Sangam University, Bhilwara

Internal Quality Assurance Cell

IQAC Coordinators' Meeting

08-07-2026

Date: 13 July 2026

Time: 3:30 PM

Venue: IQAC Office

Agenda:

1. Review and ensure proper documentation of Internship and Research Project data for the Academic Sessions 2024–25 and 2025–26 in the prescribed format.

2. Discussion on the Standard Operating Procedure (SOP) for the preparation and documentation of Student Progression data.

3. Mandatory participation in the Faculty Development Programme (FDP) scheduled for 17 July 2026.

4. Discussion on the challenges and difficulties faced during data preparation and documentation, along with suitable solutions.



Prof. (Dr.) Preeti Mehta

Director IQAC

Sangam University, Bhilwara

Internal Quality Assurance Cell

Minutes of Meeting

14-07-2026

The meeting of the IQAC Working Committee was held on **13 July 2026** at **3:30 PM** in the **IQAC Office** under the chairpersonship of **Prof. Preeti Mehta, Director, IQAC**. The meeting was attended by the IQAC Coordinators representing all Schools and Departments of the University.

Agenda-wise Discussion and Resolutions

Agenda	Discussion	Resolution
1. Documentation of Internship and Research Project Data (AY 2024–25 & 2025–26)	The Director, IQAC, stressed the importance of accurate, complete, and evidence-based documentation of Internship and Research Project data in the prescribed format. Coordinators were advised to verify all records before submission and ensure timely completion.	All Schools/Departments shall verify, compile, and submit the Internship and Research Project data for Academic Sessions 2024–25 and 2025–26 in the prescribed format within the stipulated timeline.
2. SOP for Student Progression Data	The committee discussed the Standard Operating Procedure (SOP) for the collection, verification, and documentation of Student Progression data. The need for maintaining authentic supporting documents and ensuring uniform documentation practices for NAAC compliance was emphasized.	All IQAC Coordinators shall strictly follow the approved SOP while preparing, verifying, and maintaining Student Progression data along with the required supporting documents.
3. Mandatory Participation in FDP (17 July 2026)	The Director informed the members that participation in the Faculty Development Programme scheduled on 17 July 2026 is mandatory. Coordinators were requested to ensure their own participation and motivate	All IQAC Coordinators shall participate in the FDP and facilitate maximum faculty participation from their respective Schools.

	faculty members from their respective Schools to attend the programme.	
4. Challenges in Data Preparation and Documentation	Members discussed challenges such as delays in receiving departmental data, incomplete supporting documents, and inconsistencies in data formats. The Director recommended strengthening coordination with departments, conducting periodic reviews, and ensuring timely collection of documentary evidence.	IQAC Coordinators shall maintain regular coordination with their respective departments, periodically review documentation, and ensure that all records are complete, accurate, and readily available for quality assurance and accreditation purposes.

Concluding Remarks

The Director, IQAC, appreciated the proactive participation of all School IQAC Coordinators and reiterated the importance of timely, systematic, and error-free documentation to strengthen the University's quality assurance framework and ensure readiness for accreditation, ranking, and academic audits. The meeting concluded with a vote of thanks to the Chair.



Prof. (Dr.) Preeti Mehta

Director IQAC