



MODERN COLLEGE OF PROFESSIONAL STUDIES

(Approved by NCTE & Affiliated to C.C.S. University, Meerut)

Ph. No. : 0120-4900197, 4981029 Mob. : 9711149573

ANAND INDUSTRIAL ESTATE, MOHAN NAGAR, GHAZIABAD-201007 (U.P.)

Email : info@moderncollege.org | Website : www.moderncollege.org

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 28th June 2019

Circular for IQAC Meeting

This is to inform you that an Internal Quality Assurance Cell (IQAC) meeting will be held on 01 July, 2019 at 3:00 PM in the Conference Room on the following agenda.

1. Academic Planning
2. Orientation Programmes
3. Quality Initiatives
4. Student Centric Activities
5. Introduction of Value-Added Courses
6. Review of Committees

Your presence and participation in the meeting are highly anticipated as we discuss and plan the quality enhancement initiatives for our institution.

Subodh

Dr. Subodh Bala Gupta

IQAC Coordinator

Co-Ordinator, IQAC

Modern College of Professional Studies

Mohan Nagar, Ghaziabad

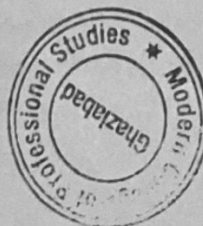
Nisha Singh
28/6/2019

Dr. Nisha Singh

Principal

PRINCIPAL

Modern College of Professional Studies
431, Anand Indl. Area,
Mohan Nagar, Ghaziabad





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ANAND INDUSTRIAL ESTATE, MOHAN NAGAR, GHAZIABAD-201007 (U.P.)

Email : info@moderncollege.org | Website : www.moderncollege.org

Date: 4th July 2019

Minutes of IQAC Meeting

Date: 01 July 2019

Time: 3:00 PM

Venue: Conference Room

The following members were present in the meeting:

S.No.	Category	Name of the Member	Designation	Signature
1	Chairperson	Dr. Nisha Singh	Principal	
2	Member from the Management	Mr. Vineet Goel	Secretary, Ganesh Shiksha Samiti	
3	IQAC Coordinator	Dr. Subodh Bala Gupta	Professor	
4	Teacher Member	Dr. Dhiraj Singh	Head, Department of Education	
5	Teacher Member	Mr. Arvind Kr. Pandey	Head, Department of Computer Applications	
6	Teacher Member	Mr. Anuj Sharma	Head, Department of Management	
7	Teacher Member	Dr. Kanak Rani	Assistant Professor	
8	Teacher Member	Dr. Rekha Sharma	Assistant Professor	
9	Administrative Officer	Mr. Vijay Garg	Deputy Registrar	
10	Administrative Officer	Mr. Mukesh Chauhan	Senior Accountant	

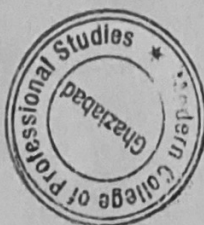
The formal meeting started with a welcome note by IQAC Coordinator Dr. Subodh Bala Gupta. The Chairperson, Dr. Nisha Singh, requested all members for an open house discussion on various agenda items to maintain quality and excellence at the institution.

The following points were discussed in the meeting:

Executed previously determined plans (Action taken)

Dr. Subodh Bala Gupta confirmed that all the activities which were proposed in the previous meeting were successfully conducted with mutual efforts of all Heads of the departments and faculty members.

Executed previously determined plans are:



- The internal examinations for UG programs were successfully conducted on the scheduled dates, ensuring that all students completed their assessments on time.
- The pre-university examinations for M.Ed. students commenced on 8th May 2019. All necessary preparations were made to facilitate the smooth conduct of the exams.
- One-week guidance classes were organized from 4th April 2019, to help students prepare for the UP B.Ed. entrance examination. These classes provided focused preparation and strategies for the exam.
- The internal viva voce for BBA and BCA programs was conducted on 31st May 2019. Students were evaluated on their practical and theoretical knowledge by the faculty.
- The internal assessment marks for all relevant programs were successfully uploaded to the university portal. This ensured that students & performance records were updated accurately and on time.
- A farewell party was organized for UG students on 3rd May 2019. The event was well-attended and provided an opportunity to celebrate the achievements of the graduating students.
- Authors were notified with a call for papers for the upcoming issue of the *Expression Journal*. This call for papers aimed to invite high-quality research submissions from various scholars. The paper review policy was discussed and communicated to the authors to ensure transparency and maintain the standard of published research. Dr. Kiran Joshi oversaw the implementation of these policies and guidelines.

Agenda to be achieved in the future

- Dr. Nisha Singh outlined the key objectives and goals for the upcoming academic year. There was a discussion on the admissions scholarship policy. Members discussed strategies for achieving these goals and enhancing the overall academic environment. Mr. Arvind Kr. Pandey presented the proposed timetable for the upcoming academic year, including subject distribution and faculty workload. Dr. Kanak Rani discussed the academic calendar and its alignment with the institution's goals. Dr. Rekha Sharma introduced the new faculty subject-wise log books and explained their importance in tracking academic activities and workload management.
- Mr. Arvind Kr. Pandey proposed a detailed plan for the orientation program for BBA, BCA, B.Com., B.Ed., and M.Ed., to be conducted in the first week of August, which was approved after discussion. Following the orientation, classes for new students will commence. Responsibilities were assigned to ensure the successful execution of these programs. Dr. Kanak Rani suggested including interactive sessions and workshops to engage new students effectively.
- Discussion on Quality Initiatives Taken During the Previous Academic Year. Dr. Dhiraj Singh presented a report on the quality initiatives implemented in the previous year and their outcomes. Mr. Vineet Goel discussed ways to further improve and expand these initiatives. It was proposed that IQAC should organize a national conference, workshops, and training programs to enhance the quality of education and professional development of faculty and students. Dr. Rekha Sharma presented the feedback received from alumni, students, and parents and suggested actionable steps to address the feedback and improve stakeholder satisfaction.



- Mr. Vijay Garg highlighted the need for more student-centric activities and initiatives to engage new students. Dr. Subodh Bala Gupta proposed organizing regular workshops, seminars, and extracurricular activities to enhance student engagement.
- Dr. Anuj Sharma discussed the introduction of new value-added courses and their relevance to current industry trends. Nine value-added courses will be offered based on departmental needs, including Textile Designing, Basic Stitching Techniques, Life Skills and Disaster Preparedness, Social Thoughts of Gandhi and Social Work, Language and Communication Skill Development for Employability, Introduction to Research Methods, and Basic Data Analysis. Members agreed on the importance of these courses in enhancing employability and skill development.
- Dr. Subodh Bala Gupta suggested a review of the existing committees and their roles. Dr. Nisha Singh suggested forming new committees to address emerging needs and challenges. The members of the existing committees were revised.

The floor was opened for additional issues or suggestions from members. The meeting concluded with a vote of thanks to the Chair and all members for their active participation. The next meeting is scheduled for October 2019.

Subodh

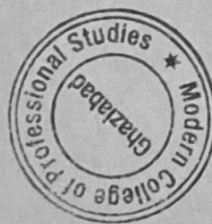
Dr. Subodh Bala Gupta
IQAC Coordinator

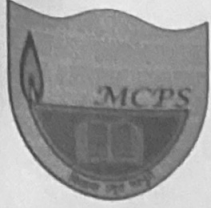
Co-Ordinator, IQAC
Modern College of Professional Studies
Mohan Nagar, Ghaziabad

18/11/2019

Dr. Nisha Singh
Principal

PRINCIPAL
Modern College of Professional Studies
431, Anand Indl. Area,
Mohan Nagar, Ghaziabad





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 23rd September 2019

Circular for IQAC Meeting

This is to inform all the members of IQAC that the Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-2020 will be held on 26 September at 2:00 PM in the Conference Room.

Agenda of the Meeting:

1. Action taken on previously determined plans
2. Discussion on Art and Craft Resource Centre Activities
3. Upgradation of Library resources
4. Community Outreach Programs
5. Review of Research and Development
6. Miscellaneous Items

Your presence and participation in the meeting are highly anticipated as we discuss and plan the quality enhancement initiatives for our institution.

Subodh

Dr. Subodh Bala Gupta

IQAC Coordinator

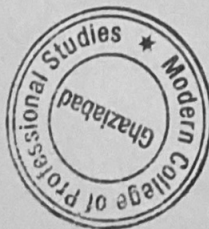
Co-Ordinator, IQAC
Modern College of Professional Studies
Mohan Nagar, Ghaziabad

23/09/19

Dr. Nisha Singh

Principal

PRINCIPAL
Modern College of Professional Studies
431, Anand Indl. Area,
Mohan Nagar, Ghaziabad





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ANAND INDUSTRIAL ESTATE, MOHAN NAGAR, GHAZIABAD-201007 (U.P.)

Email : info@moderncollege.org | Website : www.moderncollege.org

Date: 27th September 2019

Minutes of IQAC Meeting

Date: 26/09/2019

Time: 2:00 PM

Venue: Conference Room

The following members were present in the meeting:

S.No.	Category	Name of the Member	Designation	Signature
1	Chairperson	Dr. Nisha Singh	Principal	
2	IQAC Coordinator	Dr. Subodh Bala Gupta	Professor	
3	Teacher Member	Dr. Dhiraj Singh	Head, Department of Education	
4	Teacher Member	Mr. Arvind Kr. Pandey	Head, Department of Computer Applications	
5	Teacher Member	Mr. Anuj Sharma	Head, Department of Management	
6	Teacher Member	Dr. Kanak Rani	Assistant Professor	
7	Teacher Member	Dr. Rekha Sharma	Assistant Professor	
8	Administrative Officer	Mr. Vijay Garg	Deputy Registrar	
9	Administrative Officer	Mr. Mukesh Chauhan	Senior Accountant	

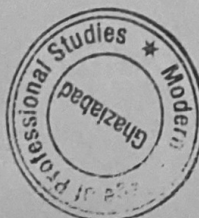
The formal meeting started with a welcome note by IQAC Coordinator Dr. Subodh Bala Gupta. The Chairperson, Dr. Nisha Singh, requested all members for an open house discussion on various agenda items to maintain quality and excellence at the institution. The following points were discussed in the meeting:

Executed previously determined plans (Action taken)

Dr. Subodh Bala Gupta confirmed that all the activities which were proposed in the previous meeting were successfully conducted with mutual efforts of all Heads of the departments and faculty members.

Executed previously determined plans are:

- A comprehensive plan for the academic year 2019-20 has been drafted. This includes academic schedules, event planning, and new initiatives. The draft has been reviewed, and departments are aligning their activities accordingly.
- An orientation program for new students has been conducted successfully.



- An orientation program for new students has been conducted successfully.
- Feedback collected from stakeholders has been analysed. Key insights and actionable points have been identified. Departments have been briefed on the findings and are integrating feedback into their planning and processes.
- Strategies to enhance student engagement have been developed. These include more interactive sessions, student-led activities, and enhanced use of social media for communication.
- Further discussions on value-added courses have been conducted. Specific courses have been identified, implementation plans are being finalized.
- A review of the existing committees has been conducted, and new committees have been proposed to address emerging needs. Roles and responsibilities have been defined, and members have been assigned to each committee. The updated committee structure is being communicated to all stakeholders.

Agenda to be achieved in the future

- The Diwali Mela to be conducted by the Art and Craft Resource Centre was discussed. An art and craft exhibition was proposed to be performed on 2 October 2019 to promote student talents and creativity. Ms. Haritima Dixit was assigned the duties for organizing the Diwali Mela, including coordination, setup, and supervision of activities.
- Dr. Rekha Sharma presented the activities and improvements made in the library. The need for upgrading library resources was highlighted, and Mr. Vijay Garg was tasked with preparing a proposal for the same.
- A Scouts & Guides camp was proposed to be conducted in the last week of October 2019. A hygiene awareness campaign and a rally on Swachhta were planned on the occasion of Gandhi Jayanti to promote cleanliness and hygiene awareness among students and the community.
- Dr. Dhiraj Singh reviewed the research and development activities conducted during the academic year. It was proposed that all HODs motivate teaching staff to write research papers in UGC Care listed journals, attend more FDPs, and present their papers at national and international seminars. A proposal to conduct an ICT workshop for students and faculty was also discussed.
- Other items were discussed with the permission of the Chair. Suggestions for future initiatives and collaborations with industry were considered.

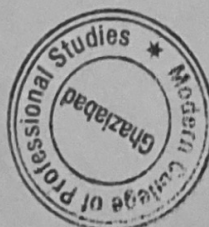
The meeting concluded with a vote of thanks to the Chair and all members for their active participation. The next meeting is scheduled for the first week of January, 2020.

Subodh
Dr. Subodh Bala Gupta
 IQAC Coordinator

Co-Ordinator, IQAC
Modern College of Professional Studies
Mohan Nagar, Ghaziabad

Nisha Singh
Dr. Nisha Singh
 Principal

PRINCIPAL
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431, Anand Indl. Area,
Mohan Nagar, Ghaziabad





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular for IQAC Meeting

Date: 2nd January 2020

This is to inform you that an Internal Quality Assurance Cell (IQAC) meeting will be held on 07 January at 2:00 PM in the Conference Room. Your presence and participation in the meeting are highly anticipated as we discuss and plan the quality enhancement initiatives for our institution.

Agendas of the Meeting

1. Internal Examination for UG and PG Programs (Second Week of January)
2. Planning for Sports Meet (13-14 February)
3. Planning for Alumni Meet (18 January) and Basant Panchami and Republic Day Celebrations
4. Remedial Classes for Annual Programs
5. Planning for Second Convocation
6. Planning for webinar and guest lectures
7. Miscellaneous Items

Your active participation and valuable inputs are crucial for the successful planning and implementation of our quality initiatives.

Subodh

Dr. Subodh Bala Gupta

IQAC Coordinator

Co-Ordinator, IQAC
Modern College of Professional Studies
Mohan Nagar, Ghaziabad

Nisha Singh

Dr. Nisha Singh

Principal

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ANAND INDUSTRIAL ESTATE, MOHAN NAGAR, GHAZIABAD-201007 (U.P.)

Email : info@moderncollege.org | Website : www.moderncollege.org

Date: 9th January 2020

Minutes of IQAC Meeting

Date: 07 January 2020

Time: 2:00 PM

Venue: Conference Room

The following members were present in the meeting:

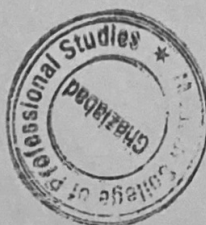
S.N	Category	Name of the Member	Designation	Signature
1	Chairperson	Dr. Nisha Singh	Principal	
2	Member from Management	Mr. Vineet Goel	Secretary, Ganesh Shiksha Samiti	
3	IQAC Coordinator	Dr. Subodh Bala Gupta	Professor	
4	Nominee from Local Society	Dr. Aruna Sharma	Head, History Department, Ginni Devi Girls PG College, Modinagar, Ghaziabad, UP	
5	Teacher Member	Dr. Dhiraj Singh	Head, Department of Education	
6	Teacher Member	Mr. Arvind Kr. Pandey	Head, Department of Computer Applications	
7	Teacher Member	Mr. Anuj Sharma	Head, Department of Management	
8	Teacher Member	Dr. Kanak Rani	Assistant Professor	
9	Teacher Member	Dr. Rekha Sharma	Assistant Professor	
10	Administrative Officer	Mr. Vijay Garg	Deputy Registrar	
11	Administrative Officer	Mr. Mukesh Chauhan	Senior Accountant	

The formal meeting started with a welcome note by IQAC Coordinator Dr. Subodh Bala Gupta. The Chairperson, Dr. Nisha Singh, requested all members for an open house discussion on various agenda items to maintain quality and excellence at the institution. The following points were discussed in the meeting:

Executed previously determined plans (Action taken)

Dr. Subodh Bala Gupta confirmed that all the activities which were proposed in the previous meeting were successfully conducted with mutual efforts of all Heads of the departments and faculty members.

Executed previously determined plans are:



- The Diwali Mela was conducted successfully by the Art and Craft Resource Centre.
- The library upgradation plan has been set in motion. New books and digital resources have been identified for purchase. The library team is working on updating the catalogue, and a budget proposal has been submitted for approval.
- The planned camp and awareness campaigns have been organised successfully with high rate of student engagement.
- The research and development activities have been reviewed. New research projects are being encouraged, and a funding plan is being developed. Faculty and students are being motivated to publish their work,

Agenda to be achieved in future

- Dr. Dhiraj Singh presented the schedule for the internal examinations for UG and PG programs, which will be conducted in the second week of January 2020. Members discussed and finalized the examination timetable and ensured that all necessary preparations were in place.
- Mr. Arvind Kr. Pandey outlined the plans for the upcoming sports meet, which will be conducted on 13-14 February 2020. Responsibilities for organizing various events were assigned to faculty members, and the logistics were discussed in detail.
- Dr. Kanak Rani discussed the arrangements for the alumni meet. The celebration plans for Basant Panchami and Republic Day were also reviewed, with responsibilities assigned to the respective committees.
- Dr. Rekha Sharma presented the plan for conducting remedial classes for students enrolled in annual programs. The schedule and subjects for remedial classes were discussed and approved.
- Mr. Anuj Sharma discussed the preparations for the second convocation, which will be conducted on 16 February 2020. Joint organization details with Modern College of Law were reviewed, and tasks were allocated to ensure smooth execution of the event.
- Dr. Arvind Kr. Pandey outlined the details of the workshop on Introduction to Robotics and Arduino, which will be conducted on 25 February 2020. Arrangements for the necessary equipment and guest speakers were discussed. Guest Lectures on Introduction to Securities Market & Investing in Capital Market will be conducted on 24 February 2020. Dr. Anuj Sharma proposed the agenda for the guest lectures and reviewed the coordination with industry experts for the lecture series. Dr. Kanak Rani presented the plans for celebrating International Women's Day 2020. Activities and events to be organized were discussed and finalized.
- The discussion was opened for additional issues or suggestions from members. Suggestions for future initiatives and collaborations with industry were considered.

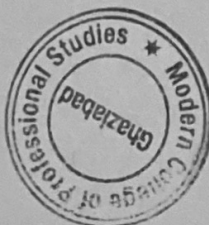
The meeting concluded with a vote of thanks to the Chair and all members for their active participation. The next meeting is scheduled for the month of April 2020.

Subodh
Dr. Subodh Bala Gupta
 IQAC Coordinator

Co-Ordinator, IQAC
Modern College of Professional Studies
Mohan Nagar, Ghaziabad

10/01/20
Dr. Nisha Singh
 Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 5th April 2020

Circular for IQAC Meeting

This is to inform all the members of IQAC that an Internal Quality Assurance Cell (IQAC) meeting will be held on 07 April, 2020 at 2:00 PM in the Conference Room.

Agenda of the Meeting:

1. Action Plan for COVID-19
2. Transition to online teaching and assessments
3. Training for teachers for online classes
4. Planning for Upcoming Webinar
5. Any other agenda with the permission of the chair

Your presence and participation in the meeting are highly anticipated as we discuss and plan the quality enhancement initiatives for our institution.

Subodh

Dr. Subodh Bala Gupta

IQAC Coordinator

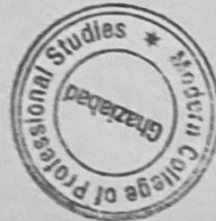
Co-Ordinator, IQAC
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Nisha Singh

Dr. Nisha Singh

Principal

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Date: 9th April 2020

Minutes of IQAC Meeting

Date: 07 April, 2020

Time: 2:00 PM

Venue: Zoom Platform

The following members were present in the meeting:

S.No	Category	Name of the Member	Designation	Signature
1	Chairperson	Dr. Nisha Singh	Principal	
2	IQAC Coordinator	Dr. Subodh Bala Gupta	Professor, Education	
3	Teacher Member	Dr. Dhiraj Singh	Head, Department of Education	
4	Teacher Member	Mr. Arvind Kr. Pandey	Head, Department of Computer Applications	
5	Teacher Member	Mr. Anuj Sharma	Head, Department of Management	
6	Teacher Member	Dr. Kanak Rani	Assistant Professor	
7	Teacher Member	Dr. Rekha Sharma	Assistant Professor	
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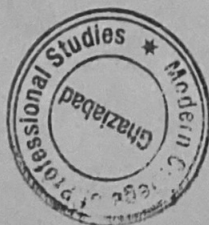
The formal meeting started with a welcome note by IQAC Coordinator Dr. Subodh Bala Gupta. The Chairperson, Dr. Nisha Singh, requested all members for an open house discussion on various agenda items to maintain quality and excellence at the institution. This meeting was conducted on the Zoom platform. The following points were discussed in the meeting:

Executed previously determined plans (Action taken)

Dr. Subodh Bala Gupta confirmed that all the activities which were proposed in the previous meeting were successfully conducted with mutual efforts of all Heads of the departments and faculty members.

Executed previously determined plans are:

- Internal Examination of UG and PG Programmes have been conducted smoothly.
- The Sports Meet was successfully held on 13-14 February. The sports committee efficiently managed the event, booking venues and organizing a schedule of events. Student participation was



high, and all necessary equipment and logistics were arranged seamlessly. Feedback from participants and attendees was overwhelmingly positive, highlighting the event's success.

- The Alumni Meet on 18 January was a resounding success, with a large turnout of alumni who appreciated the well-organized event and engaging agenda. Basant Panchami and Republic Day celebrations were also conducted with enthusiasm and participation from students and faculty.
- Remedial classes were scheduled and conducted effectively, providing additional support to students who needed it. Faculty members dedicated time to ensure these classes were beneficial, and students reported improvements in their understanding of the subjects.
- The second convocation was successfully held, with meticulous planning by the convocation committee. The event featured distinguished guest speakers and was well-attended by graduates.
- The planned events were well-attended by students and faculty, providing valuable insights and knowledge.

Agenda to be achieved in future

- A comprehensive discussion was held on the immediate and long-term road map to address the challenges posed by the COVID-19 pandemic. Strategies were discussed to ensure the safety and well-being of students and staff while maintaining academic continuity. The discussion was led by Dr. Nisha Singh and included inputs from Dr. Subodh Bala Gupta.
- The implementation of online classes and examinations as per CCS University guidelines was discussed. Plans were made to ensure seamless transition to online teaching and assessments. Mr. Arvind Kr. Pandey and Mr. Anuj Sharma shared their plans for their respective departments.
- The status of syllabus completion for all programs was reviewed. Measures to ensure that all courses are completed on time despite the disruptions caused by the pandemic were discussed. Dr. Rekha Sharma presented their reports on the syllabus completion.
- The need for online training for faculty to effectively conduct online classes and webinars was discussed. Plans were made to organize training sessions and provide necessary resources to faculty members. Dr. Kanak Rani suggested various online training resources.
- The date for the upcoming National Webinar on Economic, Social & Environmental Dimensions of COVID-19 was finalised to be 17th May 2020. The sub themes and schedules of the sessions shall be finalised by the last week of April.
- Any other items were discussed with the permission of the Chair. Suggestions for future initiatives and collaborations with industry were considered. Dr. Dhiraj Singh provided their suggestions.

The meeting concluded with a vote of thanks to the Chair and all members for their active participation.

Subodh
Dr. Subodh Bala Gupta
IQAC Coordinator

Nisha Singh
Dr. Nisha Singh
Principal

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