



M.M.H. COLLEGE GHAZIABAD



Internal Quality Assurance Cell (IQAC)

Minutes of the First IQAC Meeting (Academic Session 2026–27)

Meeting No.: 01/2026–27

Date: 24-07-2026

Venue: IQAC Room, MMH College, Ghaziabad

The first meeting of the Internal Quality Assurance Cell (IQAC) for the academic session 2026–27 was held on 24th July 2026 under the chairmanship of **Prof. Sanjay Kumar Singh, Principal, MMH College.**

Agenda

To discuss and finalize the schedule and responsibilities for processing the Career Advancement Scheme (CAS) promotion cases of eligible faculty members.

Minutes

After detailed deliberations, the following resolutions were unanimously adopted:

1. It was resolved that a meeting of the IQAC Committee shall be conducted with all faculty members whose **CAS promotions are due on or before 30th June 2026**. During the meeting, the eligible candidates will be informed about the UGC/CAS guidelines, documentation requirements and the timeline for submission of applications.

2. It was unanimously resolved that **6th August 2026** shall be the last date for the submission of the draft of CAS applications along with all supporting documents. Applications received after the prescribed deadline shall not be entertained for processing in the current cycle.

3. The IQAC resolved to complete the scrutiny, verification, and processing of all eligible CAS promotion cases by the **last week of September 2026**, subject to the timely submission of complete applications by the candidates.

4. It was unanimously resolved that all members of the Internal Quality Assurance Cell (IQAC) shall be designated as **In-charges for the SLQAC Parameters related to IQAC and NAAC**. These parameters shall be distributed among the IQAC members according to their areas of responsibility and expertise. Each In-charge shall be responsible for collecting, compiling, maintaining, and periodically updating the relevant data, documentary evidence, and supporting records pertaining to the allotted parameters

The meeting concluded with a vote of thanks to the Chair.

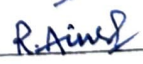
Signatures

1. Prof. Sanjay Kumar Singh **Principal & Chairperson (IQAC)**

2. Prof. Shalu Tyagi **IQAC Co-ordinator**

3. Prof. R.S. Yadav **Management Nominee**
Members


24/07/26





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4. Prof. Aparna Malhotra _____
5. Prof. Abha Dubey _____
6. Prof. Dinesh Kumar Yadav _____
7. Prof. Sanjeet Pratap Singh _____
8. Prof. Poonam Gupta _____
9. Dr. William _____

Office Superintendent

10. Shri Abninder Singh- _____



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ACTION TAKEN REPORT

On the Resolutions of the First IQAC Meeting (Meeting No.: 01/2026–27) held on 24-07-2026.

S. No.	Resolution / Decision Taken	Action Taken / Follow-up Action	Status
1	It was resolved to conduct a meeting of the IQAC Committee with all faculty members whose CAS promotions were due on or before 30 June 2026 , in order to inform them about UGC/CAS guidelines, documentation requirements and the timeline for submission of applications.	A meeting was called on 25-07-2026 for interaction with the eligible faculty members. The concerned faculty members were informed about the requirements relating to the CAS process, including preparation of the application, supporting documents, applicable UGC/CAS guidelines and the prescribed submission schedule.	Action taken
2	6 August 2026 was fixed as the last date for submission of the draft CAS applications along with all supporting documents. Applications received after the prescribed deadline were not to be considered for processing in the current cycle.	The submission deadline of 6 August 2026 was communicated to the concerned eligible faculty members. Faculty members were advised to submit their draft CAS applications complete with the required supporting documents within the stipulated period so that scrutiny could be undertaken in a timely manner.	Action Taken
3	It was resolved that scrutiny, verification and processing of all eligible CAS promotion cases should be completed by the last week of September 2026 , subject to timely	A schedule for scrutiny and verification of the submitted CAS applications was initiated. The IQAC proposed to examine the applications and supporting documents	In progress



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	submission of complete applications by the candidates.	systematically so that eligible cases could be processed within the targeted period, subject to receipt of complete applications from the candidates.	
4	All members of the IQAC were designated as In-charges for the SLQAC Parameters related to IQAC and NAAC . The parameters were to be distributed among the members according to their areas of responsibility. Each In-charge was made responsible for collection, compilation, maintenance and periodic updating of relevant data and documentary evidence.	The process of allocation of the SLQAC parameters among IQAC members will be initiated in the next meeting with Principal.	Action to be taken

The progress of the above activities shall be reviewed periodically by the **IQAC Coordinator and Chairperson**, and further action shall be taken wherever required to ensure timely completion of the decisions of the IQAC.

 Prof. Sanjay Kumar Singh Principal & Chairperson (IQAC) Date:	 Prof. Shalu Tyagi Co-ordinator (IQAC) Date:
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