

IQAC Meeting – Minutes of the Meeting

Date: 15 March 2025

Time: 10:00 AM

Venue: Principal's Room

Members Present

1. Prof. Rachana Srivastava
2. Prof. Monika Srivastava
3. Prof. Nidhi Siddharth
4. Prof. Shweta Tiwari
5. Prof. Roshni Srivastava
6. Prof. Madhuri Yadav

Minutes

Sr. No.	Agenda / Discussion Point	Decision / Resolution
1	Welcome Address	The meeting commenced with a welcome address by the IQAC Coordinator, who outlined the purpose and key objectives of the meeting.
2	Confirmation of Previous Minutes	The minutes of the previous IQAC meeting held in October were read, reviewed, and unanimously confirmed. The Action Taken Report was also accepted.
3	Internal Academic & Administrative Audit (AAA)	It was resolved to conduct the Internal Academic and Administrative Audit (AAA) in April 2025.
4	Feedback Analysis	Feedback collected from students, alumni, and employers was presented. Key areas for improvement identified included infrastructure and placement support.
5	Introduction of Certificate Courses	It was proposed and approved to introduce certificate courses for students to enhance employability and skills.
6	Placement Updates	Placement drive updates were shared. Members suggested strengthening alumni networks and improving soft skills training for students.
7	Green Campus Initiatives	It was decided to initiate the Green Audit in July 2025 and continue efforts towards rainwater harvesting and energy conservation.
8	Industry–Academia Collaboration	A proposal for signing an MoU with a local industry partner was discussed and approved. Members also suggested organizing a National Seminar in April or the first week of May 2025.
9	Vote of Thanks	The meeting concluded with a vote of thanks to the Chair.

Action Taken Report (ATR)

Sr. No.	Decision Taken	Action Planned / Taken	Responsibility	Timeline / Status
1	Confirmation of previous meeting minutes	Minutes documented and records updated	IQAC Coordinator	Completed
2	Conduct Internal AAA	Preparation of audit schedule and internal audit committee formation	IQAC Committee	April 2025
3	Feedback analysis	Compilation and analysis of feedback from students, alumni, and employers	IQAC & Feedback Committee	Completed
4	Infrastructure & placement improvement	Identification of improvement areas and proposal submission	Administration & Placement Cell	In progress
5	Introduction of certificate courses	Identification of suitable certificate programs and faculty coordinators	Academic Departments	Proposed
6	Strengthening placements	Alumni engagement activities and soft skills training planned	Placement Cell	Ongoing
7	Green Audit initiation	Planning for Green Audit and sustainability activities	Green Campus Committee	July 2025
8	Industry MoU	Drafting and finalization of MoU with local industry partner	IQAC & Management	Approved
9	National Seminar	Planning and proposal for National Seminar	Organizing Committee	April / May 2025
