Vivekananda Institute of Professional Studies- Technical Campus

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 31st January, 2025 Time: 2:00 pm onwards Venue: Room No. 204 (Second Floor, A-Block)

Members Present:

- Prof. Anuradha Jain (Principal and Chairperson IQAC)
- Dr. Timcy Sachdeva (IQAC Coordinator)
- Ms. Neha Mangla
- Ms. Jyotika
- Dr. Neha Pande
- Dr. Chetna Bhatia
- Dr. Anuradha Mishra
- Dr. Dheeraj Malhotra
- Dr. Vani Nijhawan
- Dr. Anupama Jha
- Dr. Garima Singh
- Ms. Ritika Chauhan
- Dr. Anshu Gagal
- Dr. Bhawna Vij Arora
- Dr. Kritika Nagdev Raisetia
- Dr. Ridhima Sharma
- Dr. Ruchi Shukla
- Dr. Bharti Seth

Agenda of the meeting:

1. **Preparedness for data collection for the year 2024-25**
2. **Data uploading on website**
3. **Departmental Summary**
4. **Initiatives to be taken by IQAC**

Minutes of the meeting:

The meeting started with the welcome address by Dr. Timcy Sachdeva, IQAC Coordinator, and discussed the agenda of the meeting and invited, Prof. Anuradha Jain, Principal and Chairperson IQAC to address the member. The discussion initiated with the first agenda of the meeting regarding preparedness for AQAR 2024-2025. The points discussed in the meeting are as follows:

Agenda 1:

1. It was discussed to collect data semester wise, to make verification and compilation easy. It has been unanimously agreed to collect and compile the data latest by 28th February, 2025 and thereafter present the semester wise departmental data from 3rd March, 2025. This will lead to identification of gaps and focus on the filling the gaps.
2. It was emphasized to check and validate the data carefully, first at the departmental level and then it must be verified by the central IQAC team. Ma'am, advised that before submitting the data to central IQAC, to present in departments first, so that each faculty can contribute and identify gaps/ missing data, if any.
3. It is the responsibility of the department convener to make sure that the data is completely correct and flawless.
4. It was emphasised, that the central IQAC team members need to do verification and validation of data thoroughly after receiving data from departments. It was also proposed that departments may constitute Departmental Quality Assurance Cell (DQAC) that can help in collection of data at the departmental level for smooth collection and verification of data.
5. It was informed by Principal Ma'am, that under the new binary system of accreditation by NAAC, the criteria's have been increased to 10 (earlier being 7). The metrics for both binary and maturity-based graded accreditation focuses on processes, outcomes and impact across different attributes of HEIs (instead of mere input-centric). Therefore, all activities/ events for the year 2024-25 must focus on outcome and its impact. This may be added in the format of report at the departmental level and informed IQAC members to discuss with the deans of the respective departments and teams at departmental level.
6. It was informed to the IQAC team to begin with the collection of data for the year 2024-2025 and should not wait for the new format.
7. Further, Ma'am emphasised on having Geo tag photographs for all events is mandatory.

Agenda 2:

1. It was informed that IQAC team must ensure all the documents (along with supporting documents) of their respective criterions, that are compiled and uploaded on NAAC portal for the 2023-24 cycle to be uploaded on website also.

Agenda 3:

1. Departmental summary format (already shared) to be filled and submitted by the departments along with the semester wise data compilation i.e. latest by 28th Feb, 2025.

Agenda 4:

1. It was emphasised once again that role of IQAC is beyond data collection. There is a need to design and conduct sessions on quality initiatives, for instance:
    a. Employability skills for Students
    b. 360-degree feedback mechanism
    c. CO PO attainment
    d. New Teaching Pedagogies
    e. Publish in quality journals
2. It was discussed that each criterion team to conduct at least one event till 20th May, 2025. The event can be FDP, guest lecture, symposium, workshop etc. The criterion convenors after discussing among their team need to submit proposal of the event to the IQAC coordinator latest by 17th February, 2025.

The meeting concluded with thanking Principal, Prof (Dr.) Anuradha Jain and all members.