



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

INTERNAL QUALITY ASSURANCE CELL

Date: 18/03/2026

MINUTES OF THE MEETING

A meeting was held by the Internal Quality Assurance Cell at the IQAC office at 2:00 P.M on 18/03/2026, with all the Dean/HoD, IQAC members and alumni committee members to discuss the following agenda.

Agenda:

1. Review of minutes of IQAC meeting held on 16-02-2026.
2. Discussion on paperless administration and digital governance.
3. Monitoring About the use of ICT enabled
4. Interaction with Alumni Committee members to discuss alumni engagement and their contribution.
5. Review of examination results and student performance.
6. 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 16/02/2026

It was informed that the previous IQAC meeting was held on 16/02/2026 and the minutes of the meeting were read and approved by all the concerned members.

Agenda 2: Discussion on paperless administration and digital governance.

The committee discussed the progress and scope of paperless administration and digital governance in the institution. The members emphasized the use of digital platforms for official communication, notices, academic and administrative records, internal correspondence, file movement, attendance, examination-related processes, and other institutional activities wherever feasible. It was resolved that departments and administrative sections should gradually reduce dependence on physical documentation and promote secure digital record management. The

committee also emphasized the importance of proper data backup, access control, confidentiality, and systematic maintenance of digital records to ensure efficiency, transparency, accountability, and timely retrieval of institutional information.

Agenda 3: Monitoring About the use of ICT enabled

The committee reviewed the use of ICT-enabled teaching and learning practices across the institution. The members discussed the utilization of smart classrooms, projectors, multimedia presentations, digital learning resources, online educational platforms, virtual laboratories, and other ICT facilities available to faculty members and students. It was observed that ICT tools were being increasingly integrated into classroom teaching to supplement conventional teaching methods. The committee emphasized that faculty members should continue to adopt appropriate ICT-enabled and student-centric teaching practices according to the requirements of their respective courses and should make effective use of available digital resources to improve student engagement and learning outcomes.

Agenda 4: Interaction with Alumni Committee members to discuss alumni engagement and their contribution.

The IQAC interacted with members of the Alumni Committee to discuss ways of strengthening alumni engagement and increasing their contribution towards institutional development. The members discussed the importance of maintaining an updated alumni database and establishing regular communication with former students. It was suggested that alumni could contribute through expert lectures, career guidance, mentoring, internships, placement support, industry linkages, scholarships, financial or resource support, research collaboration, and participation in institutional events. The committee emphasized that meaningful alumni engagement should be developed as a continuous institutional activity that benefits both current students and the college.

Agenda 5: Review of examination results and student performance.

The committee reviewed the examination results and overall academic performance of students across various programmes. The members discussed programme-wise and department-wise

performance, pass percentages, areas of academic concern, and the progress of students in different courses. Departments were advised to identify students requiring additional academic support and take suitable measures such as remedial teaching, additional academic guidance, doubt-clearing sessions, and continuous monitoring of academic progress. The committee emphasized that examination results should be analyzed regularly to identify strengths and areas for improvement in the teaching-learning process and to support continuous enhancement of student performance.

Agenda 6: 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 18/03/2026

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 16/02/2026.	All matter has been discussed. No need to take any specific action.
2.	Discussion on paperless administration and digital governance.	Departments and administrative sections were instructed to use digital platforms for official communication, notices, record management, file movement, and other administrative processes wherever feasible. Digital records were maintained systematically, with necessary data backup and access controls.
3.	Monitoring About the use of ICT enabled	Departments reviewed the use of smart classrooms, digital resources, multimedia presentations, online platforms, and other ICT facilities. Faculty members were instructed to continue integrating appropriate ICT tools into classroom teaching to improve student engagement and learning outcomes.
4.	Interaction with Alumni Committee members to discuss alumni engagement and their contribution.	The Alumni Committee reviewed the alumni database and initiated communication with alumni for greater participation in institutional activities. Alumni were

		encouraged to contribute through expert lectures, career guidance, mentoring, internships, placement support, research collaboration, and other academic initiatives.
5.	Review of examination results and student performance.	Department-wise examination results and student performance were reviewed. Departments identified students requiring additional academic support and initiated remedial classes, doubt-clearing sessions, and additional academic guidance to improve student performance.
6.	Any other related matter.	No any other issue left for discussion.

Dr. Vinit Kumar Sharma
Professor/
Coordinator, IQAC

Dr. Prerna Mittal
Principal/
Chairperson, IQAC