Vivekananda Institute of Professional Studies- Technical Campus

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Dated: 19th October, 2023 Time: 12:30 PM onwards Venue: Vice-chairman room (C-Block)

Members Present:

IQAC Core team members from all departments

Agenda Item:

1. Underlying the importance of IQAC Core team, its role and contribution in the entire process

2. Dynamics of team and team building for culture building and helping faculty in internalization process

3. NAAC as a process of documentation and collection of footprints of the organization and its work

Minutes:

The meeting was scheduled for the IQAC core team members. The agenda of the meeting was to review the progress made on NAAC documents, discuss the action plan and role of IQAC. The meeting was convened by Mr. Suneet Vats, Vice- chairman, VIPS-TC. The meeting started with an attempt to understand the concerns, bottlenecks and motivating the members.

Agenda 1:

The meeting began with a discussion on the importance of the Internal Quality Assurance Cell (IQAC) core team, emphasizing its role and contribution to the entire quality assurance process. It was stressed that the IQAC core team plays a pivotal role in ensuring the quality and continuous improvement of

the institution. The responsibilities of the faculty members were outlined, including monitoring and improving academic and administrative processes. The team's role in fostering a culture of quality and excellence within the institution was highlighted. The contributions of the IQAC core team in maintaining and enhancing the institution's accreditation status were discussed.

Agenda 2:

The second agenda item focused on the dynamics of the team and the importance of team building for fostering a culture of quality. It was emphasized that a well-functioning team is essential for the successful internalization process, which involves integrating quality assurance into the daily operations of the institution. Members were sensitized on building the effective team, effective communication, collaboration, and shared goals. Strategies for team building and fostering a culture of quality within the institution were addressed. The importance of faculty involvement and engagement in the internalization process was highlighted, emphasizing the role of the IQAC core team in facilitating this.

Agenda 3:

The final agenda item focused on the data collection and its role as a process of documentation. The accreditation is a critical step in assessing and accrediting the institution's quality and performance. The significance of collecting and presenting accurate and comprehensive data to showcase the institution's accomplishments and areas for improvement. The documents are depiction of footprints of the organization and its work.

Following points were also touched during the meeting:

For smooth functioning of the IQAC cell, suggestions were invited and quality initiatives that can be undertaken. Members of all the departments were motivated to work towards maintaining the milestones and work with high spirt and integrity towards the institution.

It was also emphasized on the ongoing quality assurance efforts to ensure the documents' accuracy and coherence. It was noted that reviews and revisions are crucial to maintain the quality of the content in teaching and research. It was apprised that members to learn from experiences. It was suggested that benchmarks to be set at departmental level to make internalization process smooth.

The meeting concluded with thanks to the chair by Dr. Timcy Sachdeva, IQAC Coordinator.

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