

**MEETING**

**OF THE**

**INTERNAL QUALITY ASSURANCE CELL**

**DATE : Saturday, 12<sup>th</sup> August 2023**

**TIME : 2:00 PM**

**VENUE : Edusat Room**

## AGENDA

The following points will be discussed during the meeting:

- To reconstitute the IQAC committee
- To discuss various activities of IQAC for the Academic Year 2023-24
- To discuss and share plan of action of all the committees for the Academic Year 2023-24.
- To effectively plan and accomplish the preparation as well as submission of the previous AQAR within the designated timeframe.
- To discuss the measures to further improve the quality of education and streamline submissions of previous semester.
- To encourage all committees for active participation for the smooth conduct new Academic Year.
- Any other matter with the permission of Chair.


*Pratiksha*


**Dr. Pratiksha Tiwari**  
**Coordinator**  
**IQAC, DIAS**

## RECORD OF NOTES OF DISCUSSION OF IQAC MEETING HELD AT DIAS

For enhancing the Education Quality of the Institute, IQAC members discussed following points in the meeting.

1. The committee discussed and unanimously approved the reconstitution of the Internal Quality Assurance Cell (IQAC).
2. The IQAC coordinator briefed the committee members with all the requirements and the formats for planning the activities for the academic year 2023–2024. The need for the faculty members to coordinate their efforts and concurrently record pertinent data and information was also discussed.
3. The IQAC discussed and shared the proposed plans of action for all institutional committees for the Academic Year 2023-24, ensuring alignment with the institution's objectives and quality enhancement initiatives, while emphasizing the timely execution of activities and periodic review of progress.
4. The IQAC deliberated on the effective planning and timely accomplishment of the preparation and submission of the previous AQAR, emphasizing adherence to the designated timeframe and ensuring accuracy and compliance with NAAC requirements.
5. The IQAC discussed measures to enhance the quality of education by implementing best practices and strategies, while emphasizing the need to streamline the timely submission of key academic documents such as lecture plans, question banks, and solution sets from the previous semester.
6. The IQAC emphasized the importance of active participation by all committees to ensure the smooth and effective conduct of activities and initiatives for the new Academic Year, fostering collaboration and accountability among members. The committee emphasized on increased collaboration with outside agencies and corporate trainers for promoting interdisciplinary courses and projects to broaden students' perspectives and skill sets.
7. The Head(s) of the Departments were apprised to encourage faculty members and students to engage in research projects to foster a culture of inquiry and innovation.
8. For improvement in teaching methodology, the committee proposed organizing workshops on innovative pedagogies such as active learning and flipped classrooms, along with implementing peer observation programs for constructive feedback.

  
**Dr. Pratiksha Tiwari**  
Coordinator  
IQAC, DIAS

  
**Dr. N. Malati**  
Chairperson  
IQAC, DIAS



## ACTION TAKEN REPORT

1. As per the discussions and strategies outlined, all committees took proactive steps to formulate their respective plans, ensuring alignment with the established guidelines as per the criteria and quality parameters outlined by NAAC. Each committee tailored its activities to address specific goals and priorities, effectively coordinating efforts to enhance educational quality.
2. As per the discussion in the meeting, the Academic Committee members and Course Coordinators discussed key aspects of the academic calendar and established targets for the upcoming year while focusing on enhancing faculty teaching skills and pedagogical techniques. They reviewed the academic calendar to ensure it aligns with institutional goals, allowing adequate time for teaching, assessments, and co-curricular activities.
3. The use of educational technologies and development of inclusive teaching strategies to meet diverse learning needs was emphasized. In this regard, focus was laid on training faculty to improve their teaching skills, stay updated on pedagogical approaches, and contribute to the overall quality of education at the institution.
4. For promotion of student engagement and effective teaching environment, specific measurable targets were set for student performance and faculty engagement. And a thorough evaluation of the existing infrastructure, including classrooms, library, and IT facilities was conducted and deficiencies were fulfilled.
5. Additionally, mentorship programs for new faculty and collaborative research initiatives were encouraged. By establishing regular student feedback mechanism and providing professional development opportunities, the efforts aimed to foster a dynamic and effective teaching environment to promote student engagement and success.
6. Various strategies were discussed to encourage and support faculty members in their research pursuits. Faculty members were motivated to attend Faculty Development Programs (FDPs) to enhance their professional growth, teaching capabilities and research-oriented skills.
7. The committee guided Academic Coordinators for the effective integration of Massive Open Online Courses (MOOCs) through the SWAYAM platform, as incorporated into the syllabus by GGSIPU. Provided necessary support to students for seamless access and utilization of the platform to enhance their learning experience.
8. The admission process kick started for various courses offered at the Institution namely BBA, B.Com(H), MBA & MBA(FM). The deployment of social media tools as part of the admission process to provide timely information to aspirants, enhance engagement, and facilitate outreach, while also acknowledging the provision of career guidance to students as an integral part of supporting their academic and professional development.