

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC Accredited Grade "A" Institute

Date: 15.06.2018

Notice

It is to inform all the concerned that the Meeting of Internal Quality Assurance Cell (IQAC) will be held on 16.03.2018 at 4:00 pm in the Conference Hall, TIAS.

Agenda Points:

1. To approve the minutes of meeting held on 16.03.2018
2. To discuss on initiatives to improve Student Welfare and support services
3. To inform and discuss the infrastructure and facilities enhancement
4. To discuss and finalize Faculty Development and Training Programs
5. To discuss on strategies to promote research culture in the Institute
6. To review the feedback collected for curriculum from different stakeholders
7. To discuss and finalize the mentoring process
8. Future Plans and Goals for Quality Enhancement
9. Any other agenda with the permission of the chair

Sd-

Dr. Ajay Pratap Singh

(IQAC Coordinator)

CC:

To Director, Dean/ HoD/ Members


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

TECNIA INSTITUTE OF ADVANCED STUDIES

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Date: 22.06.2018

Minutes of Meeting

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) held on 22nd June 2018 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 : To approve the minutes of meeting held on 16.03.2018

Members of the house noted and approved the minutes of IQAC meeting held on 16.03.2018.

Agenda 2: To discuss on initiatives to improve Student Welfare and support services

The IQAC member's discussion on the importance of fostering a conducive environment for students' overall well-being led to a constructive dialogue concerning various initiatives to enhance student support services.

Agenda 3: To inform and discuss the infrastructure and facilities enhancement

The members admitted the importance of enhancing infrastructure and facilities to better serve the academic community. It was agreed upon to renovate the existing facilities, expansion plans, technology upgrades, and accessibility improvements. Dr. Ajay Kumar apprised the members regarding the development of the campus infrastructure facilities. The importance of aligning these enhancements with the institution's long-term strategic goals and the enhancement of the overall learning and working environment was discussed.

Agenda 4: To discuss and finalize Faculty Development and Training Programs

Highlighting the significance of continuous professional growth for the faculty, members, Dr. Rajesh Bajaj suggested strategies to incorporate faculty development. The discussion was focused on ways of identifying relevant training topics, sourcing external trainers or experts, and creating a structured plan for ongoing development initiatives.

The meeting underscored the institution's commitment to fostering a supportive environment for faculty growth and improving teaching quality.

Agenda 5: To discuss on strategies to promote research culture in the Institute

The discussion, focused on the agenda item on Strategies to Promote Research Culture spurred exchange of ideas regarding strategies for motivating faculty and students to actively participate in research activities. Chairperson pointed out categorically the establishment of research mentorship programs, increasing research funding opportunities, fostering interdisciplinary collaboration, and providing access to research resources and infrastructure. The significance of aligning research goals with the Institute's mission and vision was pointed out by the Chairperson. One of the members stressed on commitment to formulate a comprehensive plan to promote research culture and monitoring progress towards achieving research excellence within the Institute.

Agenda 6: To review the feedback collected for curriculum from different stakeholders

The Institute has a good practice of collection of feedback from various stakeholders like faculty and students. IQAC has initiated a robust feedback analysis mechanism and the feedback collected for 2017-18 AY is analysed and the reports are circulated to all the different departments for preparing.

Agenda 7: To discuss and finalize the mentoring process

The various departments of the Institute have adopted the Mentor-Mentee process to foster a healthy development process among the students for benefitting them with teaching learning process and overall development process.

Agenda 8: Future Plans and Goals for Quality Enhancement

Attendees engaged in a comprehensive dialogue concerning the identification of strategic goals and action plans aimed at enhancing the overall quality of education and services. Key areas of discussion included curriculum development, faculty development, student support, research initiatives, and infrastructure enhancements. Participants emphasized the need to align future plans with the institution's mission and the evolving needs of the academic community.

Agenda 9: Any other agenda with the permission of the chair

The meeting adjunct with discussion various aspects of the Institute development initiatives

The meeting ended with vote of thanks to the chair


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Date: 21.09.2018

Action Taken Report

Agenda 2: To discuss on initiatives to improve Student Welfare and support services

Action Taken: The discussion majorly included the implementation of mentoring programs, mental health support, career counseling, and extracurricular activities aimed at holistic student development. Attendees expressed a collective commitment to creating a more supportive and inclusive environment for students and agreed to form a task force to further explore, plan, and implement these initiatives, ensuring the institution's continued focus on student welfare.

Agenda 3: To inform and discuss the infrastructure and facilities enhancement

Action Taken: Institute will conduct a thorough need assessment, and develop a comprehensive plan for implementation while ensuring fiscal responsibility and sustainability.

Agenda 4: To discuss and finalize Faculty Development and Training Programs

Action Taken: A committee will be constituted to oversee the implementation of faculty development programs and the development of a comprehensive training calendar.

Agenda 5: To discuss on strategies to promote research culture in the Institute

Action Taken: As part of the plan of action developed by the Internal Quality Assurance Cell (IQAC) for the academic session 2018-19, Memorandums of Understanding (MoUs) have been signed with various organizations and institutions to facilitate collaborations for student activities, including training, internships, and more.

Agenda 6: To review the feedback collected for curriculum from different stakeholders

Action Taken: As part of the continuous quality improvement process, feedback on the curriculum was collected from various stakeholders, including students, faculty, alumni, employers, and industry experts. This review provides an analysis of the feedback received and outlines the actions taken to address the suggestions and concerns raised.

Agenda 7: To discuss and finalize the mentoring process

Action Taken: The mentors have given the responsibilities for regular interacting and maintaining the records of the students.

Agenda 8: Future Plans and Goals for Quality Enhancement

Action Taken: It has been decided to further refine and prioritize the identified goals, establish a clear roadmap for implementation, and ensure regular monitoring and evaluation to track progress toward quality enhancement.

Agenda 9: Any other agenda with the permission of the chair

The meeting adjunct with discussion various aspects of the Institute development initiatives.


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