

Minutes of the Meeting

Date: 27 September 2025

An academic audit meeting for the session 2025-2026 was convened on 27 September in the office of the Principal. The meeting was attended by all members of the teaching faculty along with administrative staff. The purpose of the meeting was to review the overall academic performance of the institution and to assess the effectiveness of teaching-learning processes across various streams.

The deliberations revealed a generally satisfactory academic outcome, as the results of all programmes and subjects were recorded to be higher than the prescribed HPU pass percentage. At the same time, the audit exercise helped in identifying certain academic concerns that required focused intervention. Accordingly, the following areas were discussed, and suitable action plans were formulated for systematic improvement:

Special English Classes for Students with Compartment

It was resolved to organize special remedial English classes for students who have been placed in compartment.

These classes will aim at addressing identified learning gaps and strengthening students' language competence.

The proposed schedule for the classes is from 1 October to 20 October 2025, with one-hour sessions on each working day.

Need-Based Classes / Coaching Suggestions

The need for targeted, need-based instructional support was emphasized.

Faculty members will identify students requiring additional academic assistance.

Suitable coaching measures and academic guidance will be extended to such students.

Assignments Focused on Thinking and Analytical Skills

It was decided to design assignments that promote critical thinking and analytical reasoning among students.

The structure of assignments will comprise:

MCQs (30-40%)

Descriptive-type questions (60-70%)

Greater emphasis will be placed on application-based learning, analysis, evaluation, and, wherever necessary, surveys and field-based activities.

The meeting concluded with a well-defined plan to provide academic support to students with compartments, enhance problem-solving and numerical abilities of commerce students, implement need-based coaching strategies, and foster higher-order thinking skills through thoughtfully designed assignments.

A review meeting to evaluate the progress and effectiveness of the proposed initiatives will be held in the first week of December 2025.


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