

 NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category Since 1988, Conferencing U.A.	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/ 55 Date- 29/01/2026	

Meeting Date & Time	29 th January 2026 3:30 - 4:10 pm	Meeting Location	Reading hall -4 Central Library
Minutes Drafted Date	29 th January 2026	Meeting Chair	Er. Gurveen Kaur Prof. Incharge (IQAC)
MoM Drafted by	Ms. Ramanpreet Kaur	Meeting Title	IQAC Meeting

1.1 Follow up of the previous meeting minutes.

The action items from the last meeting were reviewed.

1.2 Conduct of Classes as per IP

- The IQAC reviewed the teaching-learning process and emphasized the need for strict adherence to the Institutional Plan (IP) and academic calendar.
- After deliberation, it was proposed that Academic Coordinators continuously monitor the conduct of lectures and ensure that faculty members complete the prescribed syllabus within the stipulated timelines.
- Faculty members availing any kind of leave shall arrange compensatory/repair classes to minimize learning gaps and maintain the required instructional hours.
- The concerned Academic Coordinators shall periodically review compliance and report the status to the Dean Academics.

1.3 Remedial classes for slow learners

- The IQAC discussed the academic performance of students and highlighted the importance of providing additional academic support to slow learners. It was proposed that subject-wise weak students be identified by the concerned faculty members on the basis of their classroom performance, assignments, internal assessments, and MST examinations.
- The IQAC further resolved that remedial classes be conducted after the MST examinations for the identified students, and proper records, including circulars and attendance sheets, be maintained and submitted to the Head of the Department for monitoring and quality assurance purposes.


 Er. Gurveen Kaur Sandhu
 Prof. Incharge (IQAC)

Cc: PA to Principal (for kind information)
 Registrar
 Deans, HODs (Teaching & Non-teaching)
 IQAC Members