



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 16/02/2026

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 16/02/2026, with all the Dean/HoD, IQAC members, Sports Coordinator and Cultural Coordinator to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 27/01/2026.
2. Review of quality initiatives undertaken during the session.
3. Staff appraisal and performance evaluation.
4. Review of FDPs/PDPs/MDPs Workshops, Seminars and Conferences.
5. Review of sports, cultural and extension activities.
6. Discussion on promotion of institutional achievements through media and digital platforms.
7. AISHE data filling review for preparedness.
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 27/01/2026

It was informed that the previous IQAC meeting was held on 27/01/2026 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Review of quality initiatives undertaken during the session.

The committee reviewed the various quality initiatives undertaken by the institution during the academic session. The members discussed initiatives related to academic improvement, Outcome-Based Education, student support, research and innovation, faculty development, extension activities, environmental sustainability, digitalization, and institutional governance. The committee appreciated the efforts of departments and committees and emphasized that all

quality initiatives should be properly documented, evaluated for their outcomes, and aligned with the objectives of the institution and the autonomous framework.

Agenda 3: Staff appraisal and performance evaluation.

The committee discussed the existing mechanism for staff appraisal and performance evaluation of teaching and non-teaching staff. The members emphasized that performance evaluation should be systematic, transparent, and based on relevant parameters such as teaching effectiveness, academic and research contributions, participation in institutional activities, professional development, administrative responsibilities, and other assigned duties. It was suggested that the appraisal process should be used constructively to identify strengths, areas requiring improvement, training needs, and opportunities for professional growth.

Agenda 4: Review of FDPs/PDPs/MDPs Workshops, Seminars and Conferences.

The committee reviewed the Faculty Development Programmes (FDPs), Professional Development Programmes (PDPs), Management Development Programmes (MDPs), workshops, seminars, and conferences organized or attended by faculty and staff during the session. The members appreciated the participation of faculty members in capacity-building and knowledge-enhancement activities. It was emphasized that departments should continue to encourage faculty participation in relevant professional development programmes and maintain proper records of participation, certificates, and outcomes. The committee also encouraged departments to organize academic events involving subject experts, researchers, industry professionals, and other stakeholders.

Agenda 5: Review of sports, cultural and extension activities.

The committee reviewed the sports, cultural, social outreach, NSS, and other extension activities conducted during the academic session. The members appreciated the active participation of students and faculty in promoting holistic development, teamwork, leadership, social responsibility, and community engagement. The committee emphasized that such activities should be organized regularly and properly documented, including participation details, photographs, reports, and outcomes for students and the community.

Agenda 6: Discussion on promotion of institutional achievements through media and digital platforms.

The committee discussed the need for systematic promotion of the institution's academic, research, sports, cultural, extension, and other achievements through media and digital platforms. It was emphasized that significant achievements of students, faculty members, departments, and the institution should be regularly highlighted through the official college website, social media platforms, press releases, newsletters, and other appropriate media channels. The committee recommended that departments and committees should promptly share verified information, photographs, and concise reports of significant achievements with the designated media and publicity team for wider dissemination and enhancement of institutional visibility.

Agenda 7: AISHE data filling review for preparedness.

The committee reviewed the preparedness for filling and submission of All India Survey on Higher Education (AISHE) data. The members discussed the importance of maintaining accurate and updated information related to student enrolment, programmes, faculty, infrastructure, examinations, research, and other institutional parameters required for AISHE reporting. The concerned nodal officer and departments were advised to verify the relevant data and supporting records before final submission to ensure accuracy, consistency, and timely compliance with the prescribed AISHE requirements.

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. Perna Mittal
Principal/
Chairperson, IQAC



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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT On the decisions of the IQAC meeting held on 16/02/2026

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 27/01/2026.	All matter has been discussed. No need to take any specific action.
2.	Review of quality initiatives undertaken during the session.	The quality initiatives undertaken by departments and committees were reviewed. Concerned coordinators were instructed to maintain proper records, reports, photographs, and outcome details of the activities for IQAC documentation.
3.	Staff appraisal and performance evaluation.	The staff appraisal and performance evaluation process was reviewed, and the concerned faculty and staff members completed the prescribed appraisal forms. The submitted records were compiled and forwarded to the competent authority for further review.
4.	Review of FDPs/PDPs/MDPs Workshops, Seminars and Conferences.	Records of FDPs, PDPs, MDPs, workshops, seminars, and conferences organized or attended by faculty and staff were collected and reviewed. Faculty members were encouraged to continue participating in relevant professional development activities.

5.	Review of sports, cultural and extension activities.	Records of sports, cultural, NSS, NCC, and extension activities were collected from the concerned departments and committees. The activities were reviewed and properly documented for institutional records.
6.	Discussion on promotion of institutional achievements through media and digital platforms.	Departments and committees were instructed to submit details and photographs of significant achievements to the designated media/publicity team. Important achievements were publicized through the official college website, social media, and other appropriate media platforms.
7.	AISHE data filling review for preparedness.	The concerned AISHE nodal officer reviewed the required institutional data with the respective departments and sections. Relevant records were verified and updated to ensure accurate and timely submission of AISHE data.
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