

IQAC Meeting Minutes

Date: 12-11-2025, 2.30 PM

Venue: Board Room

Key Highlights & Decisions

1. Orientation on IQAC:

The meeting commenced with the Principal, **Dr. Abdul Gafur**, providing a comprehensive introduction to IQAC, emphasizing its role as the *umbrella body* overseeing all committees and quality processes of the institution. He urged members to view IQAC as a catalyst for transformation, ensuring both academic excellence and institutional well-being.

2. Monthly Meetings:

One day each month will be dedicated exclusively for IQAC meetings (e.g., 1st Tuesday/2nd Wednesday). The fixed schedule will be reflected in the academic calendar to ensure consistency and progress monitoring.

3. File and Documentation Protocol:

- The ****7-day rule**** must be followed for updating all files after any event or review.
- All institutional documents will carry ****unique numbering**** for consistency and traceability.
- IQAC will issue ****standardized templates and formats**** for reports, audits, and analyses to maintain uniformity across departments.

4. Institutional Audits:

- ****Two audits per semester****.
- Areas to cover: Academic, Stock, and Committee audits.
- ****Internal Audit Committee**** to include two faculty members per department, functioning as both auditors (for other departments) and auditees (for their own).
- Audit dates to be pre-listed in the academic calendar and strictly followed.

5. Institutional Rules and SOPs:

IQAC will oversee the standardization of all institutional processes, ensuring that every committee activity follows a clear, codified structure

6. Faculty Upskilling & Academic Excellence:

-The significance of faculty upskilling and continuous learning as the foundation of institutional excellence was highlighted.

- Faculty are encouraged to enrol in **NPTEL/ MOOC/ SWAYAM** or other recognized online certifications.
- Updated CVs of all faculty and students must be compiled and maintained at the departmental level.
- English was encouraged as the preferred medium of communication within the campus to foster academic culture and professional readiness.
- Academic Coordinators of each department will monitor and maintain records of faculty and student certifications.

7. NBA Awareness & Continuous Improvement:

All IQAC members to familiarize themselves with NBA Criteria. Departments must demonstrate measurable improvement in results, research output, OBE implementation, and feedback-based corrective measures.

8. Performance Evaluation & Target Setting:

Each committee under IQAC will have performance parameters and time-bound targets (1-year and 5-year goals). IQAC will periodically review progress based on these targets.

9. Institutional Culture & Well-being:

IQAC to foster a ****positive, inclusive, and motivating culture****, ensuring faculty and student satisfaction. Quality initiatives should go beyond compliance, nurturing a culture of collaboration, understanding and mutual respect.

10. Admission & Publications:

The ****Admission Committee**** will also handle ****institutional publications****, including brochures, magazine, newsletters, annual reports, under the supervision of IQAC to maintain accuracy and quality.

11. Follow-up on Previous IQAC Minutes:

Pending action points/ initiatives from earlier meetings will be revisited, updated, and implemented within the current cycle.

Closing Remarks

In conclusion, the principal reiterated that IQAC is the heart of the institution's quality journey, driven not by meetings or documents, but by the ownership, commitment, and collaboration of its members.

He urged everyone to move beyond compliance and work towards meaningful, measurable progress that strengthens both the institution's excellence and individual growth.

Action Summary

Sl. No.	Action Point	Responsibility	Timeline
1	Fix monthly IQAC meeting day	IQAC Coordinator	Within 1 week
2	Implement 7-day documentation rule	All Departments	Immediate
3	Constitute Internal Audit Committee	IQAC & HoDs	1 week
4	Standardize formats & numbering system	IQAC Core Team	2 weeks
5	Faculty upskilling through NPTEL/MOOC	All Faculty	Semester-wise
6	Manage upskilling records and reports	Dept. Academic Coordinators	Semester-wise
7	Maintain updated CVs of faculty & students	Dept. Academic Coordinators	Semester-wise
8	Prepare performance targets for all committees	Committee Heads	Before next IQAC meet
9	Encourage innovation, start-ups & consultancy	R&D & Innovation Cell	Continuous
10	Review pending initiatives from earlier meetings	IQAC Core Team	Before next meeting