

**TECNIA INSTITUTE OF ADVANCED STUDIES**

**Grade 'A' Institute**

**INTERNAL QUALITY ASSURANCE CELL**

**Session: 2024-25**

**Date: 28<sup>th</sup> Oct'2024**

**Notice**

It is to inform all the concerned that the Meeting of Internal Quality Assurance Cell (IQAC) will be held on 04.11.2024 at 2:30 pm in the Conference Hall of Institute to discuss about the upcoming NAAC visit.

**Agenda Points:**

1. Review and approval of minutes from the previous IQAC meeting
2. Status updates on action items from the previous meeting
3. Update on research initiatives, publications, and collaborations
4. Discussion of any infrastructure development plans and improvements to campus facilities
5. To consider the feedback analysis based on various stakeholders and action taken by various departments
6. Report on institutional developments and achievements
7. Discussion on Collaborative Initiatives for Quality Enhancement
8. Review of NAAC Accreditation and Assessment Activities

Sd-

Dr. Sandeep Kumar

(IQAC Coordinator)

CC:

- To Director, Dean/ HoD/ Members

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

**TECNIA INSTITUTE OF ADVANCED STUDIES****Grade 'A' Institute****INTERNAL QUALITY ASSURANCE CELL****Date: 04.11.2024****Session: 2024-25****Minutes of Meeting**

Meeting of Internal Quality Assurance Cell (IQAC) held on 04.11.2024 at 2:30 PM in the Conference Hall of Institute to discuss about SSR.

**Members present**

<b>Name</b>	<b>Position</b>
Dr. Ajay Kumar, Director	Chairperson
Dr. Sandeep Kumar, Professor, MBA	IQAC Coordinator
Mrs. Sandhya Srivastava, General Secretary, Health & Education Society	Member
Dr. Pooja Sharma, HoD MBA	Member
Dr. Sushma Bahuguna, Professor & HoD, DICT	Member
Dr. Monisha, HoD BBA	Member
Dr. Shivendu Kumar Rai, HoD BAJMC 1 <sup>st</sup> Shift	Member
Dr. Gopal Thakur, HoD BAJMC 2 <sup>nd</sup> Shift	Member
Dr. M. N. Jha, TIAS	Member
Dr. Sheenu Arora, TIAS	Member
Dr. Nivedita, Head-T&P Cell	Member
Dr. Rajesh, Asso. Prof. Coordinator, BCA	Member
Dr. Neeta Kashyap, Asso. Prof. Coordinator, BCA	Member
Dr. Pushpa Rani, Asst. Prof. Coordinator, BCom	Member
Ms. Mansi Sharma, BA(JMC) (2022-25)	Member

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

Under the leadership of Dr. Ajay Kumar, the IQAC conducted an in-depth discussion regarding the institution's readiness for the forthcoming NAAC evaluation. Stressing the necessity of precise data compilation, thorough analysis, and accurate documentation, M. N. Jha, Dean of Academics, underscored their significance in ensuring a positive outcome. Endorsing this perspective, IQAC Coordinator Dr. Sandeep Kumar proposed the formation of a specialized task force to streamline data collection and verification procedures.

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

Dr. Pooja Sharma, HoD-MBA, explored ways to refine teaching and learning approaches. She underscored the value of creating a stimulating academic setting that encourages student participation and enhances critical thinking.

**Agenda 3: Update on research initiatives, publications, and collaborations**

Dr. Shivendu Kumar Rai, Criteria 3 Incharge, and Dr. Pushpa Rani, Co-incharge, provided a detailed overview of the institution's research activities, highlighting key publications, ongoing projects, and collaborative ventures. The session facilitated an engaging discussion, reinforcing the institution's dedication to research expansion. Significant external partnerships were also showcased, further demonstrating a commitment to academic excellence and scientific progress.

**Agenda 4: Discussion of any infrastructure development plans and improvements to campus facilities.**

Dr. Monisha, Incharge of Criteria - 4, shared valuable details on infrastructure development and campus facility advancements with all members. The discussion underscored the necessity of careful planning and resource management to ensure that infrastructure projects support NAAC certification requirements while catering to the institution's educational and functional objectives.

**Agenda 5: To consider the feedback analysis based on various stakeholders and action taken by various departments**

Feedback on institutional teaching-learning practices is obtained from students, faculty, alumni, and employers, focusing on curriculum development. The IQAC processes this feedback and disseminates it to department heads for review. This leads to the incorporation of skill-based and value-added courses. The ATR is then presented to the department DAC for approval and subsequent implementation.

**Agenda 6: Report on institutional developments and achievements**

Various domains of progress were explored during the discussion, including excellence in education, groundbreaking research, improvements in infrastructure, and active community participation.


**Agenda 7: Discussion on Collaborative Initiatives for Quality Enhancement**

The Collaborative Initiatives for Quality Enhancement meeting provided a platform for an engaging dialogue among participants, focusing on strengthening partnerships to elevate the quality of education and services. Dr. Ajay Kumar delivered an update on the relevant data.

**Agenda 8: Review of NAAC Accreditation and Assessment Activities**

During the Oct' 2024 meeting on the Review of NAAC Accreditation and Assessment Activities, Members also inquired about the status of upcoming NAAC visit. SSR submitted on 18<sup>th</sup> October'2024.

**The meeting ended with vote of thanks to all the members.**

  
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**TECNIA INSTITUTE OF ADVANCED STUDIES**

**Grade 'A' Institute**

**INTERNAL QUALITY ASSURANCE CELL**

**Date:** 15<sup>th</sup> Nov' 2024

**Session: 2024-25**

**Action Taken Report**

**Agenda 3: Update on research initiatives, publications, and collaborations**

**Action Taken:** Dr. Shivendu (Incharge, Criteria 3) and Dr. Pushpa (Co-Incharge) will be responsible for compiling faculty research and publication data for 2024-25 and submitting it for discussion in the next meeting.

**Agenda 5: To consider the feedback analysis based on various stakeholders and action taken by various departments**

**Action Taken:** Following stakeholder feedback analysis by the IQAC, department heads took action as follows:

- **Curriculum Updates:** Revised existing courses based on feedback.
- **New Course Introductions:** Added supplementary courses for enhanced learning.
- **Skill-Based Training:** Developed job-oriented courses to boost employability.

All proposed changes were reviewed and approved by the DAC before implementation, ensuring alignment with institutional goals.

**Agenda 6: Report on institutional developments and achievements**

**Action Taken:** The institution continues to push boundaries in various domains:

- Striving for **academic excellence**, the department aims to refine teaching methodologies and introduce innovative pedagogies to enhance student performance.
- In **research**, faculty and students are making strides by increasing publications, attending global conferences, securing funding, and collaborating with key stakeholders.
- **Infrastructure advancements** remain a priority, with investments in modern facilities, cutting-edge laboratories, and enriched learning resources.
- Deeply committed to **community service**, the institution actively engages in impactful projects, sustainability efforts, and partnerships with local organizations.

These initiatives reaffirm the institution's unwavering commitment to growth and excellence.

#### **Agenda 7: Discussion on Collaborative Initiatives for Quality Enhancement**

**Action Taken:** The recent **Collaborative Initiatives for Quality Enhancement** meeting facilitated constructive discussions among faculty, administrators, and external stakeholders. The primary focus was on fostering collaborations to elevate institutional quality.

#### **Key Highlights:**

1. **Engagement & Dialogue:** Stakeholders shared best practices and identified collaboration opportunities.
2. **Strategic Partnerships:** Academic institutions, industry experts, and research organizations were explored as potential partners for joint projects and exchange programs.
3. **Integration into Quality Framework:** Participants discussed methods for embedding collaborative efforts into institutional policies for long-term impact.
4. **Data Presentation:** Dr. Ajay Kumar provided an update on current collaborative initiatives, presenting performance metrics and areas for further improvement.

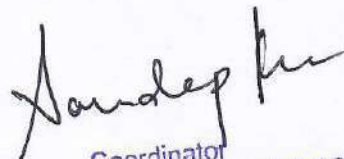
The meeting reaffirmed the institution's commitment to leveraging strategic collaborations for sustained educational excellence.

#### **Agenda 8: Review of NAAC Accreditation and Assessment Activities**

**Action Taken:** During the Review of NAAC Accreditation and Assessment Activities meeting in Oct 2024, the following decisions and actions were taken:

1. **Submission of NIRF :**
  - It was decided to submit the NIRF.
2. **Status Enquiries:**
  - Members inquired about the current status of various reports and assessments:
    - **NIRF (National Institutional Ranking Framework):** Discussion on the data compilation and submission process, ensuring alignment with ranking criteria.
    - **AISHE (All India Survey on Higher Education):** Updates on the data collection and submission status for the survey, focusing on compliance with reporting requirements.

These discussions and updates emphasized the institution's proactive approach in preparing and submitting necessary documentation for accreditation and assessment activities, ensuring compliance and readiness for evaluation.

  
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