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### Internal Quality Insurance Cell

NO-GEC/SNR/IAQC-2025-178

Dated: 02 Feb 2025

#### Minutes of Meeting

The meeting of IQAC cell was held on dated 01.02.2025 at 3:00 pm regarding agenda given in letter no:

The Chairperson Director-cum-Principal, JNGEC, Sundernagar welcomed all members and outlined the main agenda for the meeting, focusing on the formation and framework of the Internal Quality Assurance Cell (IQAC).

Attendees are:

1. Dr. Madhu Sharma, OIC/Head, CE Department
2. Dr. Meenakshi Shruti Pal, OIC/Head, CSE (AI & ML) Department
3. Dr. Mridul Sharma, Asstt. Prof. (MED)
4. Er. Vivek Sharma, Asstt. Prof. (TED)
5. Er. Surabhi Sharma, Asst. Prof. (CED)
6. Dr. Kiran Thakur, Asstt. Prof. (AS&HD)
7. Er. Akshay Kanwar, Asstt. Prof. (ECED)
8. Smt. Chander Kanta Supdt. Grade-I
9. Sh. Jitender Sharm (Chairman, MC sundernagar)
10. Sh. Sumit Sharma Sr. Lect. Mech. Engg. "PVC" NSSK Govt. Polytechnic Bilaspur at Kalol (ALUMNI)

The following points were discussed and decided:

- 1. Composition of IQAC:** It was agreed that the composition would include senior faculty, administrative staff, external experts, and representatives from stakeholders like students and alumni as per the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) by NAAC.
- 2. Framework for IQAC Implementation and responsibility:** The proposed framework for the IQAC was discussed and approved with minor modifications. The framework includes :( as attached) IQAC Coordinator will initiate the formal communication to the members regarding their roles and responsibilities. A timeline for the implementation of the quality enhancement strategies will be shared with all stakeholders. The next meeting agenda will focus on the progress of quality initiatives and any updates from the committees.

3. **Proposed quality enhancement strategies and goals:** Several strategies for enhancing quality were proposed, including: Regular internal audits and academic reviews, Implementation of new teaching methodologies, Encouragement of research and innovation, Strengthening the feedback mechanism from students and faculty.
4. **Web Page of IQAC on Institute Web Site:** CSE deptt. will design the web page for IQAC and update the information on that page regularly.
5. **Self Study Report (SSR HPTU):** IQAC Coordinator will prepare SELF STUDY REPORT (SSR) and submit the report to university timely. Also all the department will maintain one file in their department of data pertaining to IQAC and submit that to IQAC coordinator after completion of every academic year. Also, the photograph related to any deptt. activity clicked by tagging GeoTag. Some of the photograph with caption should be Email to ssrdata@gmail.com.

The meeting ended with thanks to the Chair.

  
**Director-cum-Principal**

Endstt. No. GEC/SNRIQAC/Meeting/2025-

Dated - 31/01/25

Copy to:

1. All HODs/OICs/Supdt. G-1 (Internal) for information & n/action.

  
**Director-cum-Principal**