

**TECNIA INSTITUTE OF ADVANCED STUDIES**

**Grade 'A' Institute**

**INTERNAL QUALITY ASSURANCE CELL**

**Date: 27<sup>th</sup> Jan'2024**

**Session: 2023-24**

**Notice**

It is to inform all the concerned that the Meeting of Internal Quality Assurance Cell (IQAC) will be held on 03.02.2024 at 2:30 pm in the Conference Hall of Institute to discuss about the status of AQAR 2021-22.

**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

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Dr. Sandeep Kumar

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

CC:

- To Director, Dean/ HoD/ Members

**TECNIA INSTITUTE OF ADVANCED STUDIES****Grade 'A' Institute****INTERNAL QUALITY ASSURANCE CELL****Date: 03.02.2024****Session: 2023-24****Minutes of Meeting**

Meeting of Internal Quality Assurance Cell (IQAC) held on 03.02.2024 at 2:30 pm in the Conference Hall of Institute to discuss about AQAR 2021-22

**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. Deepak Sonkar, Professor & HoD BCA	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
Ms. Chestha Agarwal, HoD BCA	Member
Dr. Pushpa Rani, Faculty	Member
Ms. Aparna Mishra, MBA (2022-24)	Member

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

The IQAC, chaired by Dr. Ajay Kumar, conducted a comprehensive discussion on the institution's readiness for the next NAAC review. In order to guarantee a positive evaluation conclusion, M. N. Jha, Dean of Academics, underlined the critical significance of careful data collection, careful analysis, and careful recording. The IQAC coordinator, Dr. Sandeep Kumar, was a big fan of the concept of creating a specific task force to manage the gathering of data and the processes that follow for verification.

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

Dr. Pooja Sharma, HoD-MBA discussed ways to improve the institution's teaching and learning techniques. He emphasized the significance of developing a more enriched learning environment that would enriched educational environment that would encourage active student engagement and promote the development of critical thinking abilities.

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

Dr. Shivendu Kumar Rai Criteria 3 Incharge along with Co – incharge Dr. Pushpa Rani has given updates on research initiatives, publications, and collaborations previous meeting, participants received comprehensive updates on our institution's research endeavors. He shared progress on ongoing projects, recent publications, and collaborative efforts, fostering a rich exchange of ideas and knowledge. Noteworthy partnerships with external institutions were highlighted, underscoring the institution's commitment to expanding its research network..

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

Dr. Monisha , Incharge of Criteria - 4 discussed about infrastructure development and improvements to campus facilities provided information to all members. The meeting brought to light the necessity of strategic planning and effective resource allocation in order to guarantee that infrastructure development satisfies NAAC certification requirements while also conforming to the institution's operational and academic needs.

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

During the Feedback on Teaching-Learning Practices, members focused on evaluating the current teaching and learning methodologies within institution. The feedback is collected from various stakeholders- students, faculties, alumni and employers which provide feedback on curriculum. The feedback collected is analyzed by IQAC which is circulated to department Heads for necessary actions and review of the curriculum by introducing skill-oriented courses and other value-added courses. The ATR is placed before department DAC for approval and implementation.

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

The discussion included advancements in various domains, including academic excellence, research contributions, infrastructure development, and community engagement.


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

The discussion on Collaborative Initiatives for Quality Enhancement meeting, provided a platform for productive dialogue among participants about fostering collaborations to elevate the quality of education and services provided by our institution. Dr. Ajay Kumar updated on the data of Collaborative Initiative for Quality Enhancement.

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

During the Review of NAAC Accreditation and Assessment Activities meeting January 2024 it has been decided to submit AQAR 2021-22 in March 2024. Members enquired about status of AQAR, NIRF , AISHE and SSR.

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

  
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Internal Quality Assessment Cell (IQAC)  
Tecnia Institute of Advanced Studies  
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**TECNIA INSTITUTE OF ADVANCED STUDIES**

**Grade 'A' Institute**

**INTERNAL QUALITY ASSURANCE CELL**

**Date: 9<sup>th</sup> March' 2024**

**Session: 2023-24**

**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 compile Data on Faculties Research & Publications Research 2023-24 and put before the members in next meeting

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

**Action Taken:** After the IQAC analyzed the feedback received from various stakeholders, it forwarded the results to the department heads. The department heads were then tasked with taking appropriate measures based on this analysis. This included:

- Departments assessed and updated the existing curriculum to better meet the needs and expectations highlighted in the feedback.
- Departments introduced new courses designed to provide additional value beyond the core curriculum, enhancing the overall educational experience.
- Departments developed and incorporated courses aimed at equipping students with specific, job-oriented skills that would improve their employability.

Before these measures were implemented, the Departmental Academic Committee (DAC) reviewed and approved the Action Taken Report (ATR) to ensure all changes aligned with institutional goals and standards.

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

**Action Taken:** The discussion covered significant advancements and achievements in various domains:

**1. Academic Excellence:**

The concerned department will like to improve in teaching methodologies and adoption of innovative pedagogical practices so that it could help in to enhance performance in academic outcomes and student achievements.

**2. Research Contributions:**

- Increase in research publications and participation in national and international conferences.

- Securing research grants and funding for various projects.
  - Collaboration with industry and academic institutions for research initiatives.
3. **Infrastructure Development:**
    - Upgradation of existing facilities and creation of new infrastructure to support academic and research activities.
    - Investment in state-of-the-art laboratories, libraries, and learning resources.
  4. **Community Engagement:**
    - Active involvement in community service and outreach programs.
    - Implementation of projects and initiatives aimed at social development and sustainability.
    - Partnerships with local organizations and stakeholders to address community needs and challenges.

These developments and achievements highlight the institution's commitment to continuous improvement and excellence across all areas.

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

**Action Taken:** The meeting on Collaborative Initiatives for Quality Enhancement provided a platform for productive dialogue among participants about fostering collaborations to elevate the quality of education and services provided by our institution. Key actions taken included:

1. **Productive Dialogue:**
  - Facilitated discussions among faculty, administrators, and external partners to share insights and best practices.
  - Identified potential areas for collaboration that could enhance educational quality and institutional services.
2. **Collaboration Plans:**
  - Explored partnerships with other academic institutions, industry leaders, and research organizations.
  - Considered joint programs, exchange opportunities, and collaborative research projects.
3. **Quality Enhancement Strategies:**
  - Emphasized the importance of integrating collaborative initiatives into the institutional quality framework.
  - Discussed strategies to implement and sustain these initiatives effectively.
4. **Data Update:**
  - Dr. Ajay Kumar provided an update on the data related to Collaborative Initiatives for Quality Enhancement.
  - Presented metrics and outcomes from existing collaborations, highlighting successes and areas for improvement.

These discussions and updates reinforced the institution's commitment to leveraging collaborations for continuous quality enhancement in education and services.

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

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


### **1. Submission of AQAR:**

- It was decided to submit the Annual Quality Assurance Report (AQAR) for the academic year 2021-22 in March 2024.

### **2. Status Enquiries:**

- Members inquired about the current status of various reports and assessments:
  - **AQAR:** Confirmation of the submission of AQAR on 4<sup>th</sup> March '2024..
  - **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.
  - **SSR (Self Study Report):** Review of the preparation progress for the NAAC Self Study Report, addressing any gaps and ensuring thorough documentation.

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.

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