

IQAC Meeting — Preparation for NAAC Peer Team Visit

Date	Wednesday, 8 July 2026
Time	3:00 PM – 4:30 PM
Venue	Principal's Conference Room
Chaired by	Dr. Principal Name, Principal (Chairperson)
Minutes recorded by	Dr. Coordinator Name, IQAC Coordinator

Attendance

Name	Role	Status
Dr. Principal Name	Principal, Chairperson	Present
Dr. Coordinator Name	IQAC Coordinator	Present
Prof. Member Name	Head, Commerce	Present
Dr. Member Name	Head, Science	Present
Mr. Member Name	Registrar	Present
Ms. Alumni Name	Alumni representative	Apologies

Agenda

1. Self-study report status
2. Documentation for peer team
3. Student feedback
4. Mock visit

Discussion and Decisions

1. Self-study report status

Six of seven criteria are complete. Criterion 3 (research) needs updated publication data for 2025–26.

Decision: Heads of department to submit publication lists by 15 July.

2. Documentation for peer team

Evidence files for each metric are being scanned and uploaded to the college website.

Decision: Registrar to ensure all links work and files are below 5 MB.

3. Student feedback

Analysis of the 2025–26 feedback shows high satisfaction with teaching but low satisfaction with the canteen and Wi-Fi.

Decision: Action plan for canteen and Wi-Fi to be presented at the next meeting.

4. Mock visit

A mock visit by external experts will help departments prepare.

Decision: Mock visit fixed for 25 July 2026.

Action Items

#	Action	Owner	Due date	Status
1	Update publication data	Heads of department	15 Jul 2026	Open
2	Check website evidence links	Registrar	18 Jul 2026	Open
3	Wi-Fi and canteen action plan	Administrative Officer	22 Jul 2026	Open
4	Organise mock visit	IQAC Coordinator	25 Jul 2026	Open

Next Meeting

Next meeting: Wednesday, 22 July 2026, 3:00 PM.

The meeting ended at 4:30 PM with a vote of thanks by the chair.

Dr. Principal Name

Chairperson

Dr. Coordinator Name

Recorded by

Minutes are a summary of the discussion and are confirmed at the next meeting. Circulate within three working days.