Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Dated: 24th July, 2017 **Venue** – Conference Room, Block B **Time:** 11:00 AM

Members Present:

1. Prof. Rattan Sharma	Chairperson, IQAC
2. Dr. Pawan Whig	Joint Registrar & IQAC Coordinator
3. Prof. Meenakshi Gandhi	Dean, VSBS
4. Prof. Vinay Kumar	Dean, VSIT
5. Prof. Rashmi Salpekar	Dean, VLS
6. Dr Amit Channa	Dean, VSJMC
7. Prof. Shilpa Khatri Babbar	Dean, (ER&P) & Student Welfare
8. Prof. Anuradha Jain	Dean, Statuary Compliances & Inspections
9. Prof. Supriya Madan	Dean Placement
10. Prof. Charu Lata Singh	Dean International Collaboration & Tie-Up
11. Mr. Dalip Kumar	Registrar, VIPS

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. To work towards building leadership qualities of students and staff by calling eminent speakers
3. To work towards Social Issues Awareness and Environment
4. To discuss the preparation for International Moot Court Competition to be held in October
5. Any other item with the permission of the Chair

Minutes:

1. The Chairperson welcomed the members to the meeting

2. The minutes of the previous meeting held on 9th March 2017 were confirmed

3. Action taken report of the last meeting was discussed and approved

4. The following issues were discussed:

i. Leadership Series

It was suggested that Leadership Series be initiated this academic year by inviting renowned and established public personalities. Director (Academics and Student Welfare), Prof. Dr. Shilpa Khatri Babbar took the initiative to start with the series.

ii. Social Awareness and Environment

Institute wants to take up multiple initiatives under Social Awareness and Environment. Many activities like Cleanliness Drive, Environment Conservation Awareness and Social Issues Awareness were suggested by the members, which may be conducted under NSS Society of VIPS. A member suggested for Book Fair Visit and Orphanage Visit as well, which was accepted whole heartedly by every member.

iii. Moot Court Competition

Preparations for upcoming Moot Court Competition were discussed upon and some suggestions were given to the Organizing Team.

iv. SpringFest IIT Kharagpur

It was suggested by the team members to encourage students to participate in upcoming SpringFest of IIT Kharagpur.

5. Meeting ended with a vote of thanks to the chair

Action Taken Report for IQAC Meeting held on 24th July 2017

S. No.	Suggestion/Decision	Action Taken
1.	Leadership Series	• On 1st September, 2017, VIPS Leadership Series 2017 was inaugurated by Hon'ble Minister of State for Information and Broadcasting, Col. Rajyawardhan Singh Rathore AVSM, as the Chief Guest. He was accompanied by the Guest of Honour, Dr. Anil Singh, Executive Director, News 24. • On 4th September, 2017 Address by Chairman and Editor-in-Chief, India TV, Mr. Rajat Sharma. • Next Leadership talk will be held on 29th January, 2018 to be address by Mr. Tejendra Khanna, Former Lt. Governor, Delhi
2.	Social Issues Awareness and Environment	Following social service activities and Outreach programmes were organized: • Visit to Book fair in the month of August 2017 • Campus cleanliness Drive was held in the month of September 2017 • Environmental Awareness through radio was held on 29.09.2017 • Visit to Orphanage was held on 16.10.2017 • Institute started segregating dry and wet waste and students have been encouraged to separate waste at source
3.	International Moot Court Competition	"Advocates Legion" VIPS International Moot Court Competition was organized on 13-15 October, 2017
4.	Spring Fest IIT Kharagpur	Workshop in collaboration with Spring Fest IIT Kharagpur and Make Intern On Drafting of International Contracts and Negotiation was organized on 25th-26th September, 2017

***