



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- 3

Date-22/01/2025

Time- 11:00 AM

Internal Quality Assurance Cell Meeting

The first meeting of the IQAC for the academic session-2024-25 was held on 22 January, 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	Functioning of the Committee	The functioning of the committee was reviewed. It was noted that all processes are operating smoothly, and suggestions for further streamlining were discussed.
2	Submission of AISHE Report for 2023-24	The AISHE report for the academic year 2023-24 will be submitted by the end of this month. Responsible teams were reminded to finalize the data and ensure timely submission.
3	Review of Academic Calendar	The academic calendar was reviewed, and necessary updates were made to accommodate upcoming activities and events. Adjustments were communicated to all stakeholders.

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4	Review of the Functioning of CIE	The Continuous Internal Evaluation (CIE) system was checked and reviewed. It was found to be functioning effectively. Minor improvements were suggested to enhance its efficiency.
5	Appointment of Professor of Practice	A proposal for the appointment of a Professor of Practice was drafted and will be presented to the managing committee for approval.
6	Introduction of Value-Added Courses	It was proposed to introduce additional Value-Added Courses focused on Life Skills and Indian Knowledge System. The proposal was well-received, and further planning will be initiated.

Director IQAC
SCPS, Ghaziabad

Dr. Anita Singh

Chairperson IQAC
SCPS, Ghaziabad



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