योगः कर्मसु कौशलम्
IN PURSUIT OF PERFECTION

Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC) – NAAC SECOND CYCLE

Consolidated Minutes of the Meetings

Meeting 1 - VSBS SSR

Dated: 18th August, 2020 **Time: 03:00 – 05:30 PM** **Platform: Zoom**

Members Present:

- Prof. Anuradha Jain (Principal, VIPS)
- Dr. Isha Rawal (IQAC Coordinator, VIPS)
- Dr. Indira Bhardwaj (Dean, VSBS)
- 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)
- NAAC Team of VSBS

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Agenda Items:

- To review the progress of VSBS' SSR
- To highlight the strengths of the department
- To identify the gaps and suggest ways to fill them

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Meeting 2 – VSLLS SSR

Dated: 19th August, 2020 **Time: 03:00 – 05:30 PM** **Platform: Zoom**

Members Present:

- Prof. Anuradha Jain (Principal, VIPS)
- Dr. Isha Rawal (IQAC Coordinator, VIPS)
- Prof. Rashmi Salpekar (Dean, VSLLS)
- 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)
- NAAC Team of VSLLS

Agenda Items:

- To review the progress of VSLLS' SSR
- To highlight the strengths of the department
- To identify the gaps and suggest ways to fill them

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Meeting 3 – VSJMC SSR

Dated: 24th August, 2020 **Time: 03:00 – 05:30 PM** **Platform: Zoom**

Members Present:

- Prof. Anuradha Jain (Principal, VIPS)
- Dr. Isha Rawal (IQAC Coordinator, VIPS)
- Prof. Charulata (Dean, VSJMC)
- 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)
- NAAC Team of VSJMC

Agenda Items:

- To review the progress of VSJMC's SSR
- To highlight the strengths of the department
- To identify the gaps and suggest ways to fill them

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Meeting 4 – VSIT SSR

Dated: 27th August, 2020 **Time: 03:00 – 05:30 PM** **Platform: Zoom**

Members Present:

- Prof. Anuradha Jain (Principal, VIPS)
- Dr. Isha Rawal (IQAC Coordinator, VIPS)
- Prof. Supriya Madan (Dean, VSIT)
- 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)
- NAAC Team of VSIT

Agenda Items:

- To review the progress of VSIT's SSR
- To highlight the strengths of the department
- To identify the gaps and suggest ways to fill them

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Consolidated Minutes

- The meetings began with a warm welcome to all the attendees by Prof. Jain and Dr. Rawal.
- The Self- Study Report (SSR) of four big departments (VSLLS, VSIT, VSJMC and VSBS) were presented by IQAC Coordinators of the respective departments in joint consultation with their Deans.
- It was observed that the compilation work of all the documents pertaining to NAAC Second cycle and preparation of SSR was carried out in full swing in all the four departments.
- It was resolved to fill-up the gaps identified during the deliberation process and submit revised SSR latest by 22nd October, 2020. SSR submission needs to be supplemented with a summary sheet in Excel format consisting of criterion-wise detailed remarks by the respective criterion convenors.
- In furtherance of this process, the Institutional SSR shall be prepared with the assistance of central level criterion convenors who in turn will work closely with department criterion heads.
- The meetings ended with conclusive discussions and a note of appreciation by Prof Jain.

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Action Taken Report

S. No.	Suggestion /Decision	Action Taken
1	Pending documents to be collected from the respective departments and gaps in data to be filled	The Department IQAC coordinators collected the pending documents and filled the gaps identified during the deliberation process.
2	Revised Departmental SSR to be submitted by 22nd October, 2020	Departmental SSRs were submitted to Principal Office by 22nd October, 2020
3	Institutional SSR to be prepared	Central level criterion convenors worked closely with department criterion convenors for preparation of institutional SSR.

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