

## **Institute of Professional Studies, Gwalior**

### **Notice**

**Date:11/08./2020**

The meeting of IQAC to be held on 19 August 2020 at 02:30PM in the conference hall of Department of Education to discuss following agenda :

1. Confirmation of the proceedings of the meeting of the IQAC held on
2. Regarding conduct international conference in collaboration with AIAER & IFORE
3. Discussion on the online admission process being organized by the Higher Education Department in the current session
4. To discuss about the research activity in college
5. Any other with the permission of chairman



Dr. Kalpana Kushwah  
**IQAC Coordinator**



Dr. Rama Tyagi  
**Principal**

**Principal**  
Institute of Professional Studies  
Gwalior (M.P.)

**Copy to:**

**IQAC Committee:-**

1. Dr. Arun Kumar Tyagi: Chairman
2. Mr. Ashwini Mishra: Working President, IPS Group of Colleges Gwalior
3. Mr. P.K.Ghosh, Chief Administrative Officer, IPS Group of Colleges Gwalior
4. Dr. Rama Tyagi, Principal, Institute of Professional Studies Gwalior

5. Dr. Vijay Moghe, Faculty Member
6. Dr. Kapil Tiwari, Faculty Member
7. Dr. Jyoti Mishra, Faculty Member
8. Dr. Jitendra Srivastava, Faculty Member
9. Ms. Neha Yadav, Faculty Member
10. Mr. Anil Sarode, Vivekananda Needam, Gwalior
11. Mrs. Asma Khan, Student Alumni
12. Mr. Bharatendu Sharma
13. Smt. Sadhna Srivastava, Principal, K.G. Children's School, Gwalior
14. Mr. Sameer Seth, Head (HR), Mondelez India Pvt. Ltd., Malanpur

## **Minutes of Meeting of IQAC**

The meeting of IQAC of Institute of Professional Studies, Gwalior started on 19<sup>th</sup> August 2020 at 02:30 pm in the conference hall of the Department of Education. At the beginning of the meeting, IQAC Coordinator Dr. Kalpana Kushwah welcomed to present members of IQAC.

### **Proceedings of Meetings**

#### **1. Confirmation of the proceedings of the previous meeting of IQAC.**

Before the start of the meeting, the decision taken in the previous meeting was reviewed partner, the proposal placed in this meeting was discussed in detail which is as follows

#### **2. Regarding conduct international conference in collaboration with AIAER & IFORE**

All the members present in the meeting were informed by IQAC Coordinator Dr. Kalpana Kushwaha that at this time all educational institutions are closed due to COVID-19 and all educational work is being done online. Therefore, an online international webinar can be organized at this time. In this regard, a detailed discussion has been held with Dr. Sunil Bihari Mohanty, President of AIAER and IFORE. Along with this, it has also been agreed to organize international seminars / workshops or conferences in the next few months in collaboration with the college. Therefore, it would be appropriate to organize such programs for the academic upliftment of the college and teachers. Permission was given to accept the proposal by all the members present in the meeting.

#### **3. Discussion on the online admission process being organized by the Higher Education Department in the current session**

IQAC & counseling member Dr. Jitendra Srivastava told all the members present in the meeting that online admission process is being conducted in the college for the session 2020-21, which is organized by the Higher Education Department. The second round of this admission process is over. A tentative academic calendar has been issued by the Higher Education Department for the classes of the students. Therefore, for this, it would be appropriate to inform all the concerned departments heads to prepare the academic calendar as well as the time table for the session 2020-21. This will help the students to complete their academic activities.

**4. To discuss about the research activity in college**

It was informed by the IQAC Coordinator that guest lectures/webinars have been organized in various areas in the college in the last 6 months, which is a very good step for the academic advancement of the college. Also, IQAC cell has the idea of organizing a seminar to discuss various current points of research and education in the coming times.

Due to no other resolution in the meeting, the meeting was declared over by the coordinator with vote of thanks.



Dr. Kalpana Kushwah  
**IQAC Coordinator**



Dr. Rama Tyagi  
Principal

Principal  
Institute of Professional Studies  
Gwalior (M.P.)

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14. Mr. Sameer Seth, Head (HR), Mondelez India Pvt. Ltd., Malanpur

## **Institute of Professional Studies, Gwalior**

### **Notice**

**Date: 10/12/2020**

The meeting of IQAC to be held on December 21<sup>st</sup>, 2020 at 11:30AM in the conference hall of Department of Education to discuss following agenda :

1. Confirmation of the proceedings of the meeting of the IQAC held on
2. Organizing International/National level seminar/FDP/Conference etc.
3. Preparation about the NAAC Cycle – II process
4. Data upload on AISHE portal for the session 2019-20
5. To encourage faculty of paper publications
6. To discuss about the online classes conduction and student attendance
7. Any other



Dr. Kalpana Kushwah  
**IQAC Coordinator**



Dr. Rama Tyagi  
Principal

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14. Mr. Sameer Seth, Head (HR), Mondelez India Pvt. Ltd., Malanpur

## **Minutes of Meeting of IQAC**

The meeting of IQAC of Institute of Professional Studies, Gwalior started on 21<sup>st</sup> December 2020 at 11:30 am in the conference hall of the Department of Education. At the beginning of the meeting, IQAC Coordinator Dr. Kalpana Kushwah welcomed to present members of IQAC.

### **Agenda of Meeting:**

#### **1. Confirmation of the proceedings of the previous meeting of the IQAC.**

Before the start of the meeting, the decision taken in the previous meeting was reviewed partner, the proposal placed in this meeting was discussed in detail which is as follows

#### **2. Organizing International/National level seminar/FDP/Conference etc.**

IQAC Coordinator Dr. Kalpana Kushwaha told that an international webinar is being organized by the college from 28 to 30 December 2020 with the collaboration of AIAER and IFORE. In this webinar, renowned academic experts, teachers and researchers have participated impact of COVID-19 on education system and society was discussed in this webinar. For this the IQAC team was congratulated by the members present for this event.

#### **3. Preparation about the NAAC Cycle – II process**

All the members present in the meeting were informed by IQAC Coordinator Dr. Kalpana Kushwaha that the college's NAAC Accreditation Cycle-I which was completed in June 2016 was awarded 'B' grade by NAAC, Bangalore. The validity period was 5 years which will end on 10 July 2021. For this the Annual Quality Assurance Report is sent by the institute to NAAC office through e-mail. But AQAR has not been sought by



NAAC Bangalore for the last 2 years so according to the new norms of NAAC the AQAR is to be uploaded on the portal of NAAC through online. Also, the process for the Cycle-II of accreditation has to be started within 6 months prior of the end of Cycle-I. For this online registration is done on the portal of NAAC, Bangalore. After this, the AQAR will be submitted online. The whole process of NAAC cycle discussed in meeting.

**4. Data upload on AISHE portal for the session 2019-20**

The academic data for the session 2019-20 of the college is to be uploaded online in the survey campaign being run by AISHE, New Delhi. For this notice has been issued by AISHE, New Delhi, whose last date is 28 February 2021. All the information in this regard has been collected and prepared. This will be uploaded on the online portal provided by AISHE by the due date.

**5. To encourage faculty of paper publications**

All the members present in the meeting were apprised by the Principal that in view of the increasing research work in the field of education, all the faculty do research on various topics of current aspects of education and present difficulties. For this, whatever necessary resources will be made available to the teachers by the college. A research center of Jiwaji University has established in the college from 2019. Therefore, all the teachers try to do maximum research work and use facility of research centre.

**6. To discuss about the online classes conduction and student attendance**

All the members present in the meeting were apprised by the Principal that at this time, in view of the pandemic of COVID-19, orders have been received to conduct all the educational activities online as per the instructions of the Government. That is being

operated through online platforms such as Zoom, Google Meet etc. In this, the work of teaching has been completed with the help of ICT tools by the teachers of the college.

No other resolution in the meeting, the meeting over by the coordinator's vote of thanks.



Dr. Kalpana Kushwah  
**IQAC Coordinator**



Dr. Rama Tyagi  
Principal

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Gwalior (M.P.)

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4. Dr. Rama Tyagi, Principal, Institute of Professional Studies Gwalior
5. Prof. Mohammad Rafique, Member
6. Dr. Vijay Moghe
7. Dr. Kapil Tiwari, Member
8. Dr. Jyoti Mishra
9. Dr. Jitendra Srivastava, Member
10. Mr. Anil Sarode, Vivekananda Needam, Gwalior
11. Mrs. Asma Khan, Student Alumni
12. Mr. Bharatendu Sharma

13. Smt. Sadhna Srivastava, Principal, K.G. Children's School, Gwalior

14. Mr. Pramendra Chaturevedi, Faculty Member

15. Ms. Neha Yadav, Faculty Member

## **Institute of Professional Studies, Gwalior**

### **Notice**

**Date: 17/04/2021**

The meeting of IQAC to be held on April 26, 2021 at 11:00AM in the conference hall of Department of Education to discuss following agenda :

1. Confirmation of the proceedings of the meeting of the IQAC held on
2. Preparation and submission about the AQAR
3. Preparation and submission about the IIQA
4. Constitute the NAAC Steering Committee
5. Any other



Dr. Kalpana Kushwah  
**IQAC Coordinator**



Dr. Rama Tyagi  
**Principal**

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13. Smt. Sadhna Srivastava, Principal, K.G. Children's School, Gwalior
14. Mr. Sameer Seth, Head (HR), Mondelez India Pvt. Ltd., Malanpur

## **Minutes of Meeting of IQAC**

The meeting of IQAC of Institute of Professional Studies, Gwalior started on 26<sup>th</sup> April 2021 at 11:00 am in the conference hall of the Department of Education. At the beginning of the meeting, Principal Dr. Rama Tyagi welcomed to present members of IQAC and authorized to IQAC coordinator for complete the proceedings of the meeting.

### **Agenda of Meeting:**

1. Confirmation of the proceedings of the meeting of the IQAC held on
2. Status of submission of the AQAR and Preparation and submission about the IIQA.

The Principal of the college, Dr. Rama Tyagi, informed all the members present in the meeting that after registering for NAAC Accreditation Cycle-II, the AQAR of the last four years has been uploaded on the NAAC portal. Simultaneously, the required information for IIQA has been collected as a first step in the process of NAAC Cycle-II which will be uploaded online on the NAAC portal by the due date.

3. Constitute the NAAC Steering Committee

IQAC Coordinator Dr. Kalpana Kushwaha informed that the process of Cycle-II has started, which will be done by IQAC, but along with it will be necessary to constitute a NAAC Steering Committee which will help of the IQAC in carrying out the complete process of NAAC Cycle-II. Its main tasks will include the work of AQAR submission, IIQA preparation and submission, SSR preparation and submission and NAAC Peer Team visit etc. For this purpose, Dr. Kalpana Kushwaha has been nominated by the IQAC Chairperson as the Coordinator of NAAC Cycle-II, Dr. Jitendra Srivastava as the Co-Coordinator as well as for all the online related works on the NAAC Portal regarding

accreditation of NAAC Cycle-II. Simultaneously, a NAAC Steering Committee was also constituted, the details of which are as follows:

1. Dr. Rama Tyagi, Principal
2. Dr. Kaplana Kushwah, NAAC Coordinator
3. Dr. Jitendra Shrivastava, NAAC Co-coordinator

Members of this committee

1. Dr. Vijay Moghe
  2. Dr. Kapil Tiwari
  3. Dr. Jyoti Mishra
  4. Dr. Seema Kushwah
  5. Ms. Neha Yadav
4. Any other

Due to no other resolution in the meeting, the meeting was declared over by the coordinator with vote of thanks.



Dr. Kalpana Kushwah  
**IQAC Coordinator**



Dr. Rama Tyagi  
Principal

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