for its publicity and wider accessibility to students and other stakeholders.
7.	Planning of Academic and Administrative Audit	It was decided that the Academic and Administrative Audit will be conducted in the last week of June to assess the effectiveness

		and compliance of academic and administrative processes. Departments and administrative sections were instructed to keep all relevant records, registers, reports, examination documents, curriculum records, committee proceedings, student-related records, financial and administrative documents, and other supporting evidence updated and readily available for the audit. The concerned departments and sections were directed to complete their documentation and self-review before the scheduled audit. The audit findings will be documented and used for identifying gaps, recommending corrective measures, and promoting continuous institutional improvement.
8.	Any other related matter.	No any other issue left for discussion.

Dr. Vinit Kumar Sharma
Professor/
Coordinator, IQAC

Dr. Prerna Mittal
Principal/
Chairperson, IQAC