

**SARASWATI COLLEGE OF PROFESSIONAL STUDIES,
GHAZIABAD
SESSION: 2023-24**

IQAC (Minutes of Meeting)

Date: July 07, 2023

Welcome and Introduction:

The meeting commenced with opening remarks by the IQAC Coordinator, welcoming all attendees. New members and attendees were introduced, fostering a sense of inclusivity and collaboration.

Review of Previous Meeting Minutes:

The minutes from the previous IQAC meeting were discussed and duly approved. Follow-up actions were reviewed, and progress updates were provided on each action point.

Academic Program:

A comprehensive discussion was held regarding the Academic Calendar for the academic year 2023-24. Suggestions for improvements and modifications were thoroughly deliberated upon, with a focus on enhancing the effectiveness and efficiency of the academic schedule.

Continuation of Collaborations:

It was unanimously agreed to continue collaborations with CTPD, SDRF, and CTEF for the on-going year, recognizing the value of these partnerships in advancing the institute's objectives.

Accreditation and Quality Assurance:

A progress update on the Annual Quality Assurance Report (AQAR) was presented and discussed, ensuring alignment with accreditation standards and requirements.

Faculty Development and Training:

Plans were finalized to organize a one-week teacher training program on Life Skills in September. This program aims to enhance the professional development of faculty members and further enrich their teaching methodologies.

Feedback and Grievance Redressal Mechanism:

The feedback received from students, faculty, and other stakeholders was reviewed, emphasizing the importance of strengthening the feedback mechanism. Measures to ensure its effectiveness were discussed, with a commitment to addressing grievances promptly and transparently.

Finalizing the date, time, and venue of the next meeting:

The next meeting is scheduled for October 31, 2023, in the Conference Room.


In-charge



Principal
Saraswati College of Professional Studies