

02.08.2025

IQAC 2024-25 REPORTS

All the reports are required to be submitted for the session 2024-25 (1 June 2024-30 May 2025) at the email rsiqac22@gmail.com. Kindly don't whatsapp the reports.

1. For proof of number of students and Faculty participating in a program, attach the **LIST OF SIGNATURES** of participants, signed by the program organiser, in the report.
2. Use only 1 or 2 properly clicked **GEOTAGGED PHOTOGRAPHS** that depict the program well enough
3. The reports should not be a collection of screenshots. It should be **TYPED IN MS WORD**. Kindly don't use other apps like CORAL etc. **Kindly email both-the pdf and Word versions.**
4. Use properly aligned and cropped pictures in reports.
5. Use **ONLY** the format for appraisal and departmental report shared with you via email.

6. REPORTS REQUIRED :

- I. DEPARTMENTAL CALENDAR
- II. DEPARTMENTAL TIME TABLE
- III. ADD-ON COURSES (COMPONENTS: Notice, Syllabus, List of students with signatures attested by the instructor, Sample enrolment form, Attendance, Question Paper, Sample Certificates, Sample pictures)
- IV. MID TERM QUESTION PAPERS

7. A **SAMPLE** for Departmental Calendar has been shared for your reference, in case needed.

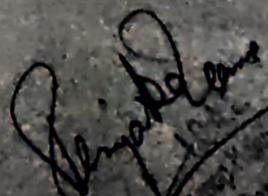
8. Following Committees/Cells are also requested to submit their reports:

- I. NSS
- II. NCC
- III. ROVERS AND RANGERS
- IV. ENVIRONMENTAL SUSTAINABILITY CELL
- V. GENDER SENSITISATION CELL
- VI. TRAINING AND PLACEMENT CELL
- VII. INDIAN LANGUAGES CELL
- VIII. RESEARCH AND DEVELOPMENT CELL
- IX. SOCIAL SCIENCES CELL

The above reports should also be prepared according to the Departmental Report format

9. Following reports are also required by IQAC-

- I. PROCTORIAL BOARD
- II. GRIEVANCE REDRESSAL CELL
- III. MENTOR-MENTEE REPORT ALUMNI COMMITTEE REPORT


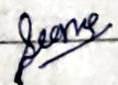
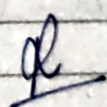
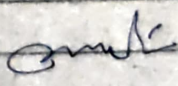
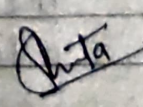
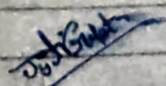
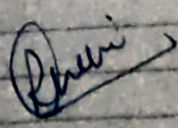

IQAC
The Institute of Management Studies
GATEWAY TO KNOWLEDGE

I (a)

18.12.2025

Agenda: Identification of gaps in the college AQAR according to the prevailing NAAC - AQAR criteria. The meeting will ~~be~~^{is} scheduled at 11:30 am on 19 Dec 2025 in the Principal Office in pursuance of the Management directives in its meeting held on 18 November 2025.

Members ~~present~~:

- | | | | |
|----|-----------------------|---------------------|--|
| 1. | Prof. Anupma Mehrotra | Chairperson
IQAC |  |
| 2. | Prof. Seema Gautam | Member
IQAC |  |
| 3. | Dr. Priyanka Verma | Coordinator
IQAC |  |
| 4. | Ms. Ashutosh Singh | Member
IQAC |  |
| 5. | Dr. Bindi Verma | Member
IQAC | |
| 6. | Ms. Shweta Maurya | Member
IQAC |  |
| 7. | Dr. Jyoti Gupta | Member
IQAC |  |
| 8. | Ms. Mahima Yadav | Member
IQAC | |
| 9. | Dr. Ruchi Agarwal | Member
IQAC |  |

Minutes of Meeting (Agenda dated 18.12.2025)

1. Institutional Development Plan (IDP) Committee to submit its plan in accordance with the latest guidelines for HEI by 13 Jan 2026.
2. E-Learning park Committee must submit its report by 13 Jan 2026.
3. Coordinators of all Cells / Committees & In-Charge of all Departments must submit their Six-monthly report to the Principal on 13 Jan 2026.
4. IQAC members to submit their report on 16 Jan 2026 (to the Principal)
5. Fashion Designing Dept to pursue & sign MOU with A-Z for the specific purpose of 15-day internship of students.
Dr. Alka Jaiswal to pursue it.
6. Alumni Committee to borrow a sum of Rs. _____ from the Principal in order to open Alumni related account.

