



M.M.H. COLLEGE GHAZIABAD

Internal Quality Assurance Cell (IQAC)



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

The second meeting of the Internal Quality Assurance Cell (IQAC) for the academic session **2026–27** was held on **25-07-2026**.

Meeting No.: 02/2026–27

Date: 25-07- 2026

Venue: IQAC Room, MMH College, Ghaziabad

Agenda

To provide guidance regarding the CAS application process to the faculty members applying for promotion under the Career Advancement Scheme (CAS) and to ensure uniformity in documentation.

Minutes

Prof. Shalu Tyagi (Co-ordinator) emphasized the importance of adhering to the applicable UGC regulations and institutional guidelines for CAS promotion. The following points were discussed during the meeting:

1. The IQAC Committee explained the eligibility criteria, documentation requirements, and evaluation process for CAS promotion in accordance with the relevant UGC guidelines.
2. Faculty members were encouraged to raise their queries regarding the preparation and submission of CAS applications.
3. The Committee addressed all queries related to eligibility, Academic/Research Score calculations, supporting documents, and the required evidence for various academic and administrative activities.
4. The prescribed formats for certificates, testimonials, and other supporting documents were discussed.
5. The Committee clarified the acceptable formats and advised faculty members to ensure consistency and completeness while compiling their applications.
6. The importance of proper documentation, authentication of certificates, and systematic organization of the CAS files was highlighted to facilitate smooth scrutiny of applications.



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7. After detailed deliberations, the Committee finalized the timeline for submission of the draft CAS application by 6th August.
8. IQAC members will be available in IQAC Room from 1PM to 2 PM for any further queries.
9. Faculty members were requested to submit their draft applications by the stipulated date to enable preliminary scrutiny and provide sufficient time for incorporating any necessary corrections before the final submission.

The meeting concluded with the Coordinator thanking all participants for their active involvement and encouraging them to maintain close coordination with the IQAC for any further clarification during the CAS application process.

Signatures

1. Prof. Shalu Tyagi

IQAC Co-ordinator

Members

1. Prof. Aparna Malhotra
2. Prof. Abha Dubey
3. Prof. Dinesh Kumar Yadav
4. Prof. Sanjeet Pratap Singh
5. Prof. Poonam Gupta
6. Dr. William