VIPS
योगः कर्मसु कौशलम्
IN PURSUIT OF PERFECTION

Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 25th August, 2020 **Time: 05:00 PM** **Platform: Zoom**

Members Present:

- Dr. Isha Rawal (IQAC Coordinator, VIPS)
- Dr. Neetu Goel on behalf of Prof. Deepali Kamthania (VSIT IQAC Coordinator)
- Dr. Deepti Kohli (VSLLS IQAC Coordinator)
- Dr. Vaishali Billa Kathuria (VSJMC IQAC Coordinator)
- Dr. Timcy Sachdeva (VSBS IQAC Coordinator)
- Ms. Neha Mangla (VSE IQAC Coordinator)
- Dr. Anshu Gagal (VSES IQAC Coordinator)

Agenda Item:

1. To strategize the roadmap for 2015-16 AQAR preparation

Minutes

- Dr. Isha Rawal, IQAC Coordinator welcomed all department IQAC Coordinators and apprised them with the agenda of the meeting. The format of AQAR as it appears on the online platform was deliberated upon. An email in this regard was shared by IQAC office on 14th August, 2020.
- All department IQAC Coordinators were requested to share the quantum of work completed with respect to preparation of AQAR 2015-16.

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- It was resolved to submit department AQAR to Prof. Anuradha Jain, Principal, VIPS and IQAC office latest by 31st August, 2020. The submission deadline for VSIT was proposed to be 2nd September, 2020 due to the involvement of faculty in MCA syllabus revision. The department AQAR shall be further shared with central Criterion-Convenors.
- It was unanimously decided to submit criterion-wise compiled AQAR for 2015-16 latest by 7th September, 2020 to Principal's office and IQAC office. The distribution of criteria at the central level is as follows:
    - Criterion 1 & 6 – Dr. Vaishali Billa
    - Criterion 2 – Prof. Deepali Kamthania
    - Criterion 3 – Dr. Deepti Kohli
    - Criterion 4 & 5- Dr. Timcy Sachdeva
    - Criterion 7 – Dr. Anshu Gagal & Ms. Neha Mangla
- It was proposed to hold collective gap analysis meeting / presentation by Criterion Convenors in the presence of Prof. Jain and Dr. Rawal to identify and fill gaps, if any.
- It was requested to submit the final AQAR to Principal's office and IQAC office latest by 14th September, 2020. All department IQAC Coordinators committed to do the same.
- The meeting ended with a vote of thanks.

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Action Taken Report

S. No.	Suggestion /Decision	Action Taken
1	Departments' 2015-16 AQAR to be submitted to Prof. Anuradha Jain, Principal, VIPS and IQAC office latest by 2nd September, 2020	Departments' 2015-16 AQAR were submitted to Prof. Anuradha Jain, Principal, VIPS and IQAC office by 2nd September, 2020
2	Criterion-wise compiled AQAR for 2015-16 was to be submitted latest by 7th September, 2020 to Principal's office and IQAC office	Criterion-wise compiled AQAR for 2015-16 was submitted latest by 7th September, 2020 to Principal's office and IQAC office
3	Final 2015-16 AQAR to be prepared and submitted by 14th September, 2020	Final 2015-16 AQAR was prepared and submitted by 14th September, 2020 to Principal's office.

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