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MODERN COLLEGE OF PROFESSIONAL STUDIES

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

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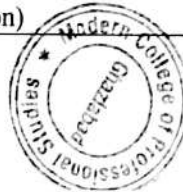
Ref. No. MCPS/2186A/21 1st Internal Quality Assurance Cell (IQAC)
Minutes of Meeting (2021-22)

Date 28th June 21

The 1st Meeting of IQAC (2021-22) was held on 26th June 2021 (Saturday) at 2.30 pm, in the Conference Room.

The following Members attended the Meeting:

Name	Designation	Attendance	Signature
Dr. Nisha Singh	Chairperson (Principal)	Present	
Dr. Dhiraj Singh	Teacher Representative (Head, Department of Education)	Present	
Mr. Arvind Kr. Pandey	Teacher Representative (Head, Department of Computer Application)	Present	
Dr. Vineet Garg	Teacher Representative (Head, Department of Commerce)	Present	
Dr. Kanak Rani	Teacher Representative (Associate Professor)	Present	
Dr. Manju Singh	Teacher Representative (Associate Professor)	Could not be present	
Mr. Yogesh Garg	Management Member (Treasurer)	Present	
Mr. Vineet Goel	Senior Administrative Officer (Secretary)	Present	
Mr. Vijay Garg	Senior Administrative Officer (Deputy Registrar)	Present	
Dr. Aruna Sharma	Nominee From Local Society (Educationist)	Present	
Mr. Praveen	Nominee From Employer (H. R. Manager)	Could not be present	
Mr. Pankaj Liddu	Nominee From Industrialist (Entrepreneur)	Present	
Mr. Brijesh Goel	Nominee From Shareholder	Present	
Mr. Tejveer Chauhan	Member Stakeholder (Parent Member)	Present	
Dr. Subodh Bala Gupta	Co-ordinator, IQAC (Professor, Department of Education)	Present	



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Mohan Nagar, Ghaziabad

The formal meeting started with a welcome note by the IQAC Coordinator. The Chairperson requested all the members for an open house discussion on various Agendas & issues of the Meeting.


Agenda of the Meeting:

- AQAR Submission of 2019-20
- Academic calendar, Activity Calendar, Time Table
- Effective implementation of the Student Development System
- Submission Course File & Lecture Plan
- Innovative and effective teaching methodology
- Develop feedback proforma
- Mentor-Mentee System

Agenda-wise Minutes are noted here as under

- IQAC coordinator Prof. Subodh Bala Gupta confirmed that AQAR 2019-20 has been submitted on 02 April 2021 with the combined efforts of the IQAC Team. The Principal congratulated all the IQAC members and recommended the start of the next AQAR 2020-21. It was proposed by Dr. Kanak Rani to add one member from each department to the IQAC committee to help in the procurement of official data. It was also discussed that all the suggestions given by the IQAC Coordinator should be incorporated by the criterion SPOC's person. The suggestion was approved by all unanimously.
- Chairperson Dr. Nisha Singh instructed all the Departmental Heads to finalize the Academic Calendar, Activity Calendar, and Time-Table for the session 2021-2022 and submit it by 15th July in the Principal's office before the commencement of the new academic session to ensure the smooth running of the session without any interruption.
- It was proposed by Teacher Representative Arvind Kr. Pandey to implement the strategies for the student development system in a more effective manner from the new academic session. Some other decisions were taken regarding this by IQAC members such as focusing on more Skill-Development courses department-wise, conducting more Industrial Visits to reputed organizations, and engaging students in more co-curricular activities under different clubs. It was unanimously resolved to go through the proposal.




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- It was decided that the faculty members shall submit the previous session course file of their concerned subjects. The file (as and when required) must be submitted to the Principal's office by 20th July. It was decided that the IQAC coordinator shall provide a standard format for Lecture Plans to all the departments before the commencement of the next academic session as per the NAAC guidelines.
- It was proposed by the Secretary Mr. Vineet Goel to all the Heads of the Departments to emphasize the use of more ICT tools and encourage students to obtain online certifications via MOOCs in their respective streams. It was also proposed that real-time assignments should be given to students for more industrial exposure & skill development.
- The nominee from the local society Dr. Aruna Sharma proposed that a Course Exit Survey should be conducted for final-year students and a Students Feedback proforma should also be developed by the concerned Departmental Head. It was unanimously resolved by the members that Proforma for Alumni feedback should be drafted and finalized. The responsibility of this was handed over to the Alumni committee coordinator Dr. Rekha Sharma.
- The policy of mentor-mentee was reviewed by IQAC members. Teacher Representative Dr. Dhiraj Singh proposed that the mentor-mentee ratio should be in accordance with the NAAC guidelines. It was also suggested that all the meetings should be held regularly and as stipulated. It was unanimously resolved by the members to focus on resolving the academic problems of mentees and raising their potential to the maximum.

The meeting ended with thanks to the Chair.

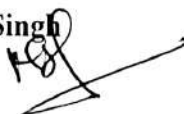

Dr. Sudesh Bala Gupta

IQAC Co-Ordinator

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



Dr. Nisha Singh

Principal 

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Ref. No. MCPS/2188(A)/21

Internal Quality Assurance Cell

Date 29 June 2021

Action Taken Report

Respected Members,

Following the IQAC meeting held on 26th June 2021, please find below the action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	AQAR Submission	<ul style="list-style-type: none"> Preparation for the submission of the AQAR (2020-21) has been streamlined.
2	Academic Calendar, Activity Calendar, Time Table Preparation	<ul style="list-style-type: none"> All the heads of the departments and timetable coordinator to submit the requisite documents (department wise) by 15th July, 2021.
3	Effective implementation of the Student Development System	<ul style="list-style-type: none"> Two new skill development courses to be introduced in the upcoming session. List of co-curricular activities with their respective coordinators to be finalized in the next week.
4	Submission Course File & Lecture Plan	<ul style="list-style-type: none"> The standard format for the lecture plan has been circulated to all the departments by the IQAC Coordinator.
5	Innovative and effective teaching methodology	<ul style="list-style-type: none"> All the teachers to utilize at least one ICT tool in their lecture. Students and Faculty to register in various MOOCs.
6	Feedback Proforma	<ul style="list-style-type: none"> All the departments to submit student feedback form before 10th of July 2021. The Alumni feedback proforma has been finalized by the Alumni Committee.
7	Mentor-Mentee System	<ul style="list-style-type: none"> All the mentors to focus on providing academic support to their mentees and help in resolving their issues. List of allotted mentees per mentor has been revised according to the ideal mentor mentee ratio.

Prepared by/Verified by

Approved By

Subodh
Dr. Subodh Bala Gupta

IQAC Coordinator

150
29/06/21
Prof. (Dr.) Nisha Singh

Principal

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



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Ref. No. *MCPS/2255(A)/21*

Date *15th Sep 2021*

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 18th September 2021 at 2:30 PM in the conference room to discuss the following agendas:

1. Revision of Research policy
2. Publication of the next volume of the college journal (Expression)
3. Using I.C.T.in teaching-learning process
4. Conducting Placement Drives and special lectures
5. College newsletter
6. New initiatives for quality improvements

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

Subodh
Dr. Subodh Bala Gupta
IQAC Coordinator

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



NS
15/09/21
Prof. (Dr.) Nisha Singh
Principal

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Ref. No. MCPS/2256A/21
2nd Internal Quality Assurance Cell (IQAC)
Minutes of Meeting (2021 -22)

Date 20th Sep 2021

The 2nd Meeting of IQAC (2021-22) was held on 18th September 2021 (Saturday) at 2.30 pm, in the Conference Room.

The following Members attended the Meeting:

Name	Designation	Attendance	Signature
Dr. Nisha Singh	Chairperson (Principal)	Present	
Dr. Dhiraj Singh	Teacher Representative (Head, Department of Education)	Present	
Mr. Arvind Kr. Pandey	Teacher Representative (Head, Department of Computer Application)	Present	
Dr. Vineet Garg	Teacher Representative (Head, Department of Commerce)	Present	
Dr. Kanak Rani	Teacher Representative (Associate Professor)	Present	
Dr. Manju Singh	Teacher Representative (Associate Professor)	Present	
Mr. Yogesh Garg	Management Member (Treasurer)	Present	
Mr. Vineet Goel	Senior Administrative Officer (Secretary)	Present	
Mr. Vijay Garg	Senior Administrative Officer (Deputy Registrar)	Present	
Dr. Aruna Sharma	Nominee From Local Society (Educationist)	Present	
Mr. Praveen	Nominee From Employer (H. R. Manager)	Present	
Mr. Pankaj Liddu	Nominee From Industrialist (Entrepreneur)	Could not be Present	
Mr. Brijesh Goel	Nominee From Stakeholder	Present	
Mr. Tejveer Chauhan	Member Stakeholder (Parent Member)	Could not be Present	
Dr. Subodh Bala Gupta	Co-ordinator, IQAC (Professor, Dept. of Education)	Present	



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The formal meeting started with a welcome note by the IQAC coordinator. The Chairperson requested all the members for an open house discussion on various agendas of the Meeting.

Agendas of the Meeting:

- Revising Research policy
- Publication of the next volume of the college journal (*Expression*)
- Using I.C.T.in teaching-learning process
- Conducting Placement Drive
- College newsletter
- New initiatives for quality improvement

Agenda-wise Minutes are noted here as under

- It was proposed by the IQAC coordinator Dr. Subodh Bala Gupta to revise the Research Policy in accordance with the New Education Policy. It was unanimously resolved by the members to assign students projects & assignments that are research-based. Dissertation topics of M.Ed. students should also be assigned accordingly and students should be encouraged to get it published in reputed Journals (U.G.C. care listed) in co-authorship with their respective supervisor.
- The last date to submit papers for M.C.P.S. Journal 'Expression' January 22 volume was decided as 31st November 2021. The Chairperson Dr. Nisha Singh assigned the responsibility for the Journal's upcoming issue to Dr. Kiran Joshi and Teacher Representative Dr. Dhiraj Singh. It was also instructed that only quality and plagiarism-free research papers would be accepted.
- Teacher Representative Mr. Arvind Kr. Pandey proposed an increased focus on using technology to ensure an effective teaching-learning process. It was also advised to increase the use of online teaching platforms for ensuring interactive learning.
- The IQAC members suggested that the Alumni committee should maintain a record of alumni along with their details including higher studies and placement in accordance with the NAAC guidelines. HODs must ensure that special lectures on personality development and communication skills are conducted regularly in the departments so as to upgrade employability skills. A particular slot in the timetable must be allotted for such lectures.
- It was proposed in the meeting by Teacher Representative Dr. Kanak Rani that a college Newsletter should be published quarterly. The chairperson finalized the name of the



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newsletter as 'Modern Times'. It was suggested that the achievements of the Faculties and the students should be covered. Teacher representative Dr. Dhiraj Singh suggested the name of Mrs. Haritima Dixit for the post of Chief Editor of the Newsletter.


- It was also discussed that new initiatives for quality improvement shall be taken up by HODs in the departments in the upcoming academic session. Departments should focus more on organizing workshops on intellectual property rights, seminars, and extension lectures on values and ethics, cultural and sports activities, etc.

The meeting ended with thanks to the Chair.


Dr. Subodh Bala Gupta
IQAC Co-Ordinator

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




Dr. Nisha Singh
Principal

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Ref. No. *MCPS/2260(A)/21*

Date *20th Sep 2021*

Internal Quality Assurance Cell

Action Taken Report

Respected Members,

Following the IQAC meeting held on 18th September 2021, please find below the action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Revision of Research policy	● A committee has been formed to review and update the research policy. Initial meetings have been conducted, and a draft revision is expected to be circulated among faculty for feedback within the next week.
2	Publication of the next volume of the college journal (<i>Expression</i>)	● The editorial team has been reconstituted, and a call for papers has been issued to faculty and students. The deadline for submissions has been set, and the peer review process has been initiated. The next volume is on track for publication in the upcoming quarter.
3	Using I.C.T.in teaching-Learning Processes	● Faculty members have been encouraged to integrate more ICT tools into their lesson plans, and initial training sessions on using these tools have been conducted.
4	Conducting Placement Drive and special lectures	● A placement drive and special lecture to be held by the end of the next month.
5	College newsletter	● The editorial team for the college newsletter has been formed. Content for the next issue to be gathered, including articles, event reports, and student achievements.
6	New initiatives for quality improvements	● Initial meetings to discuss the quality initiatives (as discussed) have been held, and detailed plans are being developed.

Subodh
Prepared by/Verified by
Dr. Subodh Bala Gupta
IQAC Coordinator

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



Nisha Singh
Approved By
Prof. (Dr.) Nisha Singh
Principal

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IQAC Coordinator

Principal

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Ref. No. M.C.P.S./2232A/22

Date 25th Jan 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 28th January, 2022 at 3:30 PM in the conference room to discuss the following agendas:

1. Organizing a National Seminar
2. Review the progress of AQAR 20-21
3. Introducing Value-added Courses
4. Planning of FDPs, Workshop & Guest Lectures
5. Processing of 'Expression'
6. Students' E-Reflective Journal
7. Slow & Advanced Learner policy

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

Subodh

Dr. Subodh Bala Gupta

IQAC Coordinator

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

Nisha Singh
25-1-22

Prof. (Dr.) Nisha Singh

Principal

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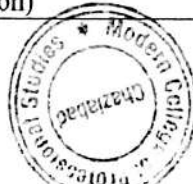
Ref. No. MCPS/223 QA/22.
3rd Internal Quality Assurance Cell (IQAC)
Minutes of Meeting (2021 -22)

Date 31st Jan 22.

The 3rd Meeting of IQAC (2021-22) was held on 28th January 2022 (Friday) at 3.30 pm, in the Conference Room.

The following Members attended the Meeting:

Name	Designation	Attendance	Signature
Dr. Nisha Singh	Chairperson (Principal)	Present	
Dr. Dhiraj Singh	Teacher Representative (Head, Department of Education)	Present	
Mr. Arvind Kr. Pandey	Teacher Representative (Head, Department of Computer Application)	Could not be Present	
Dr. Vineet Garg	Teacher Representative (Head, Department of Commerce)	Present	
Dr. Kanak Rani	Teacher Representative (Associate Professor)	Present	
Dr. Manju Singh	Teacher Representative (Associate professor)	Present	
Mr. Yogesh Garg	Management Member (Treasurer)	Present	
Mr. Vincet Goel	Senior Administrative Officer (Secretary)	Present	
Mr. Vijay Garg	Senior Administrative Officer (Deputy Registrar)	Present	
Dr. Aruna Sharma	Nominee From Local Society (Educationist)	Present	
Mr. Praveen	Nominee From Employer (H. R. Manager)	Present	
Mr. Pankaj Liddu	Nominee From Industrialist (Entrepreneur)	Present	
Mr. Brijesh Goel	Nominee From Shareholder	Could not be Present	
Mr. Tejveer Chauhan	Member Stakeholder (Parent Member)	Present	
Dr. Subodh Bala Gupta	Co-ordinator, IQAC (Professor, Department of Education)	Present	



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The formal meeting started with a welcome note by the IQAC Coordinator Prof. Subodh Bala Gupta. The Chairperson requested all the members for an open house discussion on various Agendas of the Meeting.


Agenda of the meeting:

- Organizing a National Seminar
- Review the progress of AQAR 20-21
- Introducing Value added Courses
- Planning of FDPs, Workshop & Guest Lectures
- Processing of Expression, International Journal
- Students E Reflective Journal
- Slow & Advanced Learner policy

Agenda-wise Minutes are noted here as under

- It was proposed by the Chairperson Dr. Nisha Singh that a two-day National Seminar shall be organized by the Department of Education in the month of April. The theme was suggested by teacher representative Dr. Kanak Rani as "75 Years of Independence: Achievements, Challenges, and Opportunities.". The dates were finalized to be 8th- 9th April 2022. It was unanimously resolved by the members to present the proposal for the Seminar by 20th Feb. IQAC coordinator asked teacher representative Dr. Dhiraj Singh to take organizing a quality seminar a priority. Dr. Rekha Sharma and Dr. Babita Chaudhary were chosen as the coordinators for the national seminar.
- The problems faced in data collection in each criterion were discussed by the IQAC Coordinator with the members. It was suggested that the data should be compiled on a priority basis for ensuring the timely completion of AQAR 20-21. It was decided that a detailed report of the status of AQAR completion should be submitted latest by 15th march 2022.
- It was proposed by Dr. Aruna Sharma that the college should offer some Value added courses in addition to the academic ones. It was unanimously resolved by the members to commence Value added courses on Interior Decoration, Language & communication skill Development, Web Designing, Banking Products and Practice, Productivity and Time Management, Focus, and Success, etc. for the students.




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- The Secretary Mr. Vineet Goel suggested focusing on thrust areas of Research & Development. All heads of the Department were asked to ensure the participation of teachers in workshops, faculty development programs, and Guest lectures to enhance their existing skill set. Teacher Representatives Dr. Vineet Garg & Dr. Kanak Rani suggested a set of themes (Gender Roles, Human Values, Entrepreneurship management & Data Management) for a Guest Lectures Series. It was also suggested that the use of e-resources should be increased to develop a culture of independent learning and research in students.
- The last date for submission of the Research Paper for the July edition of the college Journal 'Expression' (International Journal of Social Science, Volume VIII, Issue II) was finalized to be 15th June 2022. It was advised by teacher representative Dr. Vineet Garg to get "EXPRESSION" enlisted in the UGC care list and make efforts for issuing an E-Journal with ISSN in the future.
- It was proposed by a nominee from industry and stakeholders Mr. Tejveer Chauhan to begin publication of a student E-Reflective Journal from the new academic session. The Chair Person, Dr. Nisha Singh suggested the name for the journal to be 'SAMVID'. The medium for the journal was decided to be both English as well as Hindi. Teacher Representative Dr. Dhiraj Singh recommended the name of Mrs. Haritima Dixit for the post of chief editor of the e-reflective journal. The recommendation was unanimously approved.
- The Chairperson suggested that all the HODs shall arrange for remedial classes and provide additional aid to slow learners (identified on the basis of performance in internal examination). It was also suggested that extra effort should be put into advanced learners so that they can secure a position in the university merit list. It was unanimously resolved by the members that regular meetings should be conducted with meritorious students to motivate and resolve any issues faced by them. A separate timetable to be prepared for remedial classes was also proposed.

The meeting ended with thanks to the Chair.

Dr.  Bala Gupta

IQAC Co-Ordinator

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




 Dr. Nisha Singh

Principal

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Ref. No. MCPS/2246A/22

Date 31st Jan 2022

Internal Quality Assurance Cell

Action Taken Report

Respected Members,

Following the IQAC meeting held on 28th January, 2022, please find below the action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Organizing a National Seminar	● The organizing committee has been established, and potential sub-themes for the seminar are being discussed.
2	Review the progress of AQAR 20-21	● A progress review meeting has been scheduled for the end of the week to assess the current status and address any challenges
3	Introducing Value-added Courses	● Preliminary proposals have been submitted, and a review committee is evaluating these courses for feasibility and relevance.
4	Planning of FDPs, Workshop & Guest Lectures	● Initial dates and topics have been proposed, and resource persons are being contacted for workshops, and guest lectures.
5	Processing of Expression	● Peer reviews are underway, and authors are being notified of the status of their submissions. The publication schedule is on track for release as planned.
6	Students' E-Reflective Journal	● Guidelines for submissions are being developed, and a call for entries will be issued shortly.
7	Slow & Advanced Learner policy	● The policy to support slow and advanced learners has been re-drafted. Initial feedback has been sought from faculty, and modifications are being made.

Prepared by/Verified by
Subodh
Dr. Subodh Bala Gupta

Approved By
Nisha Singh
Prof. (Dr.) Nisha Singh

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



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Ref. No. *MCPS/2185CA/1* INTERNAL QUALITY ASSURANCE CELL (IQAC) Date *23 June 2021*

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 26th June 2021 at 2:30 PM in the conference room to discuss the following agendas:

1. AQAR Submission of 2019-20
2. Academic Calendar, Activity Calendar, Time Table Preparation
3. Effective implementation of the Student Development System
4. Submission Course File & Lecture Plan
5. Innovative and effective teaching methodology
6. Develop feedback proforma
7. Mentor-Mentee System

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

Subodh
Dr. Subodh Bala Gupta
IQAC Coordinator

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



[Signature]
Prof. (Dr.) Nisha Singh
Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 18th May 2022

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 21st May, 2022 at 12:30 PM in the conference room to discuss the following agendas:

1. Reviewing the progress of AQAR 2021-22.
2. Registration of students in MOOCs on the SWAYAM Portal
3. Updation of the College Website
4. Student Satisfaction Survey & Curriculum Feedback
5. Revision of Scholarship Policy

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

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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Ref. No. MCPS/23248/22
4th Internal Quality Assurance Cell (IQAC)
Minutes of Meeting (2021 -22)

Date 23 May 22

The 4th Meeting of IQAC (2021-22) was held on 21st May 2022 (Saturday) at 12.30 pm, in Conference Room.

The following Members attended the Meeting:

Name	Designation	Attendance	Signature
Dr. Nisha Singh	Chairperson (Principal)	Present	
Dr. Dhiraj Singh	Teacher Representative (Head, Department of Education)	Could not be Present	
Mr. Arvind Kr..Pandey	Teacher Representative (Head, Department of Computer Application)	Present	
Dr. Vineet Garg	Teacher Representative (Head, Department of Commerce)	Present	
Dr. Kanak Rani	Teacher Representative (Associate Professor)	Present	
Dr. Manju Singh	Teacher Representative (Associate Professor)	Present	
Mr. Yogesh Garg	Management Member (Treasurer)	Present	
Mr. Vineet Goel	Senior Administrative Officer (Secretary)	Present	
Mr. Vijay Garg	Senior Administrative Officer (Deputy Registrar)	Present	
Dr. Aruna Sharma	Nominee From Local Society (Educationist)	Present	
Mr. Praveen	Nominee From Employer (H. R. Manager)	Could not be Present	
Mr. Pankaj Liddu	Nominee From Industrialist (Entrepreneur)	Present	
Mr. Brijesh Goel	Nominee From Shareholder	Present	
Mr. Tejveer Chauhan	Member Stakeholder (Parent Member)	Present	
Dr. Subodh Bala Gupta	Co-ordinator, IQAC (Professor, Department. of Education)	Present	



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Modern College of Professional Studies
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The formal meeting started on a welcome note by IQAC Coordinator. The Chairperson requested all the members for an open house discussion on various Agenda of the Meeting.

Agenda of the meeting:

- Reviewing the progress of AQAR 2021-22.
- Registration of students in MOOCs on the SWAYAM Portal
- Updation of the College Website
- Student Satisfaction Survey & Curriculum Feedback
- Revision of Scholarship Policy

Agenda-wise Minutes are noted here under:

- IQAC Coordinator Dr. Subodh Bala Gupta confirmed that AQAR submission work for session 2020-21 is in progress and near completion. It was decided to submit the first draft of AQAR by 31st July 2022. The final copy needs to be uploaded on the NAAC website, by 30th August 2022. HODs of all departments must ensure that the relevant information on all activities, events, and achievements be shared with the respective criterion SPOCs Person within the stipulated time period.
- It was proposed in the meeting by Teacher Representative Dr. Manju Singh that all Heads of Departments will do efforts to get students registered with their concerned Department in MOOC (Massive Open Online Course), on SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) portal. It was decided that there will be a MOOC coordinator Deptt. wise who will assist the students to get registered & completing the course.
- It was proposed by Secretary Mr. Vineet Goel to update the college website, to be more transparent, informative & user-friendly with all supporting links & forms attached. The responsibility for updating the website was given to Mr. Arvind Km. Pandey. All the HODs and committee conveners were requested to provide the latest information and updates of their concerned departments/committees from time to time.



- The Chairperson Dr. Nisha Singh recommended in the meeting to take Student Satisfaction Survey & Curriculum Feedback for quality enhancement in teaching-learning practice. It was unanimously resolved by the members to take the feedback from students and pave the way for improvement ahead. It was decided that an analysis report should be prepared and submitted to the NAAC Coordinator and Principal office also by all concerned Departments.
- It was proposed in the meeting by Mr. Yogesh Garg to revise the college Scholarship Policy from the new academic session to benefit the poor students & motivated deserving students. IQAC members suggested different scholarships categories -
 - Scholarship for meritorious students
 - Scholarship for a disabled person
 - Scholarship for girls etc.

The Chairperson assign this responsibility to Deputy Registrar Mr. Vijay to set the criteria & all formalities required for making the final draft policy before the commencement of the new academic session.

The meeting ended with thanks to the Chair.

Subodh
Dr. Subodh Bala Gupta

IQAC Co-Ordinator

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



Dr. Nisha Singh

Principal

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MODERN COLLEGE OF PROFESSIONAL STUDIES

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Internal Quality Assurance Cell

Action Taken Report

Respected Members,

Following the IQAC meeting held on 21st May, 2022 please find below the action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Reviewing the progress of AQAR 2021-22.	<ul style="list-style-type: none">Regular review meetings are scheduled, with the first follow-up meeting conducted to assess progress and identify any required adjustments in the next week.
2	Registration of students in MOOCs on the SWAYAM Portal	<ul style="list-style-type: none">Information sessions about the benefits of MOOCs on the SWAYAM Portal have been conducted
3	Up-dation of the College Website	<ul style="list-style-type: none">Initial consultations with a web development team have taken place, and a plan for phased updates has been outlined. Priority updates, including new content and design improvements, are underway.
4	Student Satisfaction Survey & Curriculum Feedback	<ul style="list-style-type: none">A comprehensive student satisfaction survey and curriculum feedback form have been developed.
5	Revision of Scholarship Policy	<ul style="list-style-type: none">The updated policy draft is under final review and will be implemented in the next academic session.

Prepared by/Verified by

Subodh
Dr. Subodh Bala Gupta
Co-Ordinator, IQAC
Modern College of Professional Studies
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Approved By

Nisha Singh
Dr. Nisha Singh
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