Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 29th January, 2019 **Venue –** Conference Room, Block B **Time:** 12:30 PM

Members Present:

• Prof. Anuradha Jain	Principal/Director, IQAC
• Dr. Isha Rawal	IQAC Coordinator
• Mr. Peeyush Pahade	External Member, Founder Member IQAC Cluster India
• Prof. Shilpa Khatri Babbar	Director (Academics &Students' Welfare)
• Prof Rashmi Salpekar	Dean, VSLLS
• Dr. Indira Bhardwaj	Dean VSBS
• Dr. Amit Channa	Dean VSJMC
• 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
• Ms. 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

Agenda

To deliberate on issues pertaining to 'Documentation and Preparation for NAAC 2nd cycle under the new framework'

Minutes:

- The major challenge before the IQAC was the preparation and equipping for accreditation in the 2nd cycle of NAAC
- The Chair took the lead role in spearheading the formation of a plan for the preparation of the Self Study Report for NAAC 2nd Cycle and for the same the IQAC members were delegated the responsibilities of different criteria mentioned in the NAAC AQAR.
- Expert Speak: Talked on how to maintain the documentation with special emphasis on criterion 3 which is related to the research and research related activities
- Formulating a more effective mechanism to evaluate documents and reports and uploading the same on the website.
- Strategies discussed for effective compilation of various reports.



Action Taken Report

S. No.	Suggestion/Decision	Action Taken
1	The various criteria of NAAC to be evaluated and documented appropriately	Team members were assigned the responsibility of gap analysis of different Criteria of NAAC and monitor the documentation
2	Record keeping is pertinent and each activity must have supported documents	Streamlining and strengthening efforts towards effective documentation is recommended
3	Records and documentation to be uploaded on the official website.	The faculties have been assigned responsibilities in order to maintain and check the content of websites from time to time.
4	To encourage the focus on research and research related activities like procuring funds for research projects from government and non-government organizations and collaborations with industry.	Many faculty members submitted their proposals for research projects and to encourage more faculties various awards and accolades have been announced
5	Optimum use of the available infrastructure is advised	Infrastructure is used for the smooth conduction of various examinations, outsourcing of audio/video studio
6	Emphasis on FDP's, Orientation Programmes, Refresher Courses and Workshops	Various faculties participated in Refresher/FDP's, and appropriate documentation been maintained.
7	Encouraged collection and analysis of feedback from all stakeholders on quality related institutional processes.	Feedback forms were collected to facilitate the review

