Vivekananda Institute of Professional Studies- Technical Campus

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting (Departmental level)

Month: August, 2024 **Venue: Room 202 (A Block)**

Members Present:

- Dr. Timcy Sachdeva
- Ms. Neha Mangla
- Ms. Jyotika
- Ms. Neha Pande
- Dr. Chetna Bhatia
- Dr. Anuradha Mishra
- Dr. Dheeraj Malhotra
- Dr. Vani Nijhawan
- Dr. Anupama Jha
- Dr. Garima Singh
- Dr. Nipun
- Dr. Anshu Gagal
- Dr. Bhawna Vij Arora
- Dr. Kritika Nagdev Raisetia
- Dr. Ridhima Sharma
- Dr. Ruchi Shukla
- Dr. Bharti Seth

Agenda Item:

1. Deliberation on status review on data collection for AQAR 2023-24
2. Guidelines and procedure of IQAC
3. Bottlenecks / challenges faced during the previous cycle
4. Inviting ideas on quality initiatives

Minutes

The meeting started with deliberation on status review on data collection at departmental level for AQAR annual cycle from 1st June 2023 to 31st May 2024. It was informed that data collection is a regular and continuous process. It must be collected and compiled at departmental level as an ongoing process. Dr. Sachdeva informed about the timeline and adherence to it every year for smooth collection and compilation of data. It was highlighted during the discussion that data must be verified by the IQAC departmental coordinator and approved by the dean. All the departments unanimously decided and informed that will submit the data till 15th September 2024 except VSET will submit by 20th September 2024.

Regarding research data, it was deliberated that department wise data received from dean research office has been shared along with the proofs and that needs arranged in one file. Also incase, someone's record in the sheet is being missed or not provided earlier is required to fill/update the sheet. It was informed to be cautious while entering the data that each column detail must be filled across respective faculty name & publication.

Department coordinators along with the members were requested to conduct the gap analysis especially syllabus and suggest the list of value added courses for their departments that can be undertaken and submit the same to IQAC coordinator.

Further, second agenda of the meeting, guidelines and procedure of IQAC were deliberated in detail with the members and all agreed to apply the timeline from this academic year. The document is attached for reference. Moreover, team was asked about the bottlenecks / challenges faced during the previous cycle.

It was discussed IQAC is a cell that is required to take initiatives and to begin with IQAC newsletter will be launched inviting articles from faculty with the objective of exchange of ideas and insights focused on enhancing the academic and administrative quality of the institution. IQAC Newsletter will be dedicated to exploring innovative ideas, teaching methodologies, the

latest concepts in education, classroom engagement and management techniques, best practices in the field, quality in education, processes and system.

It was also deliberated on IQAC academic calendar for the year 2024-25 and role of members. Further, ideas were invited on quality initiatives that can be undertaken by the cell.

Dr. Timcy Sachdeva, IQAC coordinator concluded the meeting with thanking the members for insightful deliberation.