

Shri Dhanwantry Ayurvedic College & Hospital,
SECTOR- 46B, Chandigarh

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Staggered Bi-Monthly Committees Meetings Schedule

(September 2025 - September 2026)



FLOWCHART

Step i: Circular for calling meetings (Proof) with Agenda.



Step ii: Communication of circular through official mail to the members of the committee (including student members) & any external invitees.



Step iii: Acknowledgement of participation to the meeting against the issued circular (If yes/√) (If not participating & reason for leave through mail).
[Every committee should have an official mail ID]



Step iv: Sending any study material related to Agenda / any relevant documents to be discussed prior to the meeting (except for Ad-hoc meetings) – To the members joining the meeting.



Step v: Minutes to minute schedule of each meeting to be planned as per agenda & circulated through official mail to members.



Step vi: First call / reminder through official mail for meeting (at least 5 days before meeting).





Step vii: Final call / reminder at 9 AM on the day of meeting.

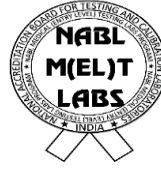
Step viii: Initiate meetings in presence of Chairman / Head.

Step ix: Collect Attendance in the prescribed format with signature of the members, marking informed leave/absence against those members not in meets.

Step x: Drafting & approving MoM by the coordinator & Chairman.

Step xi: Disseminate the MoM to the members of the committee. If required to other committees (for follow up / implementation) or any other faculty or hospital to implement. The same MoM needed to be discussed in the respective committees & reflected in respective departments. Discussion and implementation to be reflected in respective departments & or units also to align the commission.

Step xii: The committee (reporter) who prepared the MoM has the responsibility to monitor the status & effectiveness of implementation of discussed points with feedback of same from concerned stakeholders with analysis & ATR & discuss in upcoming meeting.



Step xiv: Photograph (geo tagged & normal) to be taken promptly.



Step xv: If any events are conducted, report the same with outcome analysis & impact analysis in prescribed format.



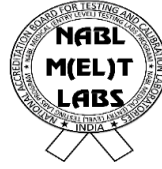
Step xvi: Necessary public circulars may be drafted & displayed or circulated if necessary to the knowledge of the various stakeholders or the end users.



Step xvii: The respective committee/department need not wait for an event to plan a meeting. Rather they may create a plan for sensitization/awareness/implementation plan for topics or areas or domain related concerns too (e.g., Anti-ragging / Gender Harassment / Behavioral class / Guidance / Industrial, etc.). Concerned committee to give MoM to IQAC through proper channels.



Step xviii: The document proof of all the above from (Step no. i to xviii) to be submitted to IQAC in softcopy form & signed & scanned copy too.



ANNEXURE 1: ATTENDANCE SHEET

ATTENDANCE SHEET

SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL, CHANDIGARH

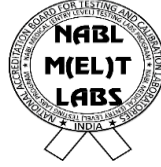
Attendance Sheet – Committees / Department (name) Meetings

S. No.	Name	Designation in Committee/ Department	Present (Yes/ No- reason of absence)	Signatures

Meeting Details

- **Committee / Department Name:** _____
- **Date:** _____
- **Time:** _____
- **Venue:** _____
- **Agenda:** _____

Signature of authority: _____



ANNEXURE 2: EVENT REPORT

EVENT REPORT

Shri Dhanwantry Ayurvedic College and Hospital, Chandigarh

Department of:

1. Event Details

Component	Description
Title of the Event	_____
Date	_____
Time	_____
Venue	_____
Nature of Event	<input type="checkbox"/> Academic <input type="checkbox"/> Administrative <input type="checkbox"/> Co-curricular <input type="checkbox"/> Extension <input type="checkbox"/> Other: _____
Mode	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Hybrid
Target Group	<input type="checkbox"/> UG Students <input type="checkbox"/> PG Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Others
Number of Participants	_____
Organized by	_____
Collaborating Agency	(If applicable) _____

2. Objectives of the Event

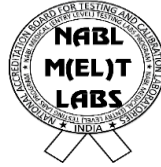
- _____
- _____
- _____

3. Brief Report (Summary of the Event)

(Include description, flow of activities, names of key speakers, discussions held, and student/faculty involvement. Use bullet points or paragraph format.)

4. Outcome / Learning Achieved

- _____



5. Outcome Analysis

(Analyze how far the objectives were met, compare expected vs. actual outcomes, summarize feedback trends, and mention any measurable indicators like attendance, participation quality, or assessment scores.)

6. Impact Analysis

[NOTE: TO BE ASSESSED IN DUE COURSE OF TIME FOR FURTHER ENHANCEMENT]

(Describe the longer-term effect of the event—on student learning, faculty capacity building, institutional practices, community engagement, or research productivity. Highlight sustainability of changes and contribution towards institutional goals.)

7. Photographs of the Event (Max 2–3 with Captions)

(Insert photos here or attach as separate JPEG/PDF)

Photo 1: _____

Photo 2: _____

Photo 3: _____

8. Attachments

- Attendance Sheet (with Name, Designation, Signature)
- Event Poster / E-banner (if any)
- Feedback Forms & Analysis (if conducted)
- Certificate Copy (if issued)

9. Event Coordinators

Name	Designation	Signature
_____	_____	_____
_____	_____	_____

10. Approval by Head of the Department

This is to certify that the above report is reviewed and approved for AQAR documentation.

Name of HOD	Signature	Date
_____	_____	_____