Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Dated: 8th December, 2018 **Venue** – Conference Room, Block B **Time:** 11:00 AM

Members Present:

1. Prof. Rattan Sharma	Chairperson IQAC
2. Prof. Anuradha Jain	Director, IQAC
3. Dr. Salonee Priya	Coordinator, IQAC
4. Mr. Suneet Vats	Vice-Chairman, VIPS
5. Prof. Karmeshu	Professor, Jawaharlal Nehru University, Delhi
6. Prof. S. Sivakumar	Professor, Indian Law Institute, Delhi, and Former Member, Law Commission of India
7. Prof. Sidharth Mishra	Chairperson, VSJMC, VIPS
8. Prof. Shilpa Khatri Babbar	Director, Academics and Students Welfare, VIPS
9. Prof. Supriya Madaan	Dean, VSIT, VIPS
10. Prof. Rashmi Salpekar	Dean, VSLLS, VIPS
11. Prof. Indira Bharadwaj	Dean VSBS, VIPS
12. Dr. Amit Channa	Dean, VSJMC, VIPS
13. Dr. Pawan Whig	Dean, Research, VIPS
14. Prof. Charulata	Dean, VSJMC, VIPS
15. Mr. Dalip Kumar	Registrar, VIPS
16. Prof. Rajni Malhotra Dhingra	Statutory Committee Member, VIPS
17. Dr. Isha Rawal	Statutory Committee Member, VIPS
18. Dr. Baninder Rahi	Statutory Committee Member, VIPS
19. Ms. Shailee Bhatia	Statutory Committee Member, VIPS
20. Dr. Tushita Gaur Sharma	Alumini Representative
21. Ms. Smita Mittal	Administrative Officer
22. Mr. Deepak Choudhary	Programme Coordinator

Agenda Items:

1. To take stalk of the Minutes of the last IQAC Meeting held in previous academic year and discuss the Action Taken Report
2. Elaborate discussion on enhancement of overall Quality of the Institute- at academic, administrative and student levels
3. Major thrust on Quality Research and advocacy of a Research Culture
4. MOOC and its encouragement in the institute
5. Conduction of Faculty Development Programmes across all Departments
6. Development of Market Oriented Courses
7. Reconstitution of the IQAC Cell to take up the challenges
8. IQAC Newsletter/ Magazine by the IQAC Cell
9. Development of Faculty Appraisal Policy
10. Drafting of an Institutional Policy for Students and Faculty Members

Minutes:

Prof Ratan Sharma welcomed all the members, stressed the need for continuous excellence in Quality and also spread the road map briefly. Dr Salonee Priya, Coordinator IQAC, discussed the minutes of the previous IQAC Meeting and laid down the Action Taken Report of the last meeting before the members.

- ***Separate office for IQAC***: It was informed that a separate office for IQAC has been established for its smooth functioning and efficiency.
- ***Reconstitution of IQAC Cell***: It was expressed that the time was ripe to reconstitute the IQAC Cell at VIPS, with addition of additional External Members, Members from the Alumni and a proportionate representation from the student community and the Administrative staff.
- ***Faculty Appraisal Policy and Format***: It was decided that at the Institutional level, a Faculty Appraisal policy should be in place and the Format for the same needs to be developed.
- ***Student and Faculty Profiling***: It was agreed in consensus that the student and Faculty profiling needs to be conducted by application of a transparent and unbiased approach which would lead to the enrichment in efficiency and quality of the entire system.

- ***Research***: The need for the faculty to undertake quality research was stressed upon. It was suggested that each faculty must be encouraged to publish at least two well researched papers per semester in a national or an international journal. The faculty ought to be encouraged, even to the extent of being incentivised, to take up research grants.

- ***Participation in MOOC***: MOOC are a step in taking education to a next level in terms of quality and also outreach. Many things which are not otherwise possible can be made possible in a very systematic and lucid manner with the help of adoption of MOOCs. It was suggested by one and all that MOOCs should be there all across the departments in addition to the classroom teaching for a better student content interface.

- ***New Market Oriented Courses***: It was decided by the Members that the Institute needs to develop some Market Oriented courses which are helpful to the students in developing their various skills and also gearing them and preparing them to face the industries and the external competitive world once they pass out.

- ***Faculty Development Programmes (FDP)***: It was stressed upon the need of conduction of Faculty Development Programmes at VIPS. This was very important for improvement of the standard and quality of Classroom Teaching. These programmes are important for the development of the Faculty Members in their subjects and equip them with the new updates which are happening nationally and globally.

Action Taken Report for IQAC Meeting held on 8th December, 2018

S. No.	Suggestion/Decision	Action Taken
1.	Essential to have a functional IQAC office	A separate IQAC office has been created for the maintenance and upkeep of all documents pertaining to IQAC as well as NAAC 2nd Cycle Accreditation.
2.	Current IQAC to be re-constituted	IQAC has been re-constituted for ensuring continuous quality monitoring and improvement of Academic Parameters of each department of VIPS. Three faculty members from each School of VIPS have been included in the re-constituted IQAC.
3.	At the Institute level, a Faculty Appraisal policy to be devised and the format for the same needs to be developed	The Performa for Annual Performance Appraisal Report (APAR) has been developed and circulated to all faculty members.
4.	Student and Faculty Profiling to be conducted by application of a transparent and unbiased approach	To streamline the documentation and profiling of students and faculty, the Institute intends to use cloud-based ERP system which would make the system more efficient. Two demo sessions have already been conducted by Creatrix Campus, the solution provider for higher education.
5.	Research was cited as one of the thrust areas for the faculty members	The proposals for Minor Research Projects, to be sponsored by the Institute, have been invited and the presentations have been conducted for the approval of the final projects. NBA Accreditation has been sought for MCA programme. Therefore, the faculty has been motivated to undertake projects to be

		sponsored by AICTE.
6.	Participation in MOOCs to be promoted	Application to create a Local Chapter of Swayam-NPTEL has been made. Post the creation of Local Chapter at VIPS, the students and faculty members shall be encouraged to pursue MOOCs being offered at the web-portal of Swayam NPTEL. A Local Chapter of SAP has also been created at the Institute.
7.	New market-oriented courses to be introduced in the Institute	New certificate courses on Legal Drafting & Office Management, R programming, Digital Marketing and HR Analytics have been introduced.
8.	Conduct of Faculty Development Programmes (FDPs)	Two weeks Faculty Development Programme and Student Development Programme on 'Contemporary Research Techniques Using R' is being organized by School of Economics. The other schools have planned for conduct of FDPs in July 2019.

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