

TECNIA INSTITUTE OF ADVANCED STUDIES  
Grade 'A' Institute

INTERNAL QUALITY ASSURANCE CELL

Date: 23.03.2023

Session: 2022-23

Notice

It is to inform all the concerned that the Meeting of Internal Quality Assurance Cell (IQAC) will be held on 27<sup>th</sup> March, 2023 at 10:30 AM in the Conference Hall of Institute .

**Agenda Points:**

1. To approve the minutes of the meeting held on 19.09.2022
2. To appraise the members about the status of action taken on minutes of meeting of IQAC held on 19.09.2022.
3. Reconstitution of IQAC Committee.
4. To discuss the feedback analysis of various stakeholders in the academic session 2022-2023
5. Reconstitution of IQAC Committee
6. Events organized as on date
7. IQAC coordinator presented the academic performance of students
8. To promote Faculty for more publications
9. To discuss & planning about the increase in consultancy activities
10. Any other items with the permission of Chair

Sd-  
Dr. Sachin Sabharwal  
(IQAC Coordinator)

INTERNAL QUALITY ASSURANCE CELL (IQAC)  
TECNIA INSTITUTE  
New

**CC:**

- To Dean, Tecnia Institute of Advanced Studies for kind information
- To Director, Tecnia Institute of Advanced Studies for kind information

**TECNIA INSTITUTE OF ADVANCED STUDIES**  
Grade 'A' Institute

**INTERNAL QUALITY ASSURANCE CELL**

**Date:** 27.03.2023

**Minutes of Meeting**

Meeting of Internal Quality Assurance Cell (IQAC) held on 27<sup>th</sup> March 2023 at 10:30 AM in the Conference Hall of Institute

**Members present**

<b>Name</b>	<b>Position</b>
Dr. Ajay Kumar, Director	Chairperson
Dr. Sachin Sabharwal	IQAC Coordinator
Dr. Sandeep Kumar ,Professor, MBA	Member
Mrs. Sandhya Srivastava, General Secretary, Health & Education Society	Member
Dr. Megha Sharma, Assistant Professor	Member
Dr. Deepak Sonkar, Professor & HoD BCA	Member
Mr. Shirish Singh, TIAS	Member
Dr. M. N. Jha, TIAS	Member
Dr. Sheenu Arora, TIAS	Member
Dr. Ashutosh Bajpai, Professor, TIAS	Member
Dr. Varun Kumar, Associate Professor, MBA	Member
Dr. Vipul Pratap, Associate Professor, BA(JMC)	Member
Dr. Nivedita, Head-T& P Cell	Member
Ms Anchal, MBA (2021-23 Batch)	Member
Ms. Shivani Khandelwal, Alumni MBA (2018-20)	Member

**Agenda 01: To approve the minutes of meeting held on 19.09.2022**

Members of the house noted and approved the minutes of IQAC meeting held on 19.09.2022.

**Agenda 02: To apprise the members about the status of action taken on minutes of meeting of IQAC held on 19.09.2022**

Members were appraised about the action taken on minutes of meeting of IQAC held on 19.09.2022.

**Agenda 03: Reconstitution of IQAC Committee.**

The IQAC committee is reconstituted with new members replacing the few members who left the Institute.  
Members welcomed the new member.

**Agenda 04: To discuss the feedback analysis of various stakeholders in the academic session 2022-2023**

Analysis of online feedback for academic session 2022-23 was put up before members. Members suggested that those faculties whose ratings were below average should be called by the respective HoD, IQAC Coordinator and Director to

counsel/guide him/her for the improvement.

**Agenda 5: Reconstitution of IQAC Committee**

- The IQAC committee is reconstituted with new members replacing the few members who left the organization.
- New members were welcomed into IQAC Committee and introduced to the committee of members during the meeting

**Agenda 05: To discuss the Progression of 'Research and Development' for the academic session 2022-23.**

Details of faculty's research for the academic session 2022-23 were presented. It was recommended to improve further the research credentials of faculty members particularly writing research papers by students under their guidance for publishing the papers in renowned National / International UGC Care Journals.

**Agenda 06: 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.  
21 Number of extension and outreach programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. ) and/or those organized in collaboration with industry, community and NGOs during the year .

**Agenda 07: To discuss academic performance of students**

Result for MBA 2019-2021 Batch & BA (J&Mc) 2019-21 Batch  
20% student got above 90% in BCA (2019-22),96% more than 80% in BCA (2019-22),  
18% student got above 90% in BA(JMC) (2019-22),99% more than 80% BA(JMC) (2019-22),  
41% student got above 90% in MBA (2020-22),100% more than 80% MBA (2020-22),  
1% student got above 90% in BBA (2019-22),89% more than 80% BBA (2019-22),  
House showed its satisfaction.

**Agenda 08: To promote Faculty for more publications**

IQAC –Coordinator informed that 50 papers published in the year 2021 in journals. 3 books published by the Faculties. Members appraise on the publication.  
It was also decided to encourage the departments for publications in UGC Care Journals only. It was further decided to contribute in Book Publication also.

**Agenda 09: To discuss & planning about the increase in consultancy activities**

R & D Cell will take care to the increase in consultancy activities

**Agenda 10: Any other items with the permission of Chair**

Meeting came to an end with the vote of thanks to the chairs as no other point was raised by any member for discussion.

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

*Jooken Sahy*  
INTERNAL QUALITY ASSESSMENT CELL (IQAC)  
TECNA INSTITUTE OF ADVANCED STUDIES  
NEW DELHI - 110085

**TECNIA INSTITUTE OF ADVANCED STUDIES**  
**Grade 'A' Institute**

**INTERNAL QUALITY ASSURANCE CELL**

**Date:** 26.06.2023

**Action Taken Report**

**Agenda 04: To discuss the feedback analysis of various stakeholders in the academic session 2022-2023**

Analysis of online feedback for academic session 2022-23 was put up before members. Members suggested that those faculties whose ratings were below average should be called by the respective HoD, IQAC Coordinator and Director to counsel/guide him/her for the improvement.

**Action Taken:**

1. Identified faculties with below-average ratings based on the analysis of online feedback for the academic session 2022-2023.
2. Scheduled counseling/guidance sessions for identified faculties in coordination with respective HoDs and Director.
3. Conducted counseling/guidance sessions focusing on enhancing teaching effectiveness and overall performance.
4. Provided support and resources to faculties as needed for improvement, including access to professional development opportunities.
5. Implemented mechanisms for monitoring and evaluating the progress of faculties post-counseling/guidance sessions.
6. Scheduled follow-up meetings to review progress and discuss further action, if required.

The action taken report reflects commitment to addressing feedback and implementing measures for continuous improvement in Institute. Various constituents are dedicated to foster a conducive academic environment and ensuring the holistic development.

**Agenda 05: To discuss the Progression of 'Research and Development' for the academic session 2022-23.**

**Action Taken :**

1. Conducted a comprehensive review of the 'Research and Development' initiatives undertaken during the academic session 2022-23.
2. Identified key achievements and areas requiring improvement in research and development activities

3. Implemented strategies to enhance the research culture and foster innovation among faculty and students.
4. Organized workshops, seminars, and guest lectures to facilitate knowledge sharing and collaboration in research.
5. Established collaborations with industry partners, research institutions, and funding agencies to support research endeavors.
6. Enhanced infrastructure and facilities to support research activities, including laboratories, libraries, and research centers.
7. Encouraged faculty members to pursue research projects and publications, providing necessary support and resources.
7. Monitored and evaluated the progress of research projects, publications, and funding acquisition regularly.
8. Solicited feedback from faculty and students to assess the effectiveness of research and development initiatives.
10. Reviewed and revised research policies and guidelines to align with emerging trends and best practices.

The action taken report highlights our commitment to advancing research and development initiatives at Tecnia Institute of Advanced Studies. Through collaborative efforts and strategic interventions, we aim to foster a vibrant research culture and contribute to knowledge creation and dissemination in our academic community.

**Agenda 06:** Events organized as on date.

**Action Taken:**

Reviewed reports of Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. ) and/or those organized in collaboration with industry, community and NGOs during the year organized by various departments, committees, and clubs at Tecnia Institute of Advanced Studies.

1. Examined the diversity and scope of events conducted to promote academic, cultural, and extracurricular activities among students and faculty.
2. Evaluated the effectiveness of event planning, coordination, and execution to ensure quality and participation.
3. Acknowledged successful events that received positive feedback and contributed to the

enrichment of the academic environment.

4. Identified areas for improvement in event management, including logistics, publicity, and participant engagement.
5. Provided feedback and recommendations to departments, committees, and clubs for future event planning and implementation.
6. Encouraged collaboration and synergy among different stakeholders to optimize resources and maximize the impact of events.
7. Monitored attendance, feedback, and outcomes of events to assess their overall impact on the institute community.
8. Documented best practices and lessons learned from past events to inform future event planning and execution.

The action taken report reflects our commitment to fostering a vibrant and engaging campus environment through a diverse range of events at Tecnia Institute of Advanced Studies. By leveraging the collective efforts and creativity of our community members, we aim to create memorable experiences and opportunities for learning, growth, and enjoyment.

#### **Agenda 08: Promoting Faculty for Increased Publications**

##### **Action Taken:**

1. Reviewed the minutes of the meeting held at IQAC regarding the promotion of faculty for increased publications.
2. Identified strategies to incentivize and support faculty members in their research and publication endeavors.
3. Conducted a survey to assess the current publication output of faculty members and identify areas for improvement.
4. Established a publication incentive program to recognize and reward faculty members for their scholarly contributions.
5. Organized workshops and training sessions on research methodologies, writing techniques, and publication ethics to enhance faculty's publishing skills.
6. Facilitated access to research resources, including journals, databases, and funding opportunities, to support faculty's publication efforts.

7. Formed research support groups and mentorship programs to provide guidance and collaboration opportunities for faculty members.
8. Encouraged interdisciplinary collaboration and co-authorship among faculty members to broaden the scope and impact of their research.
9. Monitored faculty's publication progress and provided regular feedback and support to ensure sustained momentum.
10. Recognized and celebrated faculty members' publishing achievements through internal communications and awards ceremonies.

The action taken report demonstrates our commitment to fostering a culture of research and scholarship at Institute. By providing targeted support, incentives, and resources, Institute aim to empower faculty members to enhance their publication output and contributes meaningfully to their respective fields.

#### **Agenda 09: To discuss & planning about the increase in consultancy activities**

##### **Actions Taken:**

1. **Assignment of Responsibility:** The R&D Cell has been designated as the focal point for coordinating and overseeing the augmentation of consultancy activities.
2. **Identification of Opportunities:** The R&D Cell has commenced an assessment to identify potential areas where consultancy services can be expanded.
3. **Networking and Collaboration:** Efforts are underway to establish partnerships and collaborations with external organizations, industries, and stakeholders to facilitate consultancy engagements.
4. **Capacity Building:** Initiatives for enhancing the capacity of faculty members and researchers to engage in consultancy work are being planned and implemented by the R&D Cell.
5. **Promotional Activities:** Strategies for promoting the consultancy services offered by the institution are being developed, including the creation of marketing materials and participation in relevant events and forums.
6. **Monitoring and Evaluation:** A mechanism for monitoring the progress of consultancy activities and evaluating their impact is being established to ensure effectiveness and continuous improvement.

##### **Next Step**

1. **Regular Updates:** The R&D Cell will provide regular updates on the progress of consultancy activities during subsequent IQAC meetings.

2. **Feedback Mechanism:** A feedback mechanism will be implemented to solicit input from stakeholders regarding their experience with the consultancy services provided.
3. **Review and Adaptation:** The strategies and initiatives related to increasing consultancy activities will be reviewed periodically, and necessary adjustments will be made based on feedback and changing circumstances.

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*gauri Sehgal*

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