

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC Accredited Grade "A" Institute

Date: 16.12.2017

Minutes of Meeting

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) was held on 16th December 2017 at 3:30 PM in the Conference Hall, TIAS. Chairperson IQAC shared his pleasure with all the members on being NAAC accredited grade "A" Institute.

Members present

Name	Position
Dr. Ajay Kumar, Director	Chairperson
Mr. Ishan Taneja, MD/CEO, UAS International, New Delhi	Member
Dr. Anmol Arora, Medical Director, AIRSR	Member
Mrs. Sandhya Srivastava, General Secretary, Health & Education Society	Member
Prof. Rajesh Bajaj, Professor, MBA	Member
Dr. Sandeep Kumar, Professor & HoD MBA	Member
Dr. Vishal Khatri, Professor & HoD MCA	Member
Dr. Namita Mishra, Associate Professor, BBA & Head-Student Welfare Committee	Member
Dr. Nidhi Gupta, Associate Professor, BBA & Head-IIC	Member
Dr. Varun Kumar, Assistant Professor, MBA	Member
Dr. Nivedita, Head-T& P Cell	Member
Ms. Ashwinder Kaur, English Faculty, Studymate, Hindustan Times Learning Center	Member
Ms. Dimple Uppal, MBA (2016-18)	Member
Dr. Ajay Pratap Singh, Associate Professor, MBA	IQAC Coordinator

Agenda 1 : To approve the minutes of meeting held on 19.08.2017
Members of the house noted and approved the minutes of IQAC meeting held on 19.08.2017.

Agenda 2 : To appraise the members about the status of action taken on minutes of meeting of IQAC held on 19.08.2017

(a) Agenda 3 : Road map for future
The house was appraised that the 07 criteria in AQAR have been institutionalized department wise and every department is functioning keeping in focus the requirements of 07 criteria in AQAR.

- i. To prepare for the Institute for Accreditation by NAAC as per the date specified
Peer team of NAAC visited the institute on 28th to 29th August 2017. Institute is NAAC Accredited "A" Grade vide NAAC Executive Committee No ES (SC)/27/A&A/78.1 dated September 12, 2017. All members showed their pleasure.
- ii. To establish the procedure for Manpower Planning wrt Faculty Members based on subject expertise.
Procedure for Manpower Planning wrt Faculty Members based on subject expertise was tabled, discussed and approved.
- iii. To develop Academic Manual for Quality improvement Strategies in Academics.
It was informed that Academic Manual is under process and will be tabled to the members of IQAC in the next meeting.
- iv. To develop Academic Formats for Teaching and Learning Process

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All the Academic Formats were put to the members of IQAC. After thorough discussion, it was approved to be executed from even semester 2017-18.

- v. To define the parameters for Research & Development and Consultancy Committee
The various parameters in consonance to AQAR requirement was put up and the same was resolved.
- vi. To convene FDP for honing of research skills
IQAC coordinator informed the house about the FDP that is scheduled w.e.f 26th Dec 2017-08th Jan 2018, sponsored by NSTED, DST, Govt of India. The house showed its satisfaction.
- vii. To redefine the roles & responsibilities of Faculty members.
Redefined roles and responsibilities of Faculty members were tabled and approved.
- viii. To redefine the roles & responsibilities of Members of Training & Placement Cell
Redefined roles and responsibilities of Members of T & P Cell were put up incorporating the requirements of AQAR and the same was approved.
- ix. To enrich the curriculum for improving the employability and
- x. To promote the citizenship in students
Academic Calendar was put to the house that displayed the various events/activities along with its executed status. The members showed their satisfaction.
- xi. To promote digitalization
Institutional Management System was discussed. It was suggested to develop it further.
- xii. To establish the internal audit system for System monitoring & implementation
It was informed to the members of IQAC that internal audit by IQAC will be conducted in the 3rd week of June and the same was resolved.
- xiii. To coordinate with respective departments for timely submission of AQAR.
It was informed that IQAC is coordinating with respective departments for AQAR.

- Agenda 03 : Academic Fests- Technovision & Varchasva**
Technovision-IT Academic Fest & Varchasva –Media Academic Fest were organized where students got the opportunities to hone their skills in the area of IT & Media. The house showed its pleasure for organizing such events.
- Agenda 05 : Students Feedback**
Analysis of students' feedback course wise for odd semester 2017-18 was put up. The house was also appraised that faculty whose ratings were average or below average were counseled for the improvement in the performance. The house approved the same.
- Agenda 06 : Summer Internship**
List of Titles of projects along with the company of summer internship was shared with the members of IQAC. List reflected the diverse area of projects in management and journalism & Mass Communication. House showed its satisfaction.
- Agenda 07 : Events organized as on date**
The reports of events organized by various departments/Committees/clubs were put forward to the IQAC members. They showed their satisfaction.
- Agenda 8 : Any other items with the permission of Chair**
Meeting came to an end *with the vote of thanks to the chair* as no other point was raised by any member.