VIPS
योगः कर्मसु कौशलम्
IN PURSUIT OF PERFECTION

Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 18th March, 2020 **Time: 03:30 PM** **Platform: Zoom**

Members Present:

Internal Quality Assurance Cell

- Prof. Rattan Sharma (Chairperson, IQAC)
- 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)
- Mr. Ajay Bindal (Vice-Chairman, VIPS)

External Members

- Prof. Poonam Verma (Principal, Shaheed Sukhdev College of Business Studies, University of Delhi)
- Mr. Peeyush Pahade (Founder Member, IQAC Cluster India; Head Department of Zoology, H. V. Desai College, Pune)

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)

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Internal Faculty IQAC Members

VSJMC

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- Dr. Vaishali Billa — Associate Professor (Department Coordinator)
- Ms. Neha Pande — Assistant Professor
- Dr. Atul Upadhaya — Assistant Professor

VSIT

- Prof. Deepali Kamthania — Professor, (Department Coordinator)
- Ms. Pooja Thakar — Assistant Professor
- Ms. Shailee Bhaita — Assistant Professor
- Ms. Neetu Goel — Assistant Professor

VSLLS

- Dr. Deepti Kohli — Associate Professor (Department Coordinator)
- Ms. Bhavya Gupta — Assistant Professor
- Ms. Himanshi Babbar — Assistant Professor
- Ms. Sushila — Assistant Professor

VSES

- Dr. Anshu Gagal — Assistant Professor (Department Coordinator)
- Ms. Hardeep Kaur — Assistant Professor
- Mr. Amarnath Kumar — Assistant Professor

VSBS

- Dr. Timcy Sachdeva — Assistant Professor (Department Coordinator)
- Dr. Aanchal Aggarwal — Assistant Professor
- Ms. Kritika Nagdev — Assistant Professor
- Ms. Nidhi Jain — Assistant Professor

VSE

- Ms. Neha Mangla — Assistant Professor (Department Coordinator)
- Ms. Divya Jindger — Assistant Professor
- Ms. Vipra Jain — Assistant Professor

Administrative Representatives

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

Alumni Representative

- Ms. Kanchan Lavanya
- Ms. Mrinalini

Student Representative

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- Mr. Aditya Kumar (VSIT)
- Ms. Anika Jain (VSBS)

Agenda Items:

1. To assess the actions taken on the decisions of IQAC meeting held on August 22, 2019
2. To review the preparation of Annual Quality Assurance Report (AQAR) of 2018-19 academic session
3. To schedule training sessions for faculty and staff on the newly procured Cloud based ERP 'Creatrix Campus'
4. To assess the need and accordingly align workshop for faculty members on the theme 'Contemplation of NAAC Assessment & Accreditation Framework: Prepping for Second Cycle'
5. To devise the strategy for preparation of Self-Study Report (SSR) with detailed timelines and increased involvement of teaching and non-teaching staff
6. To review the sudden transition made by faculty members from on-campus to online teaching due to onset of Covid-19 pandemic
7. To deliberate on innovative ways to make online learning an enriching experience for the students
8. To formulate a team to procure a license and organize TEDx Talk at the campus
9. Any other Item with permission of the Chair

Minutes

Agenda Item 1

- The Chairperson welcomed all the members of IQAC and confirmed the Minutes of Meeting held on 22nd August, 2019

Agenda Item 2

- It was resolved to submit 2018-19 AQAR latest by 31st August, 2020

Agenda Item 3

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- Dr. Indira Bhardwaj was assigned the responsibility of coordinating & scheduling training sessions on 'Creatrix Campus' in consultation with Anubavam Technologies.

Agenda Item 4

- It was decided to conduct a workshop for faculty members on the theme 'Contemplation of NAAC Assessment & Accreditation Framework: Prepping for Second Cycle' to acclimatize the faculty members of the process of second cycle of NAAC accreditation.

Agenda Item 5

- It was proposed and accepted to constitute a team of Teaching and Non-Teaching staff to assist IQAC in preparing for NAAC second cycle accreditation.

Agenda Item 6

- A review was done on the sudden transition made by faculty members from on-campus to online teaching due to onset of Covid-19 pandemic. It was resolved that single platform must be used across VIPS to deliver online classes. The efforts put in by faculty members were appreciated by one and all.

Agenda Item 7

- It was suggested to use innovative ways to make online learning more interactive and enriching for the students. Deliberations were held to explore the possibility of using both synchronous and asynchronous methods of teaching.

Agenda Item 8

- It was proposed to form a team of students who shall do working of procuring a license to organize TEDx Talk at VIPS campus.

- 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	Submission of 2018-19 AQAR latest by August, 2020	The AQAR for 2018-19 academic session was submitted in August 2020.
2	Scheduling of 'Creatrix Campus' training sessions	The training sessions for students, faculty, staff and all other stakeholders were scheduled and organized in the online mode.
3	Conduct a workshop for faculty members on the theme 'Contemplation of NAAC Assessment & Accreditation Framework: Prepping for Second Cycle'	A workshop for faculty members on the theme 'Contemplation of NAAC Assessment & Accreditation Framework: Prepping for Second Cycle' was organized in June 2020.
4	Constitute a team of Teaching and Non-Teaching staff to assist IQAC in preparing for NAAC second cycle accreditation	'NAAC Second Cycle Team' has been constituted to support IQAC in preparing for NAAC second cycle accreditation
5	Use of single platform across VIPS to deliver online classes	Microsoft Teams was identified as the platform be used pan VIPS to deliver online classes
6	Use of innovative ways to make online learning more interactive and enriching for the students	Online quizzes using platforms like Kahoot, Mentimeter, etc. were used by faculty members to make learning more interactive

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7	Formation of a team of students to organize TEDx Talk at VIPS campus	A team of students was formed and TEDx license was procured



