



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- 4

Date-26/03/2025

Time- 11:00 AM

Internal Quality Assurance Cell Meeting

The first meeting of the IQAC for the academic session-2024-25 was held on 26 March, 2025. 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	Academic Audit (Session: 2024-25)	<ul style="list-style-type: none">Syllabus completion status was reviewed across all departments.Faculty members were advised to ensure timely coverage of the syllabus.Practical work, fieldwork, and internship records were assessed. Emphasis placed on enhancing internship opportunities through new collaborations.

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2	Admission Planning	<ul style="list-style-type: none">• Strategies for the upcoming admission season were discussed.• Focus on promotional activities, outreach through digital platforms, and alumni engagement.• Departments to submit their promotional plans by 15th April 2025.
3	Examination	<ul style="list-style-type: none">• Members were informed about the JEE-B.Ed CET 2024-25 to be conducted by Bundelkhand University, Jhansi in June 2025.• Preparations to be made for examination coordination including venue readiness, invigilation duties, and student communication.
4	Feedback Collection	<ul style="list-style-type: none">• Plan to collect feedback from students, parents, alumni, and employers was discussed.• Each department to complete feedback collection by June 2025.• IQAC will compile and analyze the feedback for discussion in the next meeting.
5	Value Added Course	<ul style="list-style-type: none">• A Value-Added Course on Personality Development is scheduled for June, 2025.• Proposed content and list of potential trainers were discussed.• Logistics to be finalized by the end of April 2025.
6	Next Meeting	<p>Date: 8th July 2025 Time: 11:00 AM Agenda:</p>

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		<ol style="list-style-type: none">1. Academic Calendar Planning for Session 2025-26.2. Feedback Analysis3. Committee Formation4. Discussion on Skill-Based Courses
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Director IQAC
SCPS, Ghaziabad

Dr. Anita Singh

Chairperson IQAC
SCPS, Ghaziabad

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