

# SARASWATI COLLEGE OF PROFESSIONAL STUDIES

GHAZIABAD

SESSION: - 2023-24

Date : 26<sup>th</sup> March 2024  
Time : 12:30 PM  
Venue : Management Room  
Agenda:

## Academic Audit:

- Review of syllabus completion.
- Assessment of practical work, fieldwork, and internship opportunities.

## Admission Planning:

- Discussion on strategies for admission planning.
- Appointment of Dr. Alka Kataria and her role in the process.

## JEE-B.Ed CET Examination:

- Information on the upcoming JEE-B.Ed CET- 2024.25 Examination to be conducted by Bundelkhand University, Jhansi in June 24.
- Preparation and coordination required from our end.

## Feedback Collection:

- Plan for collecting feedback from stakeholders.
- Deadline for collecting feedback: June 2024.

## Value Added Course:

- Overview of the scheduled Value Added Course on Personality Development in May 2024.
- Discussion on content, trainers, and logistics.

## AQAR-22-23:

- Status update on the completion of AQAR-21-22.
- Timeline for finalizing and submitting the report (April).

## Next Meeting:

- Date- 8<sup>th</sup> July 24
- Time – 11:00 AM
- Agenda for the next IQAC meeting-

1. Plan (Academic Calendar) for session 2024-25
2. Feedback Analysis Discussion
3. Discussion (AQAR 2022-23)
4. Committee Formation

## Action Items:

- Assign tasks and responsibilities related to each agenda item.
- Set deadlines for completion.
- Follow-up mechanism for progress tracking.

  
In-charge

  
  
Principal  
Saraswati College of Professional Studies