Vivekananda Institute of Professional Studies- Technical Campus

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(Affiliated to GGSIP University, Delhi recognised by Bar Council of India and AICTE)

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Dated: 29th March, 2023 **Time: 03:45 PM** **Venue: Room 103 (B Block)**

Members Present:

- Prof. (Dr.) Anuradha Jain (IQAC Chairperson)
- Dr. Timcy Sachdeva (IQAC Coordinator)
- Ms. Neha Pande
- Dr. Chetna Bhatia
- Dr. Aneela Tahilramani
- Dr. Vani Nijhawan
- Dr. Dheeraj Malhotra
- Dr. Garima Singh
- Mr. Abhinav Singh
- Dr. Bhawna Vij Arora
- Dr. Kritika Nagdev Raisetia
- Dr. Ruchi Shukla
- Dr. Mudita Nagpal
- Dr. Sonal Khurana
- Dr. Divya Agarwal
- Ms. Bharti Seth

- Dr. Pawan Whig

Members Not Present:

- Prof. Deepali Kamthania
- Ms. Ritika Chauhan
- Dr. Anshu Gagal
- Dr. Ridhima Sharma
- Ms. Neha Mangla
- Ms. Jyotika

Agenda Item:

1. To formally introduce newly reconstituted IQAC team members
2. To acquaint team members with the Role of IQAC

Minutes

Prof. (Dr.) Anuradha Jain, IQAC Chairperson and Principal, VIPS- TC welcomed the newly constituted IQAC team members and apprised them with the agenda of the meeting.

- The team was introduced with new IQAC Coordinator, Dr. Timcy Sachdeva. Followed by the formal introduction of all team members. Members were enthusiastic to join IQAC team.
- All the members were familiarized about the IQAC, its purpose and importance and Prof. Jain, emphasized that IQAC is the heart of the institution and we all must work towards achieving quality in teaching, learning, research and student development.
- The team was acquainted about the role of IQAC, that it is not only data collecting, it is much beyond. List of activities for enhancing quality are to be conducted like conference, seminar, workshop and so on under the banner of IQAC. The academic calendar will be prepared after consultation with team members.

- The IQAC team members were informed that they are required to meet the mandatory requirements in terms of data collection and collation not only for NAAC but also for NIRF and NBA also. Prof. Jain, explained the difference between NAAC and NBA in terms of their role and type of data required for each of them.
- The members were sensitized about the immediate requirement of NIRF and AQAR for 2021-2022 and 2022-2023.
- IQAC coordinator was requested to share standard formats for all types of accreditation to ease out the process and standardization can be brought to the maximum.
- In order to conduct smooth functioning of the IQAC cell, suggestions were invited for smooth collection of data and quality initiatives, from the members, as there is always scope of improvement and make the processes and systems easy and simple for everyone.
- The meeting ended with a vote of thanks by Dr. Timcy Sachdeva, IQAC Coordinator.

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Action Taken Report for the Meeting held on 29th March 2023

S.no	Suggestion/Decision	Action Taken
1	To strengthen the Data Collection & compilation, a Standard Formats for Accreditation was being suggested by the team.	Dr. Timcy Sachdeva shared standardized formats; training sessions and workshops were scheduled to familiarize team members with the formats.
2	Members were provided with relevant documents and materials explaining the NAAC mandate and the importance of accreditation.	A dedicated Criterion wise session was organized to address any queries or concerns regarding the IQAC mandate.