



VISHVESHWARYA GROUP OF INSTITUTIONS

Affiliated to AKTU, Lucknow (U.P.) | CCS University, Meerut (U.P)
Technical Campus, Approved by AICTE / UGC / PCI / BTE / BCI
Approved by Ministry of Education, Govt. of India



MINUTES OF MEETING OF Internal Quality Assurance Cell (IQAC)

Held on

30th May 2024 at 2:30 PM

Venue: Admin-conference Hall

Campus: 20km.Ghaziabad Bulandshahr G.T,Road,Near Dadri Distt-G.B Nagar-
201314(U.P) Phone: 0120-2446363 Website: www.vgi.ac.in



VISHVESHWARYA GROUP OF INSTITUTIONS

Affiliated to AKTU, Lucknow (U.P.) | CCS University, Meerut (U.P.)
Technical Campus, Approved by AICTE / UGC / PCI / BTE / BCI
Approved by Ministry of Education, Govt. of India



Ref No: VGI/IQAC/ION/5

Date: 30/12/2024

Minutes of Meeting of IQAC on 30th Dec 2024 at 2:30 PM at Admin Conference Hall, VGI Campus

The Meeting was chaired by:

Dr. S.P.Pandey , Chairperson of IQAC

S.no	IQAC Members	Designation
1	Sh. S.K. Jindal	Member from Industries
2	Dr. Poorima Sharma	Member from Management
3	Dr. S.P.Pandey	Chairperson IQAC
4	Dr V.K Singh	Member (Teacher to represent)
5	Dr. Bharat Goel	Member (Teacher to represent)
6	DrManjulPratap Singh	Member (Teacher to represent)
7	Dr. WasimAhemed	Member (Teacher to 9represent)
8	Mr. HitendraChaudhary	Member (Senior Administrative Officer)
9	Ms. Parul Patrick	Member (Senior Administrative Officer)
10	Dr. NishaChoudhary	Coordinator IQAC

Campus: 20km.Ghaziabad BulandshahrG.T,Road,NearDadriDistt-G.B Nagar-
201314(U.P)Phone: 0120-2446363 Website: www.vgi.ac.in



VISHVESHWARYA GROUP OF INSTITUTIONS

Affiliated to AKTU, Lucknow (U.P) | CCS University, Meerut (U.P)
Technical Campus, Approved by AICTE / UGC / PCI / BTE / BCI
Approved by Ministry of Education, Govt. of India



MINUTES OF MEETING

Date: 30thDec24
Day: Monday
Time: 2:30pm
Venue: Admin Conference Hall

Dr.NishaChoudhary, Coordinator,IQACwelcomed all the members of IQAC, and she briefed about various agenda of meeting.Then she invited **Dr.S.P. Pandey Chairperson IQAC** for further discussion on meeting agenda.

Following are the agenda that were discussed in meeting:

Agenda Items and Discussions:

1. Confirmation of the Proceedings of the Last Meeting

Discussion: The minutes of the previous meeting were reviewed and confirmed.

Action Items: Class monitoring was not satisfactory and it need extra attention of individual HODs for enhancing the quality of education.

2. Micro Schedule Analysis of Lesson Plan and Weekly Audit

Discussion: Analyzed the lesson plan and weekly audit results to ensure alignment with academic goals.

Action Items: Implement necessary adjustments to the lesson plans based on the audit. **Every Saturday randomly audit of any two faculties course file will be checked from each department.**

3. Discussion on Result Analysis

Discussion: Reviewed the result analysis process to identify areas for improvement.

Action Items: Develop strategies to address identified gaps in student performance and need improvement.

4. Discussion on Workshops, Seminars, and Awareness Programs

Discussion: Planned upcoming workshops, seminars, and awareness programs to enhance student and faculty development.

Action Items: Yearly one research papers in SCOPUS /SCI /UGC CAREwill be mandatory for each faculty regarding their expertise fields, in addition they need to attend online workshops for maintaining their quality benchmarks.

5.Development of Digital Library and New Edition of Book Banks/Journals

Discussion: Discussed the progress in developing the digital library and updating book banks/journals for Pharmacy, MBA, and CS departments.

Action Items: Allocate budget and resources for acquiring new digital and genuine online journals with a physical resource person from existing sr faculties a library In charge

6. Establishing Quality Benchmarks for Various Administrative and Academic Activities

Discussion: Reviewed current quality benchmarks and proposed new ones for administrative and academic activities.

Action Items: Form a committee to finalize and implement the new benchmarks for the activities been organised in the department and documentation will be done following the NAAC Criteria.

7. Review of Calibration Status of Equipment and Instruments

Discussion: Discussed the current calibration status of equipment and instruments in all departments.

Action Items: Schedule calibration sessions and ensure all equipment is up to mark and ,also audit will be done in the Month of May/June 2025 .

8. Discussion on the Documentation of Various Activities for Quality Improvement

Discussion: Reviewed the documentation process for various activities aimed at quality improvement.

Action Items: Enhance documentation practices to ensure comprehensive records.

9. Feedback Regarding the Curriculum from Students, Teachers, and Alumni

Discussion: Collected and reviewed feedback on the curriculum from students, teachers, and alumni.

Action Items: informing AKTU about the gap in curriculum if needed. A parent's feedback form will also be added to enhance the academic improvement.

10. Teaching and Learning Methods and Processes, Especially for Slow Learners

Discussion: Discussed effective teaching and learning methods, with a focus on supporting slow learners.

Action Items: Implement tailored teaching strategies to assist slow learners.

11. Conducting Classes and Implementing Smart Classrooms

Discussion: Planning the implementation of smart classrooms to enhance the learning experience.

Action Items: Procure necessary digital tools and train faculty on its use. LCD Projectors will be available for the 3rd and 4th-year classrooms. This will definitely enhance the learning experience for students, making it easier to present complex concepts and visual aids.

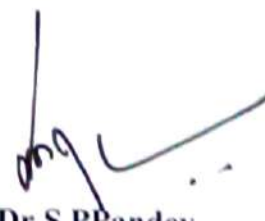
12. From the Chairperson: NIL

Meeting is concluded with a Vote of Thanks.

Next Meeting: The date will be notified soon



Dr. Nisha Choudhary
Coordinator (IQAC).



Dr. S.P. Pandey
Chairperson (IQAC)



VISHVESHWARYA GROUP OF INSTITUTIONS

Affiliated to AKTU, Lucknow (U.P.) | CCB University, Meerut (U.P.)
Technical Campus, Approved by AICTE / UGC / PCI / BTE / BCI
Approved by Ministry of Education, Govt. of India



Event Details

Department: ... ISAC	
Event Name: 19 th meeting	
Date... 30 th Dec 24	Time... 2.30 PM

Attendance

S.no	Name of the Participant	Designation	Department	Signature
1	Dr S. P. Parvy	Admiso	Adm	
2	Dr V K. Singh	Additional Director-Pharm		
3	Dr. Manjul Khatop Singh	Principal	Pharmacy	
4	HITENDRA CHAUDHARY	G.M. (SW)	Academic	
5	Abhishek Gupta	A.P.	CSE	
6	Dr Bhawal Goyal	A.D (Mpd)	Mpd	
7	Ms. Nisha Choudhary	Asst. Prof.	Pharmacy	
8				
9				
10				

Signature.....

Name.....

Date.....

Designation.....

Ms. Nisha Choudhary

30th Dec 24

Coordinator (ISAC)