

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

**Session- 2024-25**

**Date: 20-11-2024**

**Time: 01:00pm**

**Venue: Seminar Hall**

**Subject:** Comprehensive Meeting on Final Examination Planning, Institutional Committee Review, NAAC Recommendations, and AQAR Preparation.

**Agenda:**

1. Planning and execution of the upcoming final examinations.
2. Review and restructuring of institutional clubs and committees.
3. Implementation of suggestions from the NAAC peer team.
4. Preparatory actions for the upcoming AQAR submission.
5. Allocation of duties and responsibilities among faculty members.

**Points Discussed:**

1. Planning and execution of the upcoming final examinations.
2. Review and restructuring of institutional clubs and committees.
3. Implementation of suggestions from the NAAC peer team.
4. Preparatory actions for the upcoming AQAR submission.
5. Allocation of duties and responsibilities among faculty members.

**Action Taken:**

1. Draft examination schedules were prepared and circulated for departmental input.
2. A committee was formed to evaluate and reorganize clubs and institutional committees based on NAAC feedback.
3. AQAR coordinators were appointed, and orientation on new NAAC guidelines was provided.
4. Departments were instructed to maintain comprehensive records of academic and co-curricular activities for AQAR documentation.
5. Follow-up meetings will be scheduled monthly to monitor progress and ensure task completion in line with academic quality goals.

**Ms. Seema Rani**  
**Coordinator (IQAC)**

**Dr. Manjiit Kaur**  
**Chairperson**

**Dr. Veena Dada**  
**Management Representation**