

## **IQAC Committee Meeting – Minutes**

Date: 10 December 2025, 12.45 PM

Venue: Board Room

### **Key Highlights & Decisions**

#### **Agenda Item 1: Confirmation of Minutes & Action Taken Report (ATR)**

The minutes of the previous IQAC meeting held on 12th November 2025 were reviewed and confirmed.

The Action Taken Report (ATR) was presented and reviewed.

It was resolved that all departments shall submit the Action Taken Report (ATR) along with updated and supporting documents within 7 working days of the audit or review, in line with the IQAC 7-day documentation rule.

IQAC will verify and record compliance in the subsequent meeting.

#### **Agenda Item 2: Review of Departmental Documentation Practices**

Departments were instructed to follow uniform and standardized documentation formats.

Course files, committee files, mentor records, and departmental records must be regularly updated and properly indexed.

Documentation quality, consistency, and completeness will be emphasized.

### **Agenda Item 3: Internal Academic & Committee Audit Plan**

The Internal Audit Framework and date for the inter-department audits was finalized.

Two auditors per department were confirmed.

Audit dates were finalized as 18-12-2025.

Departments were instructed to keep updated course files and best practice documentation ready.

### **Agenda Item 4: IQAC Quality Enrichment Initiatives**

The IQAC Quality Enrichment Programme was discussed as confirmed on 08 January 2026 at the Dental College Auditorium, and the selection of participants was decided to be shortlisted by HoDs/ mentors.

The final list of students must be submitted to IQAC by 15-12-2025.

### **Agenda Item 5: Student Support & Institutional Culture**

Mentoring programmes and English communication culture were reviewed.

Mentor records and meeting minutes must be maintained as part of quality documentation.

### **Agenda Item 6: Any Other Matter with the Permission of the Chair**

Stock verification audit dates will be aligned with the **Academic Calendar**.

Departments should show gradual improvement in academic results and placements.

Departments were encouraged to initiate:

- Consultancy activities
- Production / revenue-generating centers where applicable

### **Additional Decisions**

All departments must complete and submit the Program Tracker by 12-12-2025.

Compliance reports with updated course files must be submitted within 7 working days after audit.

Faculty CVs must be updated once every six months.

### **Conclusion**

Meeting concluded at 1:30 PM.

While concluding, Principal Dr. Abdul Gafur reiterated that IQAC activities should reflect continuous improvement and meaningful academic impact beyond compliance.

Principal