A meeting of the IQAC was held on 12/5/2026 at 1.00 pm in the IQAC room. The following members were present in the meeting.

1. Prof. Saloni Gupta (Principal)
2. Prof. Rajni
3. Dr. Deepti Singh
4. Dr. Vandana Yadav
5. Dr Princy Jain
6. Ms. Mahima
7. Dr. Madhvi
8. Dr. Shailja Singh
9. Dr. Sadhna Gupta
10. Dr Prem Kumari Singh
11. Monika Arya
12. Prof. Kamini Bhutani
13. Nivitha Bhushan
14. Jatin
15. Dr. Akshat Pushpam
16. Charanjeet Singh

Minutes of the Meeting (MoM)

Meeting: Internal Quality Assurance Cell (IQAC) Meeting
Date: 12 May 2026
Venue: IQAC Room
Chair: ~~Chairperson, IQAC~~ Principal Prof. Baloni Gupta.
Members Present: IQAC Members and Concerned Faculty Members

Agenda of the Meeting

To discuss documentation, ERP updation, report compilation, feedback mechanisms, and institutional record maintenance.

Proceedings / Key Discussion Points

1. **Maintenance of Records by IQAC**
   It was decided that IQAC will maintain all items and activities in both **hard copy and soft copy** format for proper documentation and future reference.

2. **Compilation of Reports and Activities**
   IQAC will ensure the **compilation of all reports, activities, and feedback** for systematic record maintenance.

3. **Departmental Reports and Magazine**
   It was decided that all **departmental reports and magazines** shall be maintained an preserved in the **IQAC Room**.

4. **Communication to Coordinators and Members of Societies/Cells**
   An official email will be sent to all **Coordinators and Members of Cultural Societies/Cells, NSS, and NCC** requesting them to upload details of all events and activities conducted during the session on the ERP portal at the earliest. The following documents must be uploaded for each event/activity:

   - Photographs
   - Attendance Sheets
   - Event Report
   - Feedback Forms
   - Certificates

All the faculties were instructed to verify that all records are complete and properly uploaded for documentation purposes.

5. **Notification to Students Regarding ERP Uploads**
   A notification will be issued to all students requesting them to upload details of events and activities participated in on the ERP portal at the earliest.

Students who have won certificates, prizes, or participated in any event are required to upload relevant details along with supporting documents/certificates.

Students were also instructed to update details related to:

- **Higher Education Admissions** – ID card/fee slip may be uploaded as proof.
- **Placement Records** – Offer letter, designation/position, and LinkedIn profile (if available) may be uploaded as proof.
- **Competitive Examinations Appeared/Cleared** – Admit card and result may be uploaded as proof.

It was resolved that all uploads must be completed by **25 May 2026**.

6. **Criterion I Feedback Reports**
   Dr. Vandana Yadav will be informed to complete all feedback reports (**Students, Faculty, Alumni, and Parents**) for both academic years. The report will be presented in the next IQAC meeting, after which the **Action Taken Report (ATR)** will be prepared.

7. **ERP Monitoring**
   Dr. Ankit and Dr. Bhawna Shivan will oversee and monitor ERP-related work.

8. **Ethical Clearance Templates**
   IQAC will prepare templates for **ethical clearance** documentation.

9. **Email to Faculty Regarding Missing Event Records**
   An email will be sent to all faculty members requesting submission of details of events and activities that have not yet been uploaded on the ERP portal for IQAC documentation.

10. **Sharing of Activity Posters**
    Dr. Bhawana was requested to share posters of all college activities in the group so that the respective criterion heads may extract relevant information and data.

Conclusion

The meeting concluded with a **vote of thanks to the Chair**.