

**TECNIA INSTITUTE OF ADVANCED STUDIES**

**NAAC Accredited Grade "A" Institute**

**Date: 11.12.2019**

**Notice**

It is to inform all the concerned that the Meeting of Internal Quality Assurance Cell (IQAC) will be held on 19.09.2019 at 2:30 pm in the Conference Hall, TIAS.

**Agenda Points:**

Agenda 1: Review and approval of minutes from the previous IQAC meeting

Agenda 2: Status updates on action items from the previous meeting

Agenda 3: Update on ongoing quality assurance initiatives and projects within the Institute

Agenda 4: To update on feedback Analysis and Action Taken Report

Agenda 5: Discussion on strategies to address student concerns and enhance the overall student experience in online mode of teaching & learning process during lock down

Agenda 6: Report on Faculty Development programs and training opportunities

Agenda 7: Update on research initiatives, publications, and collaborations

Agenda 8: Discuss strategies to promote research and innovation within the university

Agenda 9: Discussion of any infrastructure development plans and improvements to campus facilities

Agenda 10: Review of safety and security measures on campus

Agenda 11: Any other matter with the permission of the chair

Sd-

Dr. Ajay Pratap Singh

(IQAC Coordinator)

CC:

To Director, Deani HoD/ Members

  
Coordinator  
Internal Quality Assessment Cell (IQAC)  
Tecnía Institute of Advanced Studies  
New Delhi-110085

TECNIA INSTITUTE OF ADVANCED STUDIES

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Date: 16.12.2019

Minutes of Meeting

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) held on 16.12.2019 at 2:30 PM in the Conference Hall, TIAS.

**Members present**

Name	Position
Dr. Ajay Kumar, Director	Chairperson
Dr. Ajay Pratap Singh, Associate Professor, MBA	IQAC Coordinator
Mrs. Sandhya Srivastava, General Secretary, Health & Education Society	Member
Mr. Ishan Taneja, MD/CEO, UAS International, New Delhi	Member
Dr. Anmol Arora, Medical Director, AIRSR	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	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	Member
Ms. Dimple Uppal, MBA (2016-18)	Member

**Agenda 1: Review and approval of minutes from the previous IQAC meeting**

The IQAC members confirmed the minutes of the previous meeting.

**Agenda 2: Status updates on action items from the previous meeting**

The IQAC coordinator shared the action taken report from the previous meeting. The members recommended the action taken report details.

**Agenda 3: Update on ongoing quality assurance initiatives and projects within the Institute**

During the meeting, an update was provided on ongoing quality assurance initiatives. Key initiatives were highlighted, including faculty development programs, curriculum enhancements, infrastructure upgrades, and student support services.

**Agenda 4: To update on feedback Analysis and Action Taken Report**

Every year, feedback is collected from different stakeholders. The collected feedback is analysed by IQAC committee members and the analysis report is circulated among different departments.

**Agenda 5: Discussion on strategies to address student concerns and enhance the overall student experience in online mode of teaching & learning process during lock down**

During the meeting, there was a focused discussion on strategies aimed at addressing student concerns and enhancing the overall student experience. During the Pandemic period, the institute utilized the various online platforms like Google meet, Zoom etc. for teaching -learning process. The meeting has reviewed the status of online classes conducted during this lock down phase and also discussed the various challenges faced by students and teachers in this process.

**Agenda 6: Report on Faculty Development programs and training opportunities**

During the meeting, a report was presented on faculty development programs and training opportunities. The report outlined the various programs and opportunities available to faculty members aimed at enhancing their professional development and teaching effectiveness in work from home system. **Agenda**

**Agenda 7: Update on research initiatives, publications, and collaborations**

During the meeting, an update was provided on research initiatives, publications, and collaborations within the institution.

**Agenda 8: Discuss strategies to promote research and innovation within the university**

During the meeting, there was a comprehensive discussion on strategies aimed at promoting research and innovation within the Institute by creating a conducive environment for innovation were explored

**Agenda 9: Discussion of any infrastructure development plans and improvements to campus facilities**

During the meeting, there was a discussion regarding infrastructure development plans and improvements to campus facilities. The discussion also touched upon sustainability initiatives and accessibility enhancements to ensure that campus facilities are environmentally friendly and inclusive.

**Agenda 10: Review of safety and security measures on campus**

During the meeting, a review was conducted of safety and security measures on campus, COVID -19 protocol of social distancing and sanitisation of workplace at regular intervals.

**Agenda 11: Any other matter with the permission of the chair**

During the meeting, participants were invited to address any additional matters with the permission of the chair. This open forum provided an opportunity for members to raise any relevant issues, concerns, or suggestions not covered in the agenda.

**The meeting ended with the vote of thanks to the chair**

  
Coordinator  
Internal Quality Assessment Cell (IQAC)  
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**Date: 16.03.2020**

**Action Taken Report**

**Agenda 3: Update on ongoing quality assurance initiatives and projects within the Institute**

**Action Taken:** Key initiatives have been highlighted, including faculty development programs, curriculum enhancements, infrastructure upgrades, and student support services.

This update will reaffirm the institution's commitment to continuous improvement and quality assurance.

**Agenda 4: To update on feedback Analysis and Action Taken Report**

**Action Taken:** The Heads of the departments have taken necessary Actions for improving the curriculum and enhance academic flexibility based on the analysis report.

**Agenda 5: Discussion on strategies to address student concerns and enhance the overall student experience in online mode of teaching & learning process during lock down**

**Action Taken:** Suggestions have been provided to overcome the problems and also suggested mechanisms for conducting online exams. All faculties are advised to attend the workshops on LMS and Online Teaching.

**Agenda 7: Update on research initiatives, publications, and collaborations**

**Action Taken:** Institute will make campus conducive for research.

**Agenda 8: Discuss strategies to promote research and innovation within the university**

**Action Taken:** Institute will sign MoUs with organizations/institutes for student exchange, training and internship were It was emphasized that by implementing these strategies, the Institute will enhance its research, attract talented researchers and scholars, and contribute meaningfully to knowledge creation and societal impact.

**Agenda 9: Discussion of any infrastructure development plans and improvements to campus facilities**

**Action Taken:** The library will do cataloguing and indexing system, to make resources available in the digital library for the access of students in online mode of education.

**Agenda 10: Review of safety and security measures on campus**

**Action Taken:** Efforts have been made to continuously improve and strengthen safety measures to uphold the welfare of the campus community.

  
**Coordinator**  
**Internal Quality Assessment Cell (IQAC)**  
**Tecnia Institute of Advanced Studies**  
**New Delhi-110085**