



An online meeting of the IQAC was held on Saturday, June 19, 2021 at 12:00 pm.

Present:

1. Dr Renu Gupta: Chairperson
2. Dr Adit Gupta: Principal
3. Mrs. Rupa Gupta: Joint Director
4. Dr Mool Raj Sharma: HoD PG
5. Dr Rohnika Sharma: HoD UG
6. Dr Nishta Rana: Deputy HoD PG
7. Dr Monika Bajaj: Deputy HoD UG
8. Ms. Ruchi Sharma: Head, Quality Assurance
9. Mr. Pranav Gandotra: Manager HR Trainings and QA
10. Ms. Jasleen Kour Mohial: Coordinator IQAC

Renu Gupta

The following agenda points were discussed during the meeting:

- Progress regarding AQAR 2020-21
- Deadline for completion of AQAR
- Discussion and completion of Criterion II, i.e. Teaching, learning and Evaluation at the end of HoDs and Deputy HoDs
- Any other with the permission of the Chair

Following are the minutes of meeting:

At the outset, the Chairperson welcomed the members present in the meeting. Thereafter, the following agenda points were taken up for discussion:

1. Progress regarding AQAR 2020-21:
The Coordinator, IQAC, apprised the members about the progress of the AQAR 2020-21. She informed the members that the Qualitative Metrics (QIM) which seek descriptive data or responses have been prepared for criterion I and II at the end of IQAC. Initially Criterion II was taken up as it is one of the most important components with the highest marks assigned. All the criteria in the AQAR shall be taken up individually with the process owners and the objective evidences shall be taken from them for AQAR report.

2. Discussion and completion of Criterion II, i.e. Teaching, learning and Evaluation at the end of HoDs and Deputy HoDs:

The descriptive data prepared for Criterion II was discussed in detail. Important points discussed were related to experiential and participative learning, internship process, use of ICT in teaching, mentoring, innovation and creativity in teaching-learning, assessment and grievance redressal process. Feedback was provided by the Principal, QAO, HODs and Deputy HoDs regarding the appropriateness of the information.

Suggestion were given regarding modification and revision of responses of some metrics. The Principal gave inputs regarding the changes to be incorporated in certain metrics namely 2.2.1, 2.3.5 and 2.6.1. It was decided that the HODs will provide responses to metrics (2.3.7, 2.7.5) that require examples and case studies. The supporting documentary evidence required to be given by the HoDs for each metric was also discussed and noted.


3. Deadline for completion of AQAR:

It was decided that the process owners should divide the work between HoDs and Deputy HoDs to expedite the process of generating data required for AQAR. They were also advised to take the assistance of their office assistants who are working from the institute. A collective decision was taken to take one month for completing the assigned tasks at the end of the HODs of both the departments. However, there will be a review meeting at the end of each week to assess the progress of the assigned tasks and to ensure that the deadline of one month is met.

4. Any other:

The Chairperson instructed the HR Manager to feed all the data regarding the faculty and students in PI360 so as to give quantitative data required for metric 2.7.5. She hoped and believed that the data requirement for criterion II shall be met at the earliest and directed the HoDs to submit a weekly progress report.

The meeting ended with a vote of thanks to the chair.



Coordinator
IQAC

Copy to:

All the members present in the meeting