VIPS
योगः कर्मसु कौशलम्
IN PURSUIT OF PERFECTION

Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 6th October, 2020 **Time: 03:00 PM** **Platform: Zoom**

Members Present:

Internal Quality Assurance Cell

- Prof. R. Venkata Rao (Vice-Chairman, IQAC)
- Prof. Anuradha Jain (Principal / Director, IQAC)
- Dr. Isha Rawal (Coordinator, IQAC)

Management Representatives

- Mr. Suneet Vats (Vice-Chairman, VIPS)

Ex-Officio Members

- Mr. Sidharth Mishra (Chairperson, VSJMC & VSIT)
- Prof. Shilpa Khatri Babbar (Director, Academic Excellence and Public Relation & Protocol)
- Prof. Supriya Madan (Dean, VSIT)
- Prof. Rashmi Salpekar (Dean, VSLLS)
- Prof. Charulata Singh (Dean, VSJMC)
- Dr. Indira Bhardwaj (Dean, VSBS)
- Dr. Salonee Priya (Dean, VSES & Students' Welfare)
- Dr. Pawan Whig (Dean, Research & Publications)

IQAC Members

• Dr. Vaishali Billa	Associate Professor (Department Coordinator)
• Ms. Neha Pande	Assistant Professor
• Dr. Atul Upadhaya	Assistant Professor
• Prof. Deepali Kamthania	Professor, (Department Coordinator)
• Ms. Pooja Thakar	Assistant Professor
• Ms. Shailee Bhaita	Assistant Professor
• Ms. Neetu Goel	Assistant Professor
• Dr. Deepti Kohli	Associate Professor (Department Coordinator)
• Ms. Bhavya Gupta	Assistant Professor

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• Ms. Himanshi Babbar	Assistant Professor
• Dr. Sushila Sharma	Assistant Professor
• Dr. Timcy Sachdeva	Assistant Professor (Department Coordinator)
• Dr. Aanchal Aggarwal	Assistant Professor
• Ms. Kritika Nagdev	Assistant Professor
• Ms. Nidhi Jain	Assistant Professor
• Ms. Neha Mangla	Assistant Professor (Department Coordinator)
• Ms. Divya Jindger	Assistant Professor
• Ms. Vipra Jain	Assistant Professor
• Dr. Anshu Gagal	Assistant Professor (Department Coordinator)
• Ms. Hardeep Kaur	Assistant Professor
• Mr. Amarnath Kumar	Assistant Professor

• Mr. Dalip Kumar	Chief Operation Officer
• Ms. Smita Mittal	Administrative Officer
• Mr. Deepak Choudhary	Programme Coordinator

Agenda Items:

1. To take stalk of the minutes of the last IQAC meeting held on 25th August, 2020 and to review the Action taken Report.
2. To discuss the plan of action for NAAC Second Cycle Preparation
3. To plan initiatives to fortify the mental and emotional well-being of the students and staff during the pandemic.
4. To review the online mode of teaching at VIPS
5. To place the work order for Green, Energy and Environment Audit for the assessment year 2019-20
6. Any other Item with permission of the Chair

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Minutes

- Prof. Anuradha Jain, welcomed all the members present in the meeting and confirmed the Minutes of the Meeting held on 25th August 2020 and the Action Taken Report was read out.
- The Chair reiterated to streamline the preparation for NAAC Second Cycle. It was resolved to create document compilation team from each Department.
- It was observed that the ongoing pandemic has not only ruined the cognitive ability of the students and staff but also the emotional and mental well-being was at an all time low. In this background, it was proposed to strengthen the efforts of the in-house counsellor and collaborate with an external agency to provide confidential counselling services to the students and staff in need.
- It was resolved to review the online mode of teaching learning process.
- It was suggested to initiate the Work Order for the conduct of Green, Energy and Environment Audit of the Institute for the assessment year 2019-20.
- The meeting ended with a vote of thanks to the Chair.

Action Taken Report for the Meeting held on 6th October, 2020

S. No.	Suggestion /Decision	Action Taken
1	To create Document Compilation Team from each department for preparation of NAAC Second Cycle	Department Coordinators for each Criterion of Self-Study Report (SSR) were nominated by the Deans. They were entrusted with the task of documentation pertaining to their respective departments.
2	To provide expert counselling services to students and staff members	An MOU with YourDost, an external expert counselling agency was entered into for providing specialized counselling services to the students and staff in need.

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3	To review the online mode of teaching and learning	Feedback from the teachers was procured to comprehend the obstacles in retaining the attention of students during online method of teaching and learning
4	To initiate the Work Order for the conduct of Green, Energy and Environment Audit of the Institute for the assessment year 2019-20	Work order regarding Energy and Lighting Assessment & Green Audit / Assessment of the Institute was again placed and the visit of the auditors was conducted on 28th October, 2020.

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