



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: 30th June 2020

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 02nd July, 2020 at 10 AM in the conference room to discuss the following agendas:

1. Admission strategies
2. Planning for the upcoming session
3. Mentor-Mentee System
4. Value Added Courses
5. Utilising online teaching learning platforms
6. Revision and framing of policies.

We look forward to your valuable presence and active participation in the meeting.

Dr. Subodh Bala Gupta

[Signature]
IQAC Coordinator

Co-Ordinator, IQAC

Modern College of Professional Studies
Mohan Nagar, Ghaziabad

[Signature]
Prof. (Dr.) Nisha Singh

Principal

PRINCIPAL

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





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

Ref. No - MCPS/1960 C/20 Minutes of IQAC Meeting

Date: 06/07/2020

A meeting of IQAC core committee was held with all the departments of the college with the Principal in Chair as per the following schedule.

Date- 2/07/2020

Department – Education / BBA/ B Com / BCA

Time- 10 a.m.

Venue – Conference Room

The following members were present in the meeting.

S.N	Category	Name of the Member	Designation	Signature
1	Chair person	Dr.Nisha Singh	Principal	
2	IQAC Member	Mr. Vineet Goel	Secretary	
3	IQAC Member	Mr. Yogesh Garg	Treasurer	
4	IQAC Co ordinator	Dr.Subodh Bala Gupta	Professor, Edu.Dept.	
5	Teacher Member	Mr.Arvind Kumar Pandey	HOD ,BCA	
6	Teacher Member	Mr.Anuj Sharma	HOD, BBA	
7	Teacher Member	Dr.Dhiraj Singh	HOD, Education	
8	Teacher Member	Dr.Kanak Rani	Assistant Professor	
9	Teacher Member	Dr.Rekha Sharma	Assistant Professor	
10	Teacher Member	Dr.Kiran Joshi	Assistant Professor	
11	Nominee from local society	Dr.Aruna Sharma	Educationist	
12	Nominee from local society	Mr.Pankaj Liddu	Entrepreneur	

The formal meeting was started on a welcome note by IQAC Co ordinator Dr. Subodh Bala Gupta.

The Chairperson requested all the members for open house discussion on various Agenda of the meeting 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 Meetings were successfully conducted with mutual efforts of all HODs and faculty members

- Two Days International Webinar on Indian Culture: An Evergreen Relevant Foundation for Global Peace has been organized successfully on 12-13 June 2020. The Principal congratulated to all, for making the webinar successful.
- A student satisfaction survey was conducted as per the guidelines of NAAC. It was analyzed by the Department wise. It was found out that in most of the areas, students were satisfied, still, there are some areas of improvement regarding curriculum & activities on which faculties & management have to work out.
- The subject-wise result analysis was done of all courses, and it was compared also with other colleges. It was found that our college students' performance was far better than many other colleges in Ghaziabad.
- The outline of the Action plan of IQAC for 2020-21 on the basis of the NAAC Peer team was finalized and placed before the CDC for approval. It evaluated the Gap areas for further improvements.

Planning of agenda to be achieved in the future

- The meeting started with important matters discussion such as budgets, admissions, university policies, etc. of the next session. All IQAC members, CDC Members & Governing body members provide their valuable suggestions for further improvements.
- The principal instructed all heads of Departments to make plans for the next session. It was also instructed to all heads to make Academic Calendar and Activity Calendar. Time table & Subject allocation list faculty-wise so that the session can be started smoothly.
- Dr. Subodh Bala Gupta advised all Heads of the Departments to submit all the Log Books & course files of the previous session. It was also suggested to provide a Log Book for the next session so that faculties can prepare lecture plans accordingly.
- It was discussed in the meeting unanimously that all Departments will work on some value-added courses related to their Departments. All HODs will submit a Blueprint of Add-on courses related to their areas of specialization in the Principal office by 20th July 2021 tentatively.
- It was proposed by Dr. Kanak Rani in the meeting that All Heads of Departments will be instructed by their Faculties to work on the Mentor-Mentee Record. Regarding this instructions were given to HOD to divide the total no. of Mentors (Faculties) by the ratio of the total no. of Mentees (Students). A criteria was suggested by Mr. Anuj to implement in proper Record.
- Dr. Subodh Bala Gupta elaborated on each criterion of NAAC in the meeting. The meticulous process of documentation which will be maintained also discussed in detail.



The thrust areas were identified and the outline of the Action plan of IQAC for 2020-21 has been discussed which is to be implemented in the future on the basis of the NAAC Peer team report.

- Principal discussed with all HODs of Different departments how to make a more effective teaching-learning process. So that the teaching process can run smoothly in the COVID period on a virtual platform. It was also instructed by the Principal that all Heads will observe on online teaching of teachers during the class running. It was decided in the meeting that the Platforms for online teaching would be Zoom meetings & Google Meet.
- It was suggested by the IQAC that the Policy for Divyangjan, Gender, Green, Maintenance & Quality Assurance, Slow Learner & Advance Learner should be constituted and presented before the Governing Council for approval.
- It was discussed in the meeting that H.R . Policy should be revised by IQAC as per the requirements and it should be presented before the Governing Council for approval.

The meeting ended with a vote of thanks to the chair

Dr. Subodh Bala Gupta

(IQAC Coordinator)

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

Dr. Nisha Singh

(Principal)

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





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 August 2020

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 01st September, 2020 at 1 PM in the conference room to discuss the following agendas:

1. Enhancing Placement Services
2. Initiation of Online Classes
3. Planning for Hindi Diwas
4. Orientation Programme of BBA, BCA & B.Com.
5. Planning for Gandhi Jayanti Celebration
6. Research Publications

We look forward to your valuable presence and active participation in the meeting.

Dr. Subodh Bala Gupta
IQAC Coordinator

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



Prof. (Dr.) Nisha Singh
Principal

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



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

Ref. No- MCPS/1968A/20 Minutes of IQAC Meeting

A meeting of IQAC core committee was held with all the departments of the college with the Principal in Chair as per the following schedule. Date : 04/09/2020

Date- 01/09/2020

Department – Education / BBA/ B Com / BCA

Time- 1 p.m.

Venue – Conference Room

The following members were present in the meeting.

S.N	Category	Name of the Member	Designation	Signature
1	Chair person	Dr.Nisha Singh	Principal	
2	IQAC Member	Mr. Vineet Goel	Secretary	
3	IQAC Member	Mr. Yogesh Garg	Treasurer	
4	IQAC Co ordinator	Dr.Subodh Bala Gupta	Professor, Edu.Dept.	
5	Teacher Member	Mr.Arvind Kumar Pandey	HOD ,BCA	
6	Teacher Member	Mr.Anuj Sharma	HOD, BBA	
7	Teacher Member	Dr.Dhiraj Singh	HOD, Education	
8	Teacher Member	Dr.Kanak Rani	Assistant Professor	
9	Teacher Member	Dr.Rekha Sharma	Assistant Professor	
10	Teacher Member	Dr.Kiran Joshi	Assistant Professor	
11	Nominee from local society	Dr.Aruna Sharma	Educationist	
12	Member stake holder	Mr.Tejveer Chauhan	Parent Member	

The formal meeting was started on a welcome note by IQAC Coordinator Dr. Subodh Bala Gupta. The Chairperson requested all the members for open house discussion on various Agenda of the meeting to maintain quality and excellence at the institution.

The following points were discussed in the meeting:-



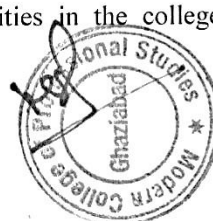
Executed previously determined plans (Action taken)

Dr. Subodh Bala Gupta confirmed that all the activities which were proposed in the previous meeting 2nd July 2020 were successfully conducted with mutual efforts of all HODs and faculty members

- College Budgets, Admission policies, and University policies have been evaluated & discussed by the IQAC & CDC. Members of the college for the next session.
- Academic Calendar, Activity Calendar, Time Table & Subject allocation list have been prepared by all HODs.
- Previous session Log Books & Course files have been submitted by the faculty members Department wise. A common format was provided to all the departments.
- All HODs provided the blueprints regarding some value-added courses related to their area of specialization.
- Mentors were allocated in the ratio of Mentees Department. A common format was provided to maintain mentor-mentee records.
- The action plan of IQAC for session 2020-21 has been prepared. It was prepared on the basis of the NAAC peer team report.
- Online classes have been started on a virtual platform. Unanimously it was decided that on online class platform would be Zoom meetings of Google Meet.
- Policy for Divyangjan, Gender, Green, Maintenance & Quality Assurance, Slow learner & Advance Learner has been constituted and approved by the Governing Council.
- H.R . Policy has been revised by IQAC as per the requirements and it was approved by the Governing Council also.

Planning of agenda to be achieved in future.

- Dr. Subodh Bala Gupta advised all Training & Placement Coordinators to prepare a Training & Placement blueprint for their concerned departments which is planned for the next session. The Principal asked all HODs to submit previous session training & placement reports. Dr. Subodh Bala proposed that in the next session, there will be a focus on Mock interviews & grooming the personality of students so that they can be placed in reputed companies and on higher packages.
- The Chairperson announced in the meeting that Teachers' Day will be celebrated on 5th September 2020. As a token of appreciation, the faculty will be honored with mementos and lunch at a nearby restaurant.
- Dr. Subodh Bala Gupta proposed in the meeting that, to enhance the competency of faculty in Research & Development areas and to boost research activities in the college, the



guidelines of the Research Committee have been reviewed. Dr. Subodh Bala Gupta also informed me that several faculty members from different departments have published their research papers in reputed journals.

- It was discussed in the meeting that Hindi Diwas will be celebrated on 14 September 2020 at the College level. Due to COVID-19, Activity will be celebrated on a virtual Platform. Dr. Rekha Sharma proposed the name of Mrs. Haritima Dixit as a coordinator of Hindi Diwas. The Principal confirmed the name of Mrs. Haritima Dixit with Mrs. Asha Sharma.
- It was unanimously discussed in the meeting that on the occasion of Gandhi Jayanti, 2nd October 2020 Poster and Slogan activities will be organized. Dr. Kiran Joshi proposed that students from all courses can participate in this activity. The theme decided was Swachh Bharat Abhiyan.
- It was proposed by the Principal that BBA, BCA & B.Com Orientation Day will be held on 09 October 2020 tentatively on a virtual platform and it was decided also that classes will be started online initially, after following the Covid protocols may be started offline as per the situations. Classes of these courses will be commenced from 19 Oct. onwards tentatively.

The meeting ended with a vote of thanks to the chair

Dr. Subodh Bala Gupta

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



Dr. Nisha Singh

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



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: 02nd November 2020

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 04th November 2020 at 11 AM in the conference room to discuss the following agendas:

1. Organising online workshops, quizzes and guest lectures
2. Celebration of Vijay Diwas, Yuva Diwas and Parakram Diwas.
3. Schedules for Internal Assessment
4. Orientation Programmes for B.Ed. (2020-22) and (M.Ed. 2020-22)

We look forward to your valuable presence and active participation in the meeting.

Dr. Subodh Bala Gupta

[Signature]
IQAC Coordinator

[Signature]
Co-Ordinator, IQAC

Modern College of Professional Studies
Mohan Nagar, Ghaziabad



[Signature]
Prof. (Dr.) Nisha Singh

Principal

PRINCIPAL

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



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

Ref No — MCPS/1996A/20 Minutes of IQAC Meeting

A meeting of IQAC core committee was held with all the departments of the college with the Principal in Chair as per the following schedule.

Date : 06/11/2020

Date- 4/11/2020

Department – Education / BBA/ B Com / BCA

Time-11 a.m.

Venue – Conference Room

The following members were present in the meeting.

S.N	Category	Name of the Member	Designation	Signature
1	Chair person	Dr.Nisha Singh	Principal	
2	IQAC Co ordinator	Dr.Subodh Bala Gupta	Professor, Edu.Dept.	
3	Teacher Member	Mr.Arvind Kumar Pandey	HOD ,BCA	
4	Teacher Member	Mr.Anuj Sharma	HOD, BBA	
5	Teacher Member	Dr.Dhiraj Singh	HOD, Education	
6	Teacher Member	Dr.Kanak Rani	Assistant Professor	
7	Teacher Member	Dr.Rekha Sharma	Assistant Professor	
8	Teacher Member	Dr.Kiran Joshi	Assistant Professor	
9	Nominee from local society	Mr.Pankaj Liddu	Entrepreneur	
10	Member stake holder	Mr.Tejveer Chauhan	Parent Member	

The formal meeting was started with a welcome note by IQAC Coordinator Dr. Subodh Bala Gupta. The Chairperson requested all the members for open house discussion on various Agenda of the meeting to maintain quality and excellence at the institution.

The following points were discussed in the meeting:-



Executed previously determined plans (Action taken)

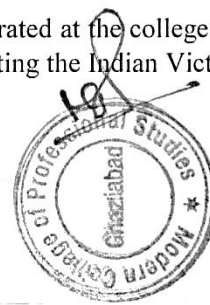
Dr. Subodh Bala Gupta confirmed that all the activities which were proposed in the previous The meeting (01/09/2020) was successfully conducted with the mutual efforts of all HODs and faculty members.

Executed previously determined plans are :

- Training & Placement reports of all departments for the previous session have been submitted department-wise by the Training & Placement Coordinator
- Teachers' Day has been celebrated successfully on 5th September. The college organized a delicious lunch at college and provided cello hot water bottles for all staff members in keeping the health issues of faculties in mind.
- Hindi Diwas has been celebrated successfully on 14th September on a virtual platform organized by Mrs Haritima Dixit. Many of the students participated and presented poems and songs written by Hindi famous Poets.
- On the occasion of Gandhi Jayanti 02 October, poster-making and slogan-writing competitions were held successfully. The event was organized by Dr. Kiran Joshi
- Orientation Day of BBA, BCA & B Com odd semester conducted successfully on 9th October. It was organized on a virtual platform.
- B Ed. 2nd Year classes have been started successfully. All the teachers were allocated subject-wise. They prepared their lecture plan
- Guidelines and policies related to Research & Development have been evaluated & updated by the Research & Development committee.

Agenda to be achieved in the future

- A Seven-day workshop on various applications of Google and supporting apps for undergraduate teacher trainees was proposed by Dr. Subodh Bala Gupta to be held from 2 Nov to 11 Nov 2020 tentatively. Unanimously it was decided that Dr. Kiran Joshi would be the co-ordinator of this workshop.
- Dr. Dhiraj Singh proposed that For understanding & implementing ICT tools in the educational platform and being part of B Ed curriculum EPC:4 (Understanding of I.C.T.), An online Workshop will be organized on 7th Nov tentatively for B Ed. 2nd year students. Dr. Kiran Joshi will be the co-ordinator of this workshop.
- It was discussed in the meeting that Vijay Diwas will be celebrated at the college level on 16 December 2020 For tributing the Indian martyrs and celebrating the Indian Victory over



Pakistan. Mr. Anuj suggested that the event coordinator will be Ms. Puja Chauhan, Faculty of BBA.

- It was proposed by Mr. Anuj Sharma to conduct a guest lecture on Direct Tax & Laws to create awareness & implications of Direct Tax among the Management & Commerce students on 20 December tentatively. Mr. Anuj informed, that the Guest Faculty will be the expert in his field of specialization.
- It was instructed by the Principal to Dept of Mgmt. & Computer application HOD to planned assignments & internal exam dates. With the common consensus it was proposed that the First & Second Assignment submission Date will be 6 December & 22 January. As well as the First & Second internal Exam Dates will be 23 December and 10 Feb tentatively.
- It was discussed in the meeting unanimously that the General Knowledge quiz will be organized by Deptt. of Management & Commerce on 2nd January 2021 tentatively. Mr. Anuj suggested the name of Mr. Ashish Diwakar as the Coordinator of this event.
- Dr. Subodh Bala Gupta proposed a value-added course on the Basic Beauty Professional Training Programme for Girls students. Course duration will be Three Months starting from 8th January 2021 onwards tentatively. Intake was decided on 35 and this value-added course will be organized by Mrs. Haritima Dixit.
- B Ed. Orientation of session 2020-22 was planned to be organized on 8th January tentatively. It may change as per the situation Dr. Dhiraj Singh, HOD of Education Deptt. discussed B Ed new session basic information with the Principal & all IQAC Members. Dr. Dhiraj said that Mrs. Haritima Dixit & Ms. Seema Sharma will be the coordinators of Orientation Day.
- The principal asked to Training & Placement Coordinator to take extra classes for Final Year students of all courses about how to write a Resume effectively. Tentative class dates were suggested by the Principal from 10 January to 15 January 2021. She asked to provide some effective formats of curriculum Vitae to students so that they can be employable in future perspectives.
- It has been decided in the meeting that Yuva Diwas, the Birth Ceremony of Swami Vivekanand on 12 January, will be celebrated on the college campus to give tribute to him and inculcate the values among students in terms of the philosophy of Swami ji. Yuva Diwas will be celebrated in the form of creative activities & Games on that day. The theme was decided by Dr. Rekha Sharma "YUVAAH – Utsah Naye Bharat Ka". Some activities like Treasure Hunt, Rope pulling, Frog Race, and Class decoration activities will be organized on that day. Mrs. Nidhi Chauhan will be the organizer of this event.
- It was decided in the meeting that Netaji Subhash Chandra Bose 125th Jayanti, on 23rd January 2021 will be celebrated as Parakram Diwas for remembering the indomitable courage and sacrifice of Netaji for the nation. Dr. Subodh Bala Gupta proposed that Ms. Haritima Dixit & Ms. Seema Sharma will co-ordinate the Parakram Diwas Activity.
- It was decided in the Meeting that one Inter-departmental Quiz competition will be



organized by Deptt. of Management & Commerce on 25th January tentatively. The topic was decided by Mr. Anuj Sharma as 'Business & Economics'. Ms. Nidhi Chauhan will be the Coordinator of this event.

- I.T. Fest on Ethical Hacking was proposed by Mr. Arvind Pandey to be held on 28th January 2021 tentatively. The Principal said that the Event will be organized by B.C.A, Deptt. All students of BBA, B Com & BCA can take participation in this technical event
- It was discussed in the meeting that the BCA Deptt. will conduct a workshop on Robotics & its application on 12 Feb tentatively. The date can be varied also as per the convenience of guest faculty. Ms. Arvind Pandey said that the workshop will be conducted by any Guest faculty who will be an expert in this particular area.
- It was decided in the meeting that M.Ed. orientation (Session 2020 – 22) will be conducted on 16th Feb 2021 tentatively and simontenously on the same day Vasant Panchmi will be celebrated to express immense devotion for Maa Saraswati. Both event co ordinators will be Mrs. Haritima Dixit.
- It was decided in the meeting that an online guest lecture will be organized on Cyber security for girls on 23 Feb tentatively. The Principal decided that it would be conducted by women cells of MCPS. Dr. Rekha Sharma proposed that Dr. Manisha will be the coordinator of this activity.
- It was discussed in the meeting that a Workshop on EPC :1 Strengthening Hindi/ English Language Proficiency will be organized from 22nd to 27th Feb tentatively. Dr. Dhiraj Singh proposed that the Hindi language workshop will be organized by Ms. Haritima Dixit & the English Language workshop will be organized by Ms. Seema Sharma.

Meeting ended with a vote of thanks to the chair

Dr Subodh Bala Gupta


(Coordinator)

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




Dr. Nisha Singh

(Principal)

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



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: 01st March 2021

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 03rd March 2021 at 2 PM in the conference room to discuss the following agendas:


1. Submission of AQAR for the year 2018-19 and 2019-20
2. Organising of workshops
3. Celebration of International Women's Day and International Forest Day
4. Research Publications
5. Infrastructural Upgradation and Renovation

We look forward to your valuable presence and active participation in the meeting.


Dr. Subodh Bala Gupta
IQAC Coordinator

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




Prof. (Dr.) Nisha Singh
Principal

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



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

Ref. No- MCPS/2083A/21 Minutes of IQAC Meeting

A meeting of IQAC core committee was held with all the departments of the college with the Principal in Chair as per the following schedule.

Date : 05/03/2021

Date -03/03/2021

Department – Education / BBA/ B Com / BCA

Time- 2 p.m.

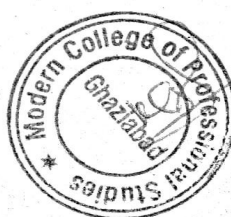
Venue – Conference Room

The following members were present in the meeting.

S.N	Category	Name of the Member	Designation	Signature
1	Chair person	Dr.Nisha Singh	Principal	
2	IQAC Member	Mr. Yogesh Garg	Treasurer	
3	IQAC Co ordinato	Dr.Subodh Bala Gupta	Professor,Edu.Dept	
4	Teacher Member	Mr.Arvind Kumar Pandey	HOD ,BCA	
5	Teacher Member	Mr.Anuj Sharma	HOD, BBA	
6	Teacher Member	Dr.Dhiraj Singh	HOD,Education	
7	Teacher Member	Dr.Kanak Rani	Assistant Professor	
8	Teacher Member	Dr.Rekha Sharma	Assistant Professor	
9	Nominee from local society	Dr.Aruna Sharma	Educationist	
10	Nominee from local society	Mr.Panka jLiddu	Entrepreneur	

The formal meeting was started with a welcome note by IQAC Co ordinator Dr. Subodh Bala Gupta. The Chairperson requested all the members for open house discussion on various Agenda of the meeting 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 The meeting (04/11/2021) was successfully conducted with the mutual efforts of all HODs and faculty members.

Executed previously determined plans are:

- Seven-day workshop from 2nd November 2020 to 11st November 2020 on various applications of Google and supporting apps for undergraduate teacher trainees was conducted successfully.
- Workshop on EPC 1 has been conducted successfully from 22nd February to 27th February 2021. Mrs. Hartima Dixit organized the Hindi workshop & Mrs. Seema Sharma organized the English workshop.
- Vijay Diwas, Yuva Diwas, and Parakram Diwas have been celebrated successfully. Different faculty coordinators organized the events as per the given dates.
- A Guest Lecture on Direct tax & laws has been organized on 20 Dec by Management Department
- All Courses classes were started successfully. In the BBA/BCA/ B Com course, both Assignments were given & both U.T. have been organized.
- G.K. Quiz in BBA, BCA & B com has been organized on 2nd January. Mr. Ashish Diwakar was the coordinator of this event.
- Special classes for Resume writing have been conducted by the Training & Placement cell successfully. Some effective formats of Resumes were provided as per the course profile and job profile of the students.
- Inter-Departmental Quiz on Business & Economics organized by the Department of Commerce & Management has been conducted successfully on 25th January 2021.
- I.T. Fest on Ethical Hacking has been organized by the Department of Computer Application on 28th January. Mr. Arvind Pandey coordinated the event.
- A day workshop on Robotics and its Application has been organized by the Department of Computer Application on 12th February 2021.
- A Guest lecture on Cyber Security has been organized on 23rd February 2021 Dr. Manisha Singh coordinated the event successfully.

Agenda to be achieved in the future

- It was proposed in the meeting by the Principal that all HODs will motivate all teaching staff to write Research Papers in UGC Care listed Journals, attend more FDPs & present their Papers in National & International Seminars. It was also suggested by IQAC members that Non-Ph.D. faculties should also get registered in reputed universities for their as well as College advancement & Growth.
- The Chairperson of IQAC emphasized the importance of prioritizing the upload of AQARs for the academic years 2018-19 and 2019-20 to ensure the timely conduct of NAAC



assessments. The AQAR for 2018-19 will be uploaded first, and after receiving approval from NAAC, the AQAR for 2019-20 will be uploaded. These AQARs are now ready and have been approved for uploading. The delay in this process was caused by the disruptions due to the COVID-19 pandemic. The Principal has tasked Mr. Arvind Pandey and Mr. Vijay Garg with starting the uploading process on both the NAAC portal and the college website promptly.

- Dr. Dhiraj Singh proposed that a two-day Art & Craft workshop be organized by Mrs. Haritima Dixit from 05 to 06 March 2021, tentatively. The workshop will focus on developing various skills beneficial in daily life. Dr. Rekha Sharma suggested that students could learn to make jute bags, masks, and other art and craft items during the workshop.
- Principal announced in the meeting that on the occasion of International Women's Day, 8 March, value-added courses in Textile, Art & Craft, and beauticians will be inaugurated. Ms. Haritima Dixit will be the coordinator of this Programme. Apart from appreciating the efforts of women's celebrities and inspiring the girls students, International Women's Day will be celebrated in college. Dr. Manisha Singh & Dr. Kiran Joshi will be the coordinator of this event.
- It was decided in the meeting that the Three Days Scout & Guide Camp will be organized from 13th March to 15th March 2021 tentatively. Dr. Dhiraj proposed that Mr. Surendra Arya will be the coordinator of the Camp. Mr. Ashish Singh, Dr. Rajni Sharma & Dr. Kiran Joshi will assist with B. Ed. & D.El. Ed. Course Students simultaneously.
- It was decided in the meeting that International Forest Day will be celebrated on 20th March to create the awareness regarding environment and trees. Dr. Aruna proposed that it can be theme-based. On this occasion, it was decided that an Essay-writing activity would be organized. The Principal proposed the name of Ms. Shipra Sharma as the coordinator of this activity.
- It was discussed in the meeting to conduct A day's Micro Teaching workshop from 22nd to 27th March tentatively for B Ed 1st year students by the Education Department. Principal suggested that concerned pedagogical subject teachers take classes on different skills related to lesson plans.
- It was decided in the meeting that a day Lesson Planning workshop will be organized from 29th to 30th March 2021 tentatively for B Ed 1st Year Students So that all students can learn the teaching skills effectively. The Principal Said that all pedagogical subjects' teachers will submit model lesson plans in the Principal's office before teaching .Dr. Rekha Sharma will be the coordinator of this workshop.
- It was proposed in the meeting by the Principal that in some infrastructure areas there is a need for upgradation and renovation. Reception, Counselling room, tiles on college walls, computers, furniture requirements, etc. need renovation & upgradation. With the common consensus of all IQAC members, the Principal instructed Mr. Vijay to provide complete details with the estimated cost within a week.

The meeting was ended with a vote of thanks to the chair

Dr. Subodh Bala Gupta

See
(IQAC Coordinator)

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



108/613121
Dr. Nisha Singh

(Principal)

PRINCIPAL

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



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: 01st May, 2021

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 04th May 2021 at 3 PM via Google meet to discuss the following agendas:

1. Conduct of online classes
2. Annual Performance Appraisal Reports
3. Planning for Pre-University Examination of B.Ed. and M.Ed.
4. Donation to COVID Relief fund
5. Collection of Feedback on Curriculum
6. Vaccination of teaching, non-teaching staff and students

We look forward to your valuable presence and active participation in the meeting.

Dr. Subodh Bala Gupta

[Signature]
IQAC Coordinator

Co-Ordinator, IQAC

*Modern College of Professional Studies
Mohan Nagar, Ghaziabad*

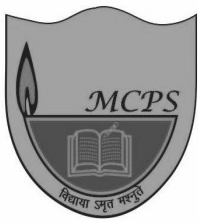


[Signature]
Prof. (Dr.) Nisha Singh

Principal

PRINCIPAL

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



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

Ref No- MCPS/2180 B/21 Minutes of IQAC Meeting

A meeting of IQAC core committee was held with all the departments of the college with the Principal in Chair as per the following schedule. Date: 06/05/2021

Date- 04/05/2021

Department – Education / BBA/ B Com / BCA

Time- 3 p.m.

Venue – On line meeting on Google meet

The following members were present in the meeting.

S.N	Category	Name of the Member	Designation	Signature
1	Chair person	Dr.Nisha Singh	Principal	
2	IQAC Member	Mr. Vineet Goel	Secretary	
3	IQAC Co ordinator	Dr.Subodh Bala Gupta	Professor, Edu.Dept.	
4	Teacher Member	Mr.Arvind Kumar Pandey	HOD ,BCA	
5	Teacher Member	Mr.Anuj Sharma	HOD, BBA	
6	Teacher Member	Dr.Dhiraj Singh	HOD, Education	
7	Teacher Member	Dr.Kanak Rani	Assistant Professor	
8	Teacher Member	Dr.Rekha Sharma	Assistant Professor	
9	Teacher Member	Dr.Kiran Joshi	Assistant Professor	
10	Nominee from local society	Dr.Aruna Sharma	Educationist	

Due to lockdown and work from home since 17 April 2021 IQAC formal meeting was held on google meet platform .Meeting was started with a welcome note by IQAC Coordinator Dr. Subodh Bala Gupta. The Chairperson requested all the members for open house discussion on virtual platform on various Agenda of the meeting 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 (03/03/2021) were successfully conducted with the mutual efforts of all HODs and faculty members.

Executed previously determined plans are:

- The AQARs for 2018-19 and 2019-20 have been uploaded on the NAAC portal as well as on the college website on 10th March 2021 and 2nd April 2021 respectively. The Chairperson congratulated the efforts of all teaching and non-teaching staff members.
- Art & Craft workshop EPC:2 has been conducted successfully from 5th to 6th March. Mrs. Haritima Dixit organized the workshop
- On the occasion of International Women's Day value added courses on Textile, Arts & Craft & Beauticians have been started successfully.
- Three Days Scout & Guide Camp has been organized successfully from 13th to 15th March. Mr. Ashish, Dr. Rajni & Dr. Kiran Joshi organized the camp for B Ed. & D.El.Ed. Students,
- Essay writing activity on International Forest Day has been completed successfully on 20th March. Ms. Shipra Sharma organized the essay writing activity.
- Seven Days workshops on Micro Teaching from 22nd to 27th March for B Ed.1st year has been conducted successfully.
- Lesson Planning Workshop has been completed successfully from 29th to 30th March. Faculties related to their pedagogy subjects teach the students how to make lesson plans more effective.
- Registrar provided the estimated cost documents with areas for maintenance & upgradation infrastructure facilities. Renovation work of the Reception, Counselling Room, and College wall tiles has been started and going on to date.

Agenda to be achieved in the future

- It was discussed in the meeting by the Principal to submit the annual Performance appraisal report of all full-time faculty members & permanent non-teaching staff also. APAR should be evaluated Department according to the set criteria.
- The principal instructed in the meeting that due to working from home all faculties will take online classes on the Google Meet platform. Link & Schedule will be provided in concerned classes groups & official group before one day in the evening. Classes should be started on time & it should be taken through screen share also.



- Due to working from home, the Principal asked all HODs to share their Departmental D.P.R in Official Groups till 4 pm. So that Mrs Rituka can prepare the DPR Report on time and send it to the Secretary, MCPS. DPR will be in Google form & department-wise.
- It was proposed in the meeting by Dr. Dhiraj Singh that EPC: 3 Workshop on Book Review will be conducted through the Google Meet platform from 14 May to 15 May tentatively. Ms. Neha Bansal will be the coordinator of this workshop.
- It was instructed in the meeting that all faculties will complete their course within 15 days & after that, all faculties will take revision classes of their concerned subjects.
- In the meeting, the Principal asked all HODs that all faculties related to their Department. will complete their both vaccination dose. All teaching & Non-Teaching staff also book their vaccine slots wherever they find vacant. Simultaneously they also asked students above 18 years to be vaccinated as early as possible.
- It was decided in the meeting by the Principal that the College Library will open from 10th June at their usual time. If any faculty or students want to issue and submit their books, they can go and use the facility library.
- It was discussed in the meeting that all course faculties will provide their students with Assignments & Files work. All faculties will also provide complete notes & Question Bank till 20 June tentatively in type form in both mediums to students.
- It was decided in the meeting unanimously that Pre-university exams of B. Ed., M Ed, and all courses will be taken in Google form. Exam patterns & Guidelines will be given by the heads of the departments later on.
- The principal asked Dr. Dhiraj Singh to submit B Ed Internal Marks by 21st June in the specified format. She instructed also that all subject teachers will prepare a complete Record of students' performance. Following the criteria they will prepare the marks list also.
- It was proposed by Dr. Subodh Bala Gupta that after the pandemic situation is under control, one community activity of mask distribution will be organized. Mask can be distributed in slum areas, metro stations & bus stands also
- It was discussed in the meeting by the IQAC Members that curriculum feedback should be taken from all the faculties. It should be analyzed thoroughly. It was instructed by the secretary, MCPS that every HOD will prepare a report and submit it to the Principal about the scope of improvements at the college level.
- It was discussed unanimously in the meeting to contribute maximum at their level in monetary & non-monetary terms to needy people of society in pandemic situations, The Principal announced on behalf of management that the College will donate Rs. 5 Lacks to the COVID Relief Fund and will set an example of leading institution.

The meeting ended with a vote of thanks to the chair

Dr. Subodh Bala Gupta
(IQAC Coordinator)

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



Dr. Nisha Singh
(Principal)

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