

St. Soldier College (Co. Education)
Internal Quality Assurance Cell (IQAC)

Session- 2024-25

Date: 07-01-2025

Time: 01:00pm

Venue: Seminar Hall

Subject: Final Report Preparation (2024–2025), Departmental Planning for Faculty & Student Programs, and Institutional Review Initiatives

Agenda:

1. Preparation of consolidated final reports for academic years 2024 and 2025.
2. Departmental meetings focused on planning academic, co-curricular, and professional development programs for faculty and students.
3. Review of club and committee performance and reorganization (as per NAAC recommendations).
4. AQAR preparation and data collection framework.
5. Allocation of responsibilities and timeline finalization.

Points Discussed:

1. The need for comprehensive and well-documented final reports for academic years 2024 and 2025 was emphasized, covering departmental activities, achievements, and outcomes.
2. Departments were instructed to organize internal meetings to outline plans for faculty enrichment programs (FDPs, workshops, seminars) and student-focused activities (skill development, outreach, and competitions).
3. The NAAC peer team's suggestions were revisited, focusing on enhancing committee functionality and aligning with quality benchmarks.
4. The importance of timely and structured data collection for AQAR 2024–2025 was discussed, including departmental contributions and evidential records.
5. Faculty were briefed on the need for improved documentation practices and collaborative planning.

Action Taken:

1. A template for the final report (2024 and 2025) was shared with all departments; submission deadlines were announced.
2. Heads of departments (HoDs) were directed to conduct department-level meetings and submit program plans for the coming academic year.
3. A review committee was formed to evaluate and suggest restructuring of existing clubs and committees.

4. AQAR coordinators were assigned criteria-wise.
5. Follow-up meetings and internal audits will be scheduled quarterly to ensure compliance and track progress.

Ms. Seema Rani
Co. Coordinator (IQAC)

Dr. Manjiit Kaur
Chairperson

Dr. Veena Dada
Management Representation