Vivekananda Institute of Professional Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Dated: 25th November, 2016 **Venue** – Conference Room, Block B **Time:** 11:00 AM

Members Present:

• Prof. Rattan Sharma	Principal Director, (Chairman IQAC)
• Dr. Pawan Whig	Joint Registrar (Statutory Bodies and Associations) & Coordinator IQAC
• Prof. Anuradha Jain	Dean, VSBS
• Prof. Supriya Madan	Dean, VSIT
• Prof. Charu Lata Singh	Dean VSJMC
• Prof. Rashmi Salpekar	Dean, VSLLS
• Prof. Shilpa Khatri Babbar	Dean, ER&P and Students' Welfare
• Prof. Meenakshi Gandhi	Dean, RPC
• Prof. Vinay Kumar	Professor, VSIT
• Prof. K N Tripathi	Former Vice-Chancellor, Agra University, Advisor, VIPS
• Prof. Manoj Kumar Sinha	Director/Vice Chancellor, ILI, New Delhi
• Mr Dalip Kumar	Registrar, VIPS

Agenda

- To create a culture of quality within the institution

Minutes:

- The Chair welcomed the new members of IQAC and shared the objectives and functions of Internal Quality Assurance Cell. The members were apprised of their roles and responsibilities as IQAC members. It was asserted that the role of IQAC is extremely important for establishing and ensuring quality in the institution
- It was suggested that each department must plan and prepare an annual plan for ensuring quality teaching-learning. The annual plan would act as a road map and guide the faculty to achieve the desired results
- It was unanimously agreed upon that quality can be achieved if there is continuous improvement in teaching and therefore it was suggested that each department will focus on conducting FDPs/workshops/Orientation programmes for faculty

- It was proposed that seminars and workshops for students should be organized in order to enhance skills and employability
- The chair emphasized on expanding academic/industry collaborations with prominent institutions and organizations
- It was proposed that faculty must undertake research activities and focus publications in national/international journals of repute
- The need for dedicated Faculty Research Centre was realized and it was decided to create one at the earliest
- The meeting ended with a vote of thanks to the Chair

Action Taken Report for IQAC Meeting held on 25-11-2016

S.No.	Suggestion/Decision	Action Taken
1.	It was suggested that each department must plan and prepare an annual plan for ensuring quality teaching-learning. The annual plan would act as a road map and guide the faculty to achieve the desired development.	Academic Calendar prepared at the beginning of each semester for smooth functioning of Departmental objectives.
2.	It was unanimously agreed upon that quality can be achieved if there is continuous improvement in teaching and therefore it was suggested that each department will focus on conducting FDPs/workshops/Orientation programme for faculty.	Various Workshops for faculty members and Orientation programs for students were conducted by the Departments.
3.	It was proposed that seminars and workshops for students should be organized in order to enhance skills and employability.	Seminars and workshops for students were organized by the Departments in order to enhance skills and employability. Each department conducted 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.
4.	The chair emphasized on expanding academic/industry	MoUs were signed for expanding academic/industry collaborations with prominent institutions and organizations. Collaborations were

	collaborations with prominent institutions and organizations.	done with University of Hampshire, Franklin Pierce Centre of IPR and All India Reporter.
5.	It was proposed that faculty must undertake research activities and focus publications in national/international journals of repute.	Faculty undertook various research activities and published papers/ articles/ books/ review in national/international journals of repute. Six interdisciplinary minor research project were approved and grant of INR 10.000/- was issued per project.
6.	The need for dedicated Faculty Research Centre was realized and it was decided to create one at the earliest.	Faculty Research Centre was established in Block B Ground floor and was adequately enriched.

***