

Trinity Institute of Professional Studies

Date: 14th Dec 2016

NOTICE

It is to inform all the faculty and staff of the institute that a meeting is being organized on 15th December 2016 at 2:00PM onwards at room#002 in order to discuss and plan the following agenda:

Agenda:

- 1) To propose for establishing IQAC cell in the institute
- 2) Selection & finalization of IQAC cell members
- 3) Any other

Sd/-

(Dr. Vikas Rao Vadi)

Director, TIPS

Copy to:

1. Honorable Chairman, TIPS, for information
2. All the faculty & Administration staff
3. Office file

Minutes of Meeting

A meeting was held on 15th Dec 2016 to discuss on the following agenda. The meeting was presided over by Dr. Vikas Rao Vadi.

- 1) To propose for establishing IQAC cell in the institute
- 2) Selection & finalization of IQAC cell members
- 3) Any other

The following members attended the meeting:

- 1) Dr. Vikas Rao Vadi
- 2) Dr. P. K. Nayak
- 3) Dr. Shaily Saxena
- 4) Dr. G. P. Nayak
- 5) Dr. B. P. Singh
- 6) Mr. Mahtab Alam
- 7) Ms. Shruti Chopra
- 8) Ms. Ratika Malhotra
- 9) Ms. Ayushi Sachdeva
- 10) Mr. R. S. Duhan
- 11) Mr. Harimohan Jain

Agenda wise discussion of the meeting has the following resolutions:

Agenda 1) To propose for establishing IQAC cell in the institute

The director briefed the objectives of the meeting and explained the purpose of the agenda. He explained that establishing an IQAC cell is important and mandatory and by maintaining it will be possible for the institute to maintain & enhance quality education to be imparted to the UG students. Keeping in check with the agenda and mandatory guidelines, he proposed the establishment of IQAC cell in the institute. All the present members seconded the proposal and hence is being accepted for further implementation.

Agenda 2) Selection & finalization of IQAC cell members

The following names have been proposed to be part of the IQAC cell composition as the , designation mentioned, which have been approved without further discussion.

Sl. No.	Name of Staff/faculty	Designation
1	Dr. Vikas Rao Vadi	Chairman
2	Dr. G. P. Nayak	IQAC Coordinator
3	Dr. P. K. Nayak	Member
4	Dr. Shaily Saxena	Member

5	Mr. Mahtab Alam	Member
6	Ms. Shruti Chopra	Member
7	Ms. Ratika Malhotra	Member
8	Ms. Ayushi Sachdeva	Member
9	Mr. R. S. Duhan	Member
10	Mr. Harimohan Jain	Member
11	Mr. Umang Gupta	Student Member

Agenda 3) Any other

The director entrusted the selected members to do some ground work for the functioning of the cell which is to be discussed in the next meeting.

The meeting concluded at 3:30PM to meet again with the newly selected members in the month of March 2017.

Sd/-

(Dr. Vikas Rao Vadi)

Director, TIPS

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ATR of meeting on 15th Dec 2016

Action Taken Report

1. The necessary documents and guidelines required for functioning of the IQAC cell are prepared which requires further polishing (probably in the next meeting).

Trinity Institute of Professional Studies

Date: 16th March 2017

NOTICE

It is to inform all the faculty and staff of the institute that a meeting of the newly formed IQAC cell is being organized on 18th March 2017 at 11:00A M onwards at room #002 in order to discuss and plan the following agenda:

Agenda:

- 1) Confirmation of the functions & SOP of the cell
- 2) Quality education & assessment
- 3) On the proposed visit of NAAC-1st cycle
- 4) Any other

Sd/-

(Dr. Vikas Rao Vadi)

Director, TIPS

Copy to:

4. Honorable Chairman, TIPS, for information
5. All the faculty & Administration staff
6. Office file

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Minutes of Meeting

A meeting was held on 18th March 2017 to discuss on the following agenda. The meeting was chaired by the chairman, of IQAC cell, Dr. Vikas Rao Vadi.

- 1) Confirmation of the functions & SOP of the cell
- 2) Quality education & assessment
- 3) On the proposed visit of NAAC-1st cycle
- 4) Any other

The following members attended the meeting:

- 1) Dr. Vikas Rao Vadi
- 2) Dr. P. K. Nayak
- 3) Dr. Shaily Saxena
- 4) Dr. G. P. Nayak
- 5) Dr. B. P. Singh
- 6) Mr. Mahtab Alam
- 7) Ms. Shruti Chopra
- 8) Ms. Ratika Malhotra
- 9) Ms. Ayushi Sachdeva
- 10) Mr. R. S. Duhan
- 11) Mr. Har Mmohan Jain
- 12) Mr. Umang Gupta

Agenda wise discussion of the meeting has the following resolutions:

Agenda 1) Confirmation of the functions & SOP of the cell

As per the agenda, functions and standard operating procedure for the cell prepared individually by the members are shared and discussed on the important aspects and parameters of the same. After thorough discussion, a set of functions and SOP have been tailored/formulated and finalized (which, later on may be changeable). The same has also been approved by the chairman.

Agenda 2) Quality education & assessment

The second agenda is discussed to ensure impart of quality education and the mechanism for assessment of the same. Certain pointers are brought out by some of the members and the student member to finalize the same. The chairman approved some yardsticks for assessing and noted that it should be considered for further discussion in the in-house departmental meetings.

Agenda 3) On the proposed visit of NAAC-1st cycle

The cell discussed on the agenda about the ensuing visit of NAAC peer team in the coming months. Members elaborated on the many aspects of different criteria required for the same. The data for the different criterion and the criteria heads to be assigned and the respective members for each criteria are also covered in the discussion. The chairman took note of it and announce that further detailed discussion on the agenda will be done in the general meeting.

The meeting concluded at 12:15PM.

(Dr. Vikas Rao Vadi)
Director, TIPS

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ATR of meeting on 18th March 2017

Action Taken Report

- 1) Standard Operating Procedure (SOP) and functions finalized
- 2) Preparation of mechanism for impart of quality education & assessment for the same in progress.
- 3) Preparation for NAAC visit on progress.