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IN PURSUIT OF PERFECTION

Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 7th August, 2020 **Time: 03:30 PM** **Platform: Microsoft Teams**

Members Present:

- Prof. (Dr.) Anuradha Jain (Principal, VIPS)
- Dr. Isha Rawal (IQAC Coordinator, VIPS)
- 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 Items:

1. To take stock of the preparation of departmental SSR
2. To discuss 2015-16 AQAR preparation
3. To deliberate on the future course of action
4. Any other Item with permission of the Chair

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Minutes

Agenda Item 1

- Prof. Anuradha Jain, welcomed all the members present in the meeting and requested Dr. Isha Rawal, IQAC Coordinator to invite Department IQAC Coordinators to briefly share the progress of Self Study Report (SSR) preparation at their respective departments.

    - Dr. Deepti Kohli apprised everyone that 80% of the data collection and compilation work has been completed.
    - Dr. Deepali Kamthania had put forth the fact that 70% of SSR preparation work at VSIT is completed.
    - Dr. Vaishali Billa informed that VSJMC has finalized 90% of SSR work at the department
    - Dr. Timcy Sachdeva shared that 95% of SSR preparation work has been completed
    - Ms. Neha Mangla apprised that the department is in a comfortable position as over 90% of SSR has been prepared
    - Dr. Anshu Gagal informed that the data has been collected and documented in SSR of VSES

Agenda Item 2

- Prof. Jain requested Dr. Rawal to convene a meeting with Department IQAC Coordinators in the following week to strategize the preparation of 2015-16 AQAR.

Agenda Item 3

- Going forward, it was unanimously proposed to hold presentations by Deans to rigorously identify the strengths and weaknesses with the aid of 'Gap Analysis' of each criterion of SSR for four big departments. The objective of holding these brainstorming presentations in the presence of entire NAAC team of the department, VIPS IQAC Coordinator and Principal is to have a better understanding of fortes to highlight and gaps to cover of each

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department. It was mutually decided to schedule the presentations on the following comfortable dates as per the convenience of each Dean:

- VSBS – 18th August, 2020 (3:00 PM – 5:00 PM)
- VSLLS – 19th August, 2020 (3:00 PM – 5:00 PM)
- VSJMC – 24th August, 2020 (3:00 PM – 5:00 PM)
- VSIT – 27th August, 2020 (3:00 PM – 5:00 PM)

- The meeting ended with a vote of thanks to the Chair.

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Action Taken Report for the Meeting held on 18th March, 2020

S. No.	Suggestion /Decision	Action Taken
1	Expedite the process of preparation of departmental SSRs	Department SSRs were submitted by the coordinators
2	IQAC Coordinator to convene a separate meeting with Department IQAC Coordinators for preparation of 2015-16 AQAR	The said meeting was convened on 25th august, 2020
3	Deans of VSLLS, VSIT, VSJMC and VSBS to deliver 'Gap analysis' presentations	Gap Analysis presentations were conducted on 18th, 19th , 24th and 27th August, 2020

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