VIPS
योगः कर्मसु कौशलम्
IN PURSUIT OF PERFECTION

Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 7th February, 2019 **Venue –** Conference Room, Block B **Time:** 3:00 PM

Members Present:

• Prof. Rattan Sharma	Chairperson, IQAC
• Prof. Anuradha Jain	Principal/Director, IQAC
• Dr. Isha Rawal	Coordinator, IQAC
• Mr. Suneet Vats	Vice-Chairman, VIPS
• Prof. Shilpa Khatri Babbar	Director (Academics & Students' Welfare)
• Prof. Supriya Madan	Dean, VSIT
• Prof Rashmi Salpekar	Dean, VSLLS
• Dr. Indira Bhardwaj	Dean VSBS
• Dr. Amit Channa	Dean VSJMC
• Dr. Salonee Priya	Associate Dean, VSES
• Dr. Pawan Whig	Dean, Research and Publications
• Dr. Vaishali Billa	Associate Professor (Department Coordinator, VSJMC)
• Ms. Neha Pande	Assistant Professor
• Mr. Charu Chandra Pathak	Assistant Professor
• Dr. Deepali Kamthania	Professor (Department Coordinator, VSIT)
• Ms. Pooja Thakar	Assistant Professor
• Ms. Shailee Bhatia	Assistant Professor
• Dr. Deepti Kohli	Associate Professor (Department Coordinator, VSLLS)
• Dr. Deepali Vashisth	Assistant Professor
• Ms. Vandana Kapil	Assistant Professor
• Dr. Anshu Gagal	Assistant Professor (Department Coordinator, VSES)
• Ms. Hardeep Kaur	Assistant Professor
• Mr. Amarnath Kumar	Assistant Professor
• Dr. Poonam Khurana	Associate Professor (Department Coordinator, VSBS)
• Dr. Sarah Ahtesham	Assistant Professor
• Dr. Timcy Sachdeva	Assistant Professor
• Ms. Sakshi Bhayana	Assistant Professor (Department Coordinator, VSE)
• Ms. Neha Mangla	Assistant Professor
• Ms. Divya Jingder	Assistant Professor

Agenda

- To conduct gap analysis on aspects pertaining to criterion 1 of AQAR of NAAC
- To enhance the quality of teaching and to encourage the faculty members to contribute actively in research work

Minutes

- The Chairperson welcomed everyone and requested the designated team of presenters to deliver the presentation on Criterion 1 of AQAR of NAAC. The presenters deliberated on aspects namely Curricular Planning & Implementation, Designing specific courses by experts, Student Learning atmosphere, Remedial classes, Peer Teaching Programmes, Field Projects and Internships, Uniform Lesson Plan for each subject. The team expressed the need to conduct one week-long orientation programme for fresh batch of students joining VIPS every year in August
- The members were urged to do a gap analysis of what was being done v/s what needs to be done. The importance of attendance in classes was also emphasised
- IQAC Members suggested that late-comers (students) should be permitted to enter the class. However, the faculty may not grant attendance to such late entrants
- The meeting concluded on a very positive note with a special thanks to the chair

Action Taken Report for IQAC Meeting held on 7th February, 2019

S. No.	Suggestion/Decision	Action Taken
1.	To conduct Gap Analysis on various parameters and identify the lacunae in the system and propose the remedial course of action. Emphasis on the earnest need of building a strong quality culture in the institute.	In lieu of the suggestions, the faculty has conducted the mentoring sessions with the students, and the appropriate action has been taken in terms of conducting extra classes for the weaker students and others.
2.	The issue of improving the attendance of the students was discussed by the members	The faculty members have taken steps in order to enhance the attendance of the students, by engaging in experiential learning by involving them in discussions, presentations, reading through ICTs, and various other such measures have been implemented