Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 18th May, 2019 **Venue**: Green Room, Block B **Time:** 11:00 AM

Members Present:

Internal Quality Assurance Cell

- Prof. Rattan Sharma (Chairperson, IQAC)
- Prof. Anuradha Jain (Principal / Director, IQAC)
- Dr. Isha Rawal (Co-ordinator, IQAC)

Management Representatives

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

Academia (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

- Prof. B. T. Kaul (Chairperson, VSLLS)
- Prof. Shilpa Khatri Babbar (Director, Academics & Students' Welfare)
- Prof. Supriya Madan (Dean, VSIT)
- Prof. Rashmi Salpekar (Dean, VSLLS)
- Prof. Charulata Singh (Dean, VSJMC)
- Dr. Indira Bhardwaj (Dean, VSBS)
- Dr. Salonee Priya (Associate Dean, VSES)

Internal Faculty IQAC Members

VSJMC

Dr. Vaishali Billa	Associate Professor (Department Coordinator)
Ms. Neha Pande	Assistant Professor
Mr. Charu Chandra Pathak	Assistant Professor

VSIT

• Dr. Deepali Kamthania	Professor, (Department Coordinator)
• Ms. Pooja Thakar	Assistant Professor
• Ms. Shailee Bhaita	Assistant Professor

VSLLS

- Ms. Bhavya Gupta — Assistant Professor
- Ms. Vandana Kapil — Assistant Professor

VSES

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

VSBS

- Dr. Poonam Khurana — Associate Professor (Department Coordinator)
- Dr. Timcy Sachdeva — Assistant Professor
- Ms. Kritika Nagdev — Assistant Professor

VSE

- Ms. Sakshi Bhayana — Assistant Professor (Department Coordinator)
- Ms. Neha Mangla — Assistant Professor
- Ms. Divya Jindger — Assistant Professor

Administrative Representatives

- Ms. Smita Mittal — Administrative Officer
- Mr. Deepak Choudhary — Programme Coordinator

Agenda Items:

1. To take stalk of the Minutes of the last IQAC Meeting and discuss the Action Taken Report
2. To review the preparation for the second cycle of NAAC accreditation
    a. Director (Academics & Students' Welfare) and Deans of respective schools to propose activities for Quality Enhancement in Teaching, Learning and Evaluation processes
3. To deliberate on measures to be undertaken for implementation of Outcome - Based Education
4. To delve upon adoption of Cloud ERP software for better e-governance and effective MIS
5. To deliberate on creation of Gender Championships Club
6. To conduct discourse on the probable initiatives which may be spearheaded by IQAC members for overall quality improvement
7. Any other item with the permission of the Chair

Minutes

Introduction and welcome

- The Chairperson IQAC, extended a warm welcome to all the members and felicitated the external members. The Chair requested the members to briefly introduce

themselves after which the Minutes of the Meeting held on 7th February, 2019 were confirmed and the Action Taken Report was read out.

Students as Stake holders

- It was suggested by one of the external members to have representation from important stakeholders including Students, Alumni and Employers for effective constitution of IQAC. The importance of engagement with the recruiters right from the beginning for establishing prolific relationship was highlighted. Also it was stressed upon that faculty members must be given the freedom to interact and engage with other institutes which would result in experiential learning. Faculty Development Programmes (FDPs) for the continuous training and development of the faculty members is a must for every institute. It was suggested to initiate an Enactus Chapter at VIPS.

Reconstitution of IQAC and Collaborative learning

- The Resource Person and External Member stated that for a better functioning of the IQAC, it is necessary to reconstitute the IQAC Body in every three years and replace the non-performing members. The group was enlightened regarding the significance of sharing of faculty and resources with the counterparts. It was stated that the institute must identify few colleges/institutes with particular specialization and encourage collaborative learning. There was a strong recommendation to involve students in various social activities and ensure greater participation.

Updating Course Material and Holistic Development

- It was stated that the course material and teaching methodology needed to be updated. Faculty members must be encouraged to interact with the Outside World to ensure holistic development. At the same time the institute is supposed to highlight and showcase its achievements in various fields through its website.

Research and Development

- The Member from the Management Committee accentuated the importance of Research, Publications and Development of the faculty members for the success of the Institute. He reinstated that the gaps needed to be filled at the earliest for internalizing quality in all academic & administrative endeavours of the Institute.

School- wise Status and Performance

- The Chairperson IQAC, requested Director (Academics & Students' Welfare) and Deans of all Schools to apprise of the quality initiatives undertaken by them and propose measures to be initiated in the forthcoming semester.

The Director (Academics & Students' Welfare) cited that the different societies of the institute are already churning out their roles. NSS Wing of the college is actively involved in various programmes. She shared that creation of Gender Championships Club is the need of the hour which was supported by everyone. The Dean, VSLLS mentioned the initiation of Collaborative Teaching in the department and also the internships of various students. In the School of IT, initiation of Outcome Based Learning had been done and Skill Enhancement Courses had been introduced. Almost all Faculty Members were involved in FDP Programmes The School of Journalism informed about the on field work done by the students of the school. The Dean, VSBS elaborated that there was an extensive advocacy of Collaborative Learning, Value Added courses and seminars and conferences. Coaching classes for National and International Competitive exams have been started. The School of English Studies deliberated upon the excellent implementation of Mentor Mentee program and the active involvement of the department in various extracurricular and co-curricular activities along with thrust on Research based exercises. The School of Economics stressed upon the success of the student and Faculty Department programs and also organization of various seminars , lectures and workshops.

E- Governance and Cloud ERP

It was resolved to adopt Cloud ERP software for better e-governance and effective MIS. The Chair apprised the members that the demo by Creatrix Campus has been scheduled on 23rd & 24th May, 2019

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

Action Taken Report for the Meeting held on 18th May, 2019

Sl No	Suggestion/ Decision	Action Taken
1.	Students as Stake Holders	Students have been already included in the IQAC Committee and an active engagement with the Alumni has started.
2.	Reconstitution of IQAC and Collaborative Learning	The IQAC Committee has already been reconstituted and new members from students side and Alumni Group are now part. Efforts are underway to facilitate collaborative Learning.
3.	Updating Course Material and holistic Development	Almost every School has begun with the preparation of Course Materials, Case studies etc.. Special focus is given on the agenda of Website improvement and highlighting the achievements.
4.	Research and Development	It has been made mandatory for the Faculty Members to publish one research paper in a journal and present two papers in conferences in an academic session. Certain Faculty Members have already achieved this norm.
5.	School wise Status and performance	The various societies of the Institute like NSS are adding more members to increase the level of awareness and ratio of representation. Steps like Mentor Mentee Sessions have been made compulsory for every school. The number of students must be increased in SDPs, Internship Programmes etc. A Placement Cell has been constituted in every School. Collaborative teaching has been started all across the departments.
6.	Gender Championship Club	Gender Championship Club has been created at VIPS
7.	E- Governance and Cloud ERP	Demo Session of Cloud ERP by Creatrix Campus has been scheduled