



विद्यैव परमज्ञानम्

सरस्वती कॉलिज ऑफ प्रोफेशनल स्टडीज SARASWATI COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to CCS University, Meerut & Recognized by: NCTE)

MINUTES OF THE MEETING

Meeting No- 1

Date-22/08/2024

Time- 11:00 AM

Internal Quality Assurance Cell Meeting

The first meeting of the IQAC for the academic session-2024-25 was held on 22 August, 2024. The following agenda was discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

1.	Dr. Sanjay Kumar	Principal/Chairperson	
2.	Dr. Kamna Chaturvedi	Teacher Representative	
3.	Ms. Rosy Tigga	Teacher Representative	
4.	Ms. Shalini Sharma	Teacher Representative	
5.	Mr. Jitendra Singh	Teacher Representative	
6.	Mr. Nirmal Singh	Management Representative	
7.	Aruna D/o Sh. Gyan Singh	Alumni Representative	
8.	Mr. Shamsuddin	Employer Representative	
9.	Mr. Arun Agarwal	Industrialist Representative	
10.	Dr. Anita Singh	HOD/Director (IQAC)	

S. No	Agenda	Decision Taken
1	Closure of the document of the session 2023-24	A brief discussion was held on the closure of session 2023-24 that is regarding documentation check and preparation of annual report.
2	Review of the New Session Academic Calender	The Proposed academic calender for the upcoming session was presented and discussed. Key points covered included: <ul style="list-style-type: none">• Special events and workshop.• Examination Schedules.• Student activities.

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3	Admission Review	<p>The admissions process for the new academic year was reviewed including :</p> <ul style="list-style-type: none">• Entrance Exam results.• Selection criteria and process.• Consideration of potential improvements for future admissions
4	Committees and New Members	<p>The composition of various institutional committees was reviewed:</p> <ul style="list-style-type: none">• New session new students members will be added to all committees to enhance student representation.• The roles and responsibility of committee members were clarified
5	Feedback Analysis	<ul style="list-style-type: none">• Student feedback on the curriculum and academic experience was analyzed.• Key themes and suggestions were identified.• Plans for addressing student concerns and improving the academic program were discussed
6	NAAC New Amendment:	<p>The recent amendments introduced by the National Assessment and Accreditation Council (NAAC) were discussed.</p> <p>Strategies to align with updated NAAC criteria were explored.</p> <p>1st & 2nd cycle has been done by SCPS during 3rd cycle the new Amendment of NAAC was introduced due to this 3rd cycle still pending & waiting for the new amendment.</p>
7	AQAR and AISHE2022-23 has been accepted by session 2022-23 NAAC	<p>The Annual Quality Assurance Report (AQAR) and All India Survey on Higher education (AISHE) were discussed.</p> <p>The Process of preparing and submitting these reports was reviewed</p>
8	Government Initiatives	<p>Government initiatives related to green practices, skill</p>

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		<p>development and innovation were discussed. The institution's alignment with these initiatives was assessed.</p> <p>Potential areas for collaboration and participation were explored.</p>
9	MOU's	<p>Existing and potential Memorandum of Understandings (MoUs) were reviewed.</p> <p>The benefits and challenges of MOUs were discussed.</p> <p>Strategies for developing new partnerships and strengthening existing collaborations were explored.</p>

Director IQAC
SCPS, Ghaziabad
Dr. Anita Singh

Chairperson IQAC
SCPS, Ghaziabad

