

Minutes of the IQAC Meeting

Date: 22.08.2025

Chairperson: Principal, Dr. Geeta Sukhija

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 22nd August 2025 under the chairmanship of the Principal, Dr. Geeta Sukhija.

Agenda

1. Finalization of Academic Calendar
2. Time Table for Smart Room Usage
3. Development of E-Content for College Website
4. MoUs with Academia/Industry
5. Seminars/Faculty Development Programmes (FDPs)
6. Student Enrolment in Various Clubs
7. COTPA Club Activities
8. Identification of Best Practices
9. Participation in Co-curricular Activities (Sports and Cultural)
10. Regular Website Updation
11. Tutorial Meets and Student Feedback
12. Student Counselling Cell
13. Faculty Development and Research Encouragement

Proceedings









1. **Academic Calendar**
The draft academic calendar was discussed, including the schedule of activities and SOPs for MSTs. The Academic Calendar was finalized and approved.
2. **Time Table for Smart Room Usage**
The Principal emphasized the optimal utilization of Smart Classrooms. All HoDs were directed to submit the time tables of Smart Rooms allocated to their departments.
3. **Development of E-Content**
The IQAC Convenor was instructed to circulate a notice regarding the preparation of e-content by faculty members in their respective subjects and to explore ways for student access.
4. **MoUs**
It was decided that department heads will explore potential areas for signing MoUs

with academia and industry within one month. A three-member committee comprising Dr. Ravinder, Dr. Jaspal, and Mr. Ashish was constituted to guide this initiative.

5. **Seminars/FDPs**
Departments were advised to submit proposals for organizing seminars and FDPs at the earliest for timely execution.
6. **Student Enrolment in Clubs**
All clubs must finalize their teams within 15 days. Membership in at least one club will be mandatory for each student. Banners promoting clubs should be displayed at prominent locations on campus.
7. **COTPA Club Activities**
The COTPA (Cigarettes and Other Tobacco Products Act) Club was directed to install awareness boards and banners across the campus.
8. **Best Practices**
The committee discussed identifying the best practices of the college. It was decided that the matter should be deliberated further with the staff.
9. **Co-Curricular Activities (Sports and Cultural)**
Annual Sports Meet and cultural programmes were discussed. The concerned in-charges were directed to ensure maximum participation and showcase the best performances of students.
10. **Regular Website Updation**
The Website In-charge/Convenor was advised to ensure timely and consistent updation of the college website.
11. **Tutorial Meets and Student Feedback**
Student feedback forms are to be filled during tutorial sessions. An Action Taken Report should also be prepared based on the feedback received.
12. **Student Counselling Cell**
To support student mental health, a Counselling Cell was constituted with five volunteer faculty members: Dr. Ravinder, Dr. Pooja Singal, Dr. Jaspal, Dr. Geeta, and Dr. Navneet.
13. **Faculty Development and Research Encouragement**
The Principal assured that every possible effort will be made, as per rules, to encourage faculty research and to conduct FDP activities in the institute

Meeting ended with vote of thanks to the chair.

IQAC members

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Geele Sukh
Principal