

# SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL

Run By : SHRI DHANWANTRY EDUCATIONAL SOCIETY (REGD.)

SECTOR 46-B, CHANDIGARH

College : 0172-2631021, 5046200 Hospital 0172-5046000, 7710778822

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Affiliated with Shri Krishna AYUSH University Kurukshetra (Hry.)

## MINUTES OF THE MEETING

### Internal Quality Assurance Cell

**Date:** 30 April 2026

**Venue:** Conference Hall

**Time:** 1:30 PM

#### Members Present:

Dr. Janardan Mishra- Medical Superintendent

Dr. Nithin Krishnan R (P.O.C.)- Coordinator

Dr. Ranjan Kumar Jha- Teacher to represent

Dr. Amrit Malik- Teacher to represent

Ms. Diksha- Non-teaching to represent

Ms. Supriya Saini- Non-Teaching to represent

Ms. Bharti Jain- Clerical Staff

Ms. Prema- Clerical Staff

Ms. Bhumika- Clerical Staff

Mr. Vijay- Clerical Staff

Ms. Kajal Kaur- Clerical Staff

#### Members Absent

Dr. Sumit Shrivastava- Chairperson

Dr. Naresh Mittal- Member from management

Pandit Sudarshan Kumar Shastri- Director & Administrator

Dr. Suman Panwar-Member Secretary

Dr. Pragati A Katariya- Teacher to represent

Dr. Vinod Barwal-Teacher to represent

Ms. Swati-Nominee from Students

Dr. Anoop Goyal- Nominee from Alumni

Mr. Anil Sharma- Nominee from Employers

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Mr. Khullar- Nominee from Industrialist

Mohan Lal Gupta- Nominee from Stake holders

Ms. Justeena- Non-Teaching to represent

Ms. Richa- Clerical Staff

Ms. Parveen Rani- Clerical Staff

#### Agenda:

1. Distribution of Certificates
2. Update on the training session conducted by IQAC on 9th April 2026 for the clerical department
3. Discussion regarding email communications

#### Proceedings:

##### 1. Distribution of Certificates:

Certificates were distributed to the concerned staff members. The distribution process was completed successfully, and all eligible recipients received their certificates.

##### 2. Update on Training Session (9th April 2026):

An update was provided regarding the training session conducted for the clerical department on 9th April 2026. The session outcomes, participation, and overall effectiveness were discussed. It was noted that the training was beneficial, and staff members were encouraged to implement the learnings in their day-to-day work.

##### 3. Email Communications:

The importance of regular email communication was emphasized. It was noted that several important updates and instructions had been shared via email. All staff members were advised to check their email inbox daily and respond promptly to ensure smooth communication and avoid missing important information.

#### Conclusion:

The meeting concluded with a note on maintaining effective communication and active participation in institutional activities.

  
Principal