



**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of Meeting 2024 - 2025**

| Sr. | Date       | Agenda                                                                                                                                                          | Resolution                                                                                                                                                                                       | Action Taken                                                                                                                                                           |
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| 1   | 2.06.2025  | 1. Conducting Faculty Induction Programme<br>2. Student Induction Programme.                                                                                    | Resolved to conduct Faculty Induction for new staff and Student Induction for freshers, with sessions handled by senior faculty.                                                                 | Schedules prepared; senior staff assigned; programmes planned at the beginning of the academic year.                                                                   |
| 2   | 4.06.2025  | 1. Submission of certificate course details                                                                                                                     | It was resolved that each department must design and submit details of the certificate course they wish to offer.                                                                                | Departments have been instructed; formats shared; submissions awaited for consolidation.                                                                               |
| 3   | 26.06.2024 | 1.2024-2025 odd semester Plan and Activities<br>2. First year UG Student's Induction Program<br>3. And other Matters                                            | It was resolved to approve the plan and activities for the 2024-2025 odd semester, conduct the First-Year UG Student Induction Programme, and address other academic and administrative matters. | Semester plan prepared and circulated; induction programme scheduled with senior staff as resource persons; other matters discussed and necessary instructions issued. |
| 4   | 28.06.2024 | Allocation of faculty in-Charge to the metric on the 2024-2025 target sheet                                                                                     | It was resolved to assign the faculty in-Charge to the metric on the 2024-2025 target sheet and send it back to IQAC on or before July 2,2024                                                    | The target metrics for 2024-2025 are allotted to faculty in-charge in accordance to the NAAC new reforms.                                                              |
| 5   | 03.07.2024 | 1. Monthly Review Meeting held on 3 <sup>rd</sup> July 2024<br>2. The preparation of the monthly target sheet.<br>3. Report of AQAR, NIRF and AISHE Submission. | Resolved to prepare the monthly target sheet and ensure timely submission of AQAR, NIRF, and AISHE reports.                                                                                      | Target sheet prepared and circulated; concerned coordinators instructed to submit AQAR, NIRF, and AISHE reports within the stipulated timeline.                        |

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| 6  | 18.07.2024 | The Aided & SF Criterion I head coordinators meeting will be held on 19 <sup>th</sup> July 2024 in IQAC room at 10:30 A.M                                                  | Resolved to convene the Aided & SF Criterion I Head Coordinators' meeting on 19th July 2024 at 10:30 A.M. in the IQAC Room.                                                                                                                                  | The meeting was conducted as scheduled, and the Criterion I requirements and responsibilities were discussed.                                                                                                            |
| 7  | 07.08.2024 | 1. Monthly review meeting on August 7, 2024. UMIS ID creation.<br>2. Entrepreneur Development Cell Activities                                                              | All students must get a UMIS ID through their department nodal officer by the deadline; EDC will be boosted with workshops, mentors, industry links, incubation support, and seed funding to support student start-ups.                                      | Nodal officers appointed, UMIS awareness begun; EDC calendar drafted, mentors being lined up, incubation setup in progress, seed-grant proposal submitted.                                                               |
| 8  | 09.08.2024 | 1. Planning to organize a Five-Day FDP                                                                                                                                     | Resolved to organize a Five-Day FDP on " <i>ICT Tools for Effective Documentation and Teaching</i> " from 26th to 30th August 2024 and invite interested faculty members to participate.                                                                     | The FDP was conducted successfully as scheduled, and faculty members actively participated in the hands-on training sessions.                                                                                            |
| 9  | 04.09.2024 | 1. Monthly review meeting on September 4, 2024.<br>2. Deadline for submitting the AQAR Funding for staff members who submit papers to SCI journals and Scopus.             | The institution will advance the deadline for AQAR submission, and provide financial support for staff who publish papers in SCI or Scopus indexed journals as an incentive.                                                                                 | The AQAR submission process has been expedited internally; a policy drafted to approve funding support for eligible staff publications in SCI/Scopus journals has been submitted for final approval.                     |
| 10 | 24.09.2024 | 1. Review of revised NAAC metrics in line with new reforms for autonomous institutions.<br>2. Data preparation for AQAR 2024–2025.<br>3. Planning for the IQAC Newsletter. | Resolved to review revised NAAC metrics as per new autonomous reforms, prepare data for AQAR 2024–2025, and plan for the IQAC Newsletter.                                                                                                                    | NAAC metrics reviewed and duties assigned; AQAR data templates prepared and circulated to departments; IQAC Newsletter team formed and content collection started.                                                       |
| 11 | 28.09.2024 | 1. Monthly review meeting held on September 28, 2024.<br>2. Website Updation on every department activity.<br>3. Alumni meet the following month.                          | It was resolved that the institution website must be fully updated with required modifications and kept current; every department shall post its activities on social media; and planning shall begin immediately for the alumni meet to be held next month. | Website review commenced, outdated content removed/modified; departments instructed to share recent event details on official social media handles; alumni meet planning team formed and initial preparations initiated. |

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| 12 | 8.10.2024  | All HoDs are asked to submit the evidences for the Student Outcomes in terms of Placement, Higher Studies and Startups for the academic year 2023–2024 in the common folder on or before 21.10.2024             | Resolved to collect and compile evidences of Student Outcomes (Placement, Higher Studies, and Startups) for the academic year 2023–2024 from all departments by 21.10.2024.                                        | All HoDs submitted the required evidences in the common folder, and the data was compiled for documentation.                                          |
| 13 | 19.10.2024 | 1. The Criterion I Head coordinators meeting on Online course Enrollment in NPTEL<br>2. Any other Matters                                                                                                       | Criterion I Heads agreed to promote and facilitate NPTEL online course enrollment for faculty and students.                                                                                                        | List of prospective participants for NPTEL enrolment being collected and agenda items for other matters being prepared.                               |
| 14 | 20.10.2024 | Internal Audit Guidelines                                                                                                                                                                                       | It was resolved to conduct the internal audit systematically by verifying all departmental, academic, administrative, and financial records as per institutional norms.                                            | All departments were instructed to update and submit the required records and documents for audit verification.                                       |
| 15 | 10.11.2024 | Conduct of Internal Audit                                                                                                                                                                                       | It was resolved to carry out the internal audit to verify financial transactions, stock registers, academic records, and administrative documents for transparency and accountability.                             | The internal audit committee verified all records and necessary corrections were initiated based on the audit observations.                           |
| 16 | 11.11.2024 | Conduct of External Audit                                                                                                                                                                                       | It was resolved to facilitate the external audit by providing all financial statements, vouchers, utilization certificates, and supporting documents for detailed verification.                                    | External auditors verified the institutional records and compliance reports were submitted based on the audit observations.                           |
| 17 | 13.03.2025 | 1. Preparation of a template for Attribute I based on NAAC New Reforms & Autonomous requirements.<br>2. Attribute I data preparation for AQAR 2024–2025.<br>3. Planning and publication of the IQAC Newsletter. | Resolved to prepare a template for Attribute I as per NAAC new reforms and autonomous requirements, initiate Attribute I data preparation for AQAR 2024–2025, and plan for the publication of the IQAC Newsletter. | Template designed and shared; departments instructed to provide Attribute I data; IQAC Newsletter team constituted and publication process initiated. |
| 18 | 14.03.2025 | 1. Preparation of a template for Attribute II as per NAAC New Reforms & Autonomous requirements.                                                                                                                | Resolved to prepare a template for Attribute II in line with NAAC new reforms and autonomous requirements, initiate                                                                                                | Template prepared and circulated; departments instructed to submit                                                                                    |

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|    |            | <ol style="list-style-type: none"> <li>2. Attribute II data preparation for AQAR 2024–2025.</li> <li>3. Planning and publication of the IQAC Newsletter.</li> </ol>                                                                                                                                                                                                                        | Attribute II data preparation for AQAR 2024–2025, and plan for the publication of the IQAC Newsletter.                                                                                                                                                                           | Attribute II data; Newsletter committee formed and publication work started.                                                                                |
| 19 | 17.03.2025 | <ol style="list-style-type: none"> <li>1. Preparation of templates for Attribute V based on NAAC New Reforms &amp; Autonomous requirements.</li> <li>2. Attribute V data preparation for AQAR 2024–2025.</li> <li>3. Discussion on the new format to be prepared for Lesson Plan, Advanced Learners, and Slow Learners.</li> </ol>                                                         | Resolved to prepare templates for Attribute V as per NAAC new reforms and autonomous requirements, begin Attribute V data preparation for AQAR 2024–2025, and design a new format for Lesson Plan, Advanced Learners, and Slow Learners.                                         | Template drafted and circulated; Attribute V data collection initiated; new formats for Lesson Plan and learner categories discussed and finalized.         |
| 20 | 18.03.2025 | <ol style="list-style-type: none"> <li>1. Preparation of templates for Attribute VIII based on NAAC New Reforms &amp; Autonomous requirements.</li> <li>2. Attribute VIII data preparation for AQAR 2024–2025.</li> <li>3. Discuss about the EDC Cell, ask all the staff member to encourage student to join and participate in EDC events.</li> </ol>                                     | Resolved to prepare templates for Attribute VIII as per NAAC new reforms and autonomous requirements, initiate Attribute VIII data preparation for AQAR 2024–2025, and strengthen EDC Cell activities by encouraging student participation.                                      | Template prepared and shared; Attribute VIII data collection started; staff instructed to motivate students to join and actively participate in EDC events. |
| 21 | 19.03.2025 | <ol style="list-style-type: none"> <li>1. Preparation of templates for Attribute IX based on NAAC New Reforms &amp; Autonomous requirements.</li> <li>2. Attribute IX data preparation for AQAR 2024–2025.</li> <li>3. Discussion on creating a Google Form to collect details of faculty publications in Scopus, Web of Science, and related indices (h-index, c-index, etc.).</li> </ol> | Resolved to prepare templates for Attribute IX as per NAAC new reforms and autonomous requirements, initiate Attribute IX data preparation for AQAR 2024–2025, and create a Google Form to collect faculty publication details (Scopus, Web of Science, h-index, c-index, etc.). | Template designed and circulated; Attribute IX data collection initiated; Google Form created and shared with faculty for publication details.              |
| 22 | 25.03.2025 | <ol style="list-style-type: none"> <li>1. Preparation of templates for Attribute IX based on NAAC New Reforms &amp; Autonomous requirements.</li> <li>2. Attribute IX data preparation for AQAR 2024–2025.</li> </ol>                                                                                                                                                                      | Resolved to prepare templates for Attribute IX as per NAAC new reforms and autonomous requirements and proceed with Attribute IX data preparation for AQAR 2024–2025.                                                                                                            | Template prepared and circulated; Attribute IX data collection initiated from departments.                                                                  |