# Sangam University

## Internal Quality Assurance Cell

16 Oct. 2026

**Meeting Notice**

This is to inform you that the **IQAC School-Level Working Committee Meeting** will be held on **21 Oct 2026 at 3:30 PM** in the **Conference Hall**.

**Agenda:**

1. Discussion on the formats circulated for data collection and any difficulties faced while compiling the required data.

    - Curriculum/Program Syllabus Compilation
    - Student Progression Data
    - Templates Circulated to Dean to Collect Academic & Faculty Research Data

2. Review of the status of data collected by the respective Schools till date.
3. Discussion on any other issues or points that committee members may wish to raise.

All committee members are requested to attend the meeting and come prepared with the latest status of data collection.



**Prof. (Dr.) Preeti Mehta**

**Director IQAC**

**Sangam University**

**Internal Quality Assurance Cell**

23 Oct. 2026

**MINUTES OF THE MEETING (MoM)**

**Date of Meeting:** 21 October 2026
**Time:** 3:30 PM
**Venue:** Conference Hall
**Meeting:** IQAC School-Level Working Committee Meeting

1. The meeting commenced with a discussion on the various data collection formats circulated by IQAC to the respective Schools for NAAC reaccreditation preparedness.
2. The committee members reviewed the formats related to Curriculum/Programme Syllabus Compilation, Student Progression Data, and Academic and Faculty Research Data.
3. The School representatives discussed the difficulties and challenges faced during data compilation, including the availability, verification, accuracy, and completeness of the required information.
4. A School-wise review of the data collection status was undertaken to assess the progress made so far and identify pending submissions.
5. The committee emphasized the importance of maintaining data accuracy, consistency, and supporting documentary evidence to ensure the reliability of institutional data for NAAC assessment.

## Action Points / Decisions

1. All coordinators were requested to expedite the compilation and submission of pending data in the prescribed formats.
2. The respective Schools shall verify the accuracy and completeness of the submitted information before forwarding it to IQAC.
3. Any difficulties or discrepancies in the prescribed formats shall be communicated to IQAC for necessary clarification and resolution.
4. The Schools shall ensure that all data are supported by relevant documentary evidence and maintained systematically for future reference and verification.

The meeting concluded with a request to all committee members to extend their cooperation and ensure timely submission of accurate and verified data for the University's NAAC reaccreditation process.



**Prof. (Dr.) Preeti Mehta**

**Director IQAC**