Minutes of Meeting

Internal Quality Assurance Cell (IQAC) - First Meeting

Academic Year: 2025-26

Date: July 03rd, 2025; Time: 4:00 PM

Venue: Boardroom, Bharti Academic Block

Attendees:

Name	Membership
Prof. Rudra Pratap	Chairperson
Prof. T.V. Ramanathan	Member
Prof. Nandini Kannan	Member
Prof. Srikant Srinivasan	Member
Prof. Manoj Kanna	Member
Prof. Vishal Garg	Member
Prof. Prashanth Suresh Kumar	Member
Prof. M. Balakrishnan	Member
Ms. Amudha Lavanya Santhanakrishnan	Member
Mr. Pawan Kumar	Member
Mr. Abhay Sharma	Member
Mr. Gaurav Kumar	Convener

Leave of Absence:

Name	Membership
Mr. Arvind Aggarwal	Member
Mr. Rajiv Khosla	Member
Mr. Jitin Sahni	Member

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Agenda:

1. Action Taken on the previous points
2. Planning and Agenda for Board of Study (BoS) meeting
3. Proposal for to Form of Credit Equivalence Committee
4. NAAC Data Capture

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The meeting commenced with a warm welcome to all IQAC members. The session's focus was to outline strategies to strengthen data collection mechanisms. Additionally, the necessity of an Annual Quality Assurance Report (AQAR) was emphasized to ensure compliance with institutional and accreditation standards.

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Key Action Points:

Action Point	Accountability
UGC Inspection Follow-Up: Follow up on the UGC inspection and prepare the required documentation.	Office of the Registrar.
Academic Audit: Explore the mechanism for conducting academic audits with experts in the academic domain.	Academic Office
ABC Cell: Notify the ABC Cell formally to initiate and manage credit transfer facilitation for students.	Office of Registrar
Credit Equivalence Committee: Formation of a credit equivalence committee to manage credit equivalence and credit transfer for student mobility and Multiple Entry and Multiple Exits as per NEP-2020	Academic office and the Office of Registrar
NAAC Data Collection: Assign a representative per section to be responsible for providing data.	Gaurav Kumar
Centralized Data Collection System: Develop a dynamic data repository and dashboard for continuous data updates and AQAR preparation.	IT team
Scheduled Data Collection Days: Declare two "Data Collection Days" every year on which faculty members will dedicate their time exclusively to data submission and related activities. Suggested days are June 1st and December 1st of each year.	Gaurav Kumar
Awareness & Training Programs: The Office of registrar will organize induction programs and awareness sessions for faculty and staff on accreditation requirements and standard practices.	Office of Registrar

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Implementation Plan:

Compliance & Data Collection
- Complete all NAAC – AQAR data by 30th September 2025.

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The meeting concluded with a vote of thanks.