

Annual Review Meeting

Name of the College: Govt. College Chail-Koti

Title of the Meeting: Annual Review Meeting on Student Outcomes in Academic, Co-curricular, Extracurricular, and Extension Activities and Action Plan for the Academic Session 2024-25

Date: 10 September 2025

Time: 2:00PM

Venue: Principal Office

Chairperson: Principal

Convenor: IQAC Coordinator

Participants: Vice-Principal, Heads of Departments, Faculty Members, Coordinators (NSS/NCC/Sports/Cultural), Office Superintendent

Agenda Items

1. Welcome and Opening Remarks
 - Welcome address by the Principal
 - Objectives of the annual review meeting
2. Confirmation of Minutes of the Previous Meeting
 - Review and confirmation of previous minutes
 - Action Taken Report (ATR) on earlier resolutions
3. Review of Academic Performance and Outcomes
 - Course-wise and department-wise analysis of results
 - Pass percentage, distinctions, and comparative trend analysis
 - Attainment of Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs)
 - Review of remedial classes, mentoring, and academic support initiatives
4. Review of Co-curricular Activities
 - Seminars, workshops, conferences, guest lectures, FDPs
 - Skill development and value-added courses
 - Student participation and academic enrichment
5. Review of Extracurricular Activities
 - Sports, cultural activities, clubs, and societies
 - Achievements at inter-collegiate, university, state, and national levels
 - Role of extracurricular activities in leadership and personality development
6. Review of Extension and Outreach Activities

NCC activities

- Community outreach programs, environmental awareness, and social responsibility initiatives
- Impact assessment of extension activities
- 7. Student Progression and Placement Review
 - Higher education progression
 - Placement and career guidance activities
 - Competitive examination and entrepreneurship support
- 8. Stakeholder Feedback Analysis
 - Student, alumni, parent, and employer feedback
 - Key findings and improvement areas
- 9. Identification of Gaps, Challenges, and Best Practices
 - Academic, infrastructural, and administrative challenges
 - Best practices adopted during the session
- 10. Action Plan for the Next Academic Session
 - Strategies for improving academic outcomes
 - Planned co-curricular, extracurricular, and extension activities
 - Faculty development and student support initiatives
- 11. Allocation of Responsibilities and Timelines
 - Department-wise responsibilities
 - Time-bound implementation plan
- 12. Any Other Matter with the Permission of the Chair
- 13. Vote of Thanks

Minutes

Name of the College:

Title of the Meeting:

Date: 10-10-2025

Time: 2:00PM

Venue: Principal Office

Chairperson: Dr. Deepshikha Bhardwaj

Participants: Vice-Principal, Heads of Departments, Faculty Members, Coordinators
(NSS/NCC/Sports/Cultural), Office Superintendent

Minutes of the Meeting

Agenda Item 1: Welcome and Opening Remarks

The Principal welcomed all members and highlighted the importance of reviewing student outcomes to ensure quality enhancement and holistic development at the college level.

Agenda Item 2: Confirmation of Previous Minutes

The minutes of the previous meeting were read and confirmed. The Action Taken Report was presented and appreciated.

Agenda Item 3: Review of Academic Performance and Outcomes

Department-wise academic results were presented and discussed. The analysis Emphasis was laid on outcome-based education, mentoring, and remedial support.

Resolution:

It was resolved to strengthen remedial classes, mentoring systems, and innovative teaching practices.

Agenda Item 4: Review of Co-curricular Activities

The coordinators reported satisfactory participation in seminars, workshops, and skill-based programs.

Resolution:

Departments were advised to organize more interdisciplinary and skill-oriented activities.

Agenda Item 5: Review of Extracurricular Activities

The Sports and Cultural Coordinators presented achievements and participation details.

Resolution:

The college resolved to encourage wider student participation and improve infrastructural support.

Agenda Item 6: Review of Extension and Outreach Activities

NSS/NCC Coordinators reported active student involvement and positive community impact.

Resolution:

It was resolved to strengthen outreach programs focusing on social and environmental responsibility.

Agenda Item 7: Student Progression and Placement Review

The Placement Cell presented data on student progression and placements.

Resolution:

Career guidance and placement training activities will be enhanced.

Agenda Item 8: Stakeholder Feedback Analysis

Feedback from stakeholders was analyzed and discussed.

Resolution:

Corrective actions will be implemented based on feedback.

Agenda Item 9: Action Plan for Next Academic Session

A comprehensive action plan aimed at achieving academic excellence and holistic development was proposed and approved.

Agenda Item 10: Any Other Matter

No additional matters were discussed.

Agenda Item 11: Vote of Thanks

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

Prepared by:

Approved by:

IQAC Coordinator

Principal

