

Internal Quality Assurance Cell (IQAC) Meeting Minutes

Session: 2026-2027

Meeting No: 27

Date & Time: 06/07/2026, 11:00 A.M.

Venue: Conference Hall

The Internal Quality Assurance Cell (IQAC) of the College took necessary initiatives to ensure a smooth, transparent, student friendly and quality-oriented process for new admissions and commencement of classes for the Session 2026-27. The process was conducted in accordance with the Dr. RML University, Ayodhya regulations, institutional policies and academic Calendar.

Meeting Minutes

1. To ensure a transparent and systematic admission process.
2. To provide proper guidance and information to newly admitted students.
3. To facilitate timely completion of admission document verification,
4. To ensure commencement of classes as per academic Calendar.
5. To promote student participation and academic discipline from the beginning of the Session.
6. To monitor the quality of teaching, learning activities after commencement of classes.
7. To review the status of e-kyc for cashless medical treatment facilities for eligible employees.
8. To review and implement the Institutional development plan (IDP) of the College.

Action Taken Report

1. The admission process was conducted systematically and transparently as per the prescribed rules and regulations. Necessary guidance was provided to Students regarding courses, eligibility, admission procedure and required documents.
2. The documents Submitted by students were verified by designated admission committee and necessary admission records were maintained.
3. Regular classes were commenced as per the academic faculty members were instructed to ensure regularity and effective teaching, learning activities.
4. Department-wise class timetables were prepared and communicated to students and faculty member for smooth conduct of academic activities.
5. Newly admitted Students were oriented regarding college, rules, academic procedures, attendance examination System, library, scholarship, student support services and other facilities.
6. Regular attendance monitoring was initiated by the concerned faculty members. Attendance records were maintained and students were advised to maintain regular attendance.
7. Students were allotted to faculty mentors. Mentors were instructed to provide academic guidance, counselling and necessary support to students.
8. Students were encouraged to provide feedback regarding academic and institutional activities. The feedback was considered for necessary improvement in the teaching learning process.
9. Students were informed about scholarship, library, laboratory facilities, NCC / NSS, grievance redressal, career guidance and other available support Services.
10. Necessary information and assistance regarding e-kyc for cashless medical treatment facilities were provided to eligible employees. The e-kyc process and relevant details were verified and necessary action was taken.
11. The objectives and priority areas of the institutional Development plans were reviewed. Necessary action plans were prepared, responsibility were assigned to concerned departments/committees, and implementation and progress monitoring were initiated.

The IQAC of the college ensured that the new admission process and commencement of classes for the academic session 2026-27 were conducted in a transparent, systematic and quality oriented manner. Continuous monitoring of academic activities will be undertaken to improve the teaching-learning process and ensure effective students support throughout the session.

IQAC Coordinator

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Principal

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