VIPS
योगः कर्मसु कौशलम्
IN PURSUIT OF PERFECTION

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 1st December, 2016 **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. Anuradha Jain	Dean, VSBS
• Prof. Supriya Madan	Dean, VSIT
• Prof. Rashmi Salpekar	Dean, VSLLS
• Prof. Charu Lata Singh	Dean, VSJMC
• Dr. M Balasuramaniam	Professor
• Ms. Sandhya Sharma	Assistant Professor
• Mr. Amit Channa	Assistant Professor
• Ms. Deepali Vashisth	Assistant Professor
• Ms. Misha Mehta	Assistant Professor
• Ms. Nupur Arora	Assistant Professor

Agenda

- To review the actions taken of the decisions of IQAC meeting held on November 25, 2016
- To review the AQAR

Minutes:

1. At the outset, Chair discussed the objective of collecting semester-wise information in the prescribed format to facilitate timely submission of AQAR to NAAC in June 2017
2. The following faculty members were nominated by deans from respective departments to fill the AQAR format:

- Dr. M Balasuramaniam, VSIT
- Ms Sandhya Sharma, VSIT
- Mr Amit Channa, VSJMC
- Ms Deepali Vashisth, VSLLLS
- Ms Misha Mehta, VSBS
- Ms Nupur Arora, VSBS.

The deans were advised to add more faculty members as required.

3. The chair apprised about the collaborations done with University of Hampshire, Franklin Pierce Centre of IPR and All India Reporter
4. The chair proposed to conduct an Internal Academic Audit coordinated by IQAC. The objective behind the audit is to review the implementation of suggestions regarding quality improvement by the departments
5. It was informed that IQAC will organize a two-day workshop on Qualitative Research Methods in the month of March, 2017 with the objective of strengthening research environment
6. The Deans shared the details of the workshops and seminars organized for faculty and students during the semester
7. It was informed that 6 interdisciplinary minor research projects were approved and grant of INR 10.000/- was issued per project
8. Each department shared the details of the extension activities like Swachh Bharat, I for Environment, VIPS International MUN, Awareness Campaign against Sexual Harassment, Waste segregation, 'Stress Management & Pranic Healing', and various initiatives on health
9. It was decided that each department must propose Short Term Courses for the students
10. It was unanimously decided to have an Alumni Association and to hold annual Alumni meet for the same. Prof Shilpa Khatri Babbar and Ms Chitra Talwar may be approached for the same
11. The meeting ended with thanks to the Chair

Action Taken Report for IQAC Meeting held on 01-12-2016

S.No.	Suggestion/Decision	Action Taken
1.	The chair proposed to conduct an Internal Academic Audit coordinated by IQAC. The objective behind the audit is to review the implementation of suggestions regarding quality improvement by the departments.	Internal Academic Audit was conducted by IQAC.
2.	It was informed that IQAC will organize a two-day workshop on Qualitative Research Methods in the month of March, 2017 with the objective of strengthening research environment.	IQAC organized two-day workshop on Qualitative Research Methods in March, 2017.
3.	It was unanimously decided to have an Alumni Association and to hold annual Alumni meet for the same Prof Shilpa Khatri Babbar and Ms Chitra Talwar may be approached.	Annual Alumni meet was held in March, 2017.
4.	Use of Talisma Software by all Departments for uploading student attendance.	All departments started 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.

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