योगः कर्मसु कौशलम्
IN PURSUIT OF PERFECTION

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 9th March, 2017 **Venue –** Conference Room, Block B **Time:** 11:00 AM

Members Present:

• Prof. Rattan Sharma	Principal Director, (Chairman IQAC)
• Dr. Pawan Whig	Joint Registrar & IQAC Coordinator
• Prof. Meenakshi Gandhi	Dean, VSBS
• Prof. Vinay Kumar	Dean, VSIT
• Rashmi Salpekar	Dean, VLS
• Dr Amit Channa	Dean, VSJMC
• Prof. Shilpa Khatri Babbar	Dean, (ER&P) &Student Welfare
• Prof. Anuradha Jain	Dean, Statuary Compliances & Inspections
• Prof. Supriya Madan	Dean Placement
• Prof. Charu Lata Singh	Dean International Collaboration & Tie-Up
• Mr. Dalip Kumar	Registrar, VIPS

Agenda

- To review the action taken of the decisions of IQAC meeting held on December 1, 2016.
- To review the details of AQAR

Minutes:

- The Chairman IQAC welcomed the members of the VIPS IQAC and congratulated the team members for successfully organizing two days workshop on 'Qualitative Research Methods' on March 2-3, 2107. He further took up the agenda for discussion
- In the meeting, the details of Annual Quality Assurance Report (AQAR) were discussed and finalized
- The Deans of all schools were requested to explore the possibility of applying for major research projects to UGC, ICSSR, AICTE and MSME
- Dean Research, Prof Vinay Kumar was requested to prepare and notify the policy regarding minor projects sponsored by VIPS and also to prepare the budget plan for research for the next academic year 2017-2018

- Prof Charu Lata Singh, Dean International Collaborations & Tie-Up was requested to identify the interest areas of faculty in consideration with respective dean of the departments in which they can offer consultancy to small firms and business houses
- Deans were requested to prepare proper document for student support mechanism like coaching for competitive examinations
- It was informed that all departments are now using Talisma under ERP Solution Smart Campus for uploading student attendance. The software was being used for the automation of Staff attendance, Library, Administration, Accounts and Examination
- The Deans shared the details of the conferences organized by their respective departments
- Dean, Students' Welfare appraised about the grievances addressed by the ICC(SH) during the academic year
- It was emphasized that feedback from students, parents and alumni must be recorded and proper documentation must be maintained by each department
- The meeting ended with thanks to the chair

Action Taken Report for IQAC Meeting held on 9th March, 2017

S. No.	Suggestion/Decision	Action Taken
1.	Dean Research, Prof Vinay Kumar was requested to prepare and notify the policy regarding minor projects sponsored by VIPS and also to prepare the budget plan for research for the next academic year 2017-2018.	Prof Vinay Kumar prepared and notified the policy regarding minor projects sponsored by VIPS and prepared the budget plan for research for the next academic year 2017-2018.
2.	Prof Charu Lata Singh, Dean International Collaborations & Tie-Up was requested to identify the interest areas of faculty in consideration with respective dean of the departments in which they can offer consultancy to small firms and business houses.	Prof Charu Lata Singh, Dean International Collaborations & Tie-Up identified the interest areas of faculty in consideration with respective dean of the departments in which they can offer consultancy to small firms and business houses.
3.	Deans were requested to prepare proper document for student support mechanism like coaching for competitive examinations.	Deans prepared documents for student support mechanism like coaching for competitive examinations.
4.	It was emphasized that the feedback from students, parents and alumni must be recorded and proper documentation must be maintained by each department.	Feedback from students, parents and alumni was recorded and maintained by each department.

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