



MODERN COLLEGE OF PROFESSIONAL STUDIES

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

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

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E-mail : info@moderncollege.org | Website : www.moderncollege.org

Ref. No. MCPS/2468A/23

Date

INTERNAL QUALITY ASSURANCE CELL (IQAC)

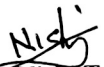
Date: 19/06/2023

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 23rd June 2023 at 3:30 PM to discuss the following agendas:


1. Review of previous minutes.
2. Planning for the upcoming academic session.
3. Formation of the NAAC Committee.
4. Reconstitution of committees and clubs.
5. Commencing new value-added courses.
6. New recruitments including the appointment of the Head of Department for Management and Commerce and Computer Applications, and additional faculty members.

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


Dr. Nishi Tyagi
IQAC Coordinator

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




19/06/23
Prof. (Dr.) Nisha Singh
Principal

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



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Ref. No. MCPS/2469A/23

Date 26 June 2023

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Academic Year: 2023-24

Meeting No: 01

Date & Time: 23rd June 2023 at 3:30pm

Venue: Conference Room

A Meeting was called by Chairperson, IQAC in the Conference Hall. Attendees introduced themselves, and the purpose of the meeting was outlined.

Agenda Item 1: Review of Action Taken Reports of Previous Year

The meeting commenced with a review of the Action Taken Reports from the previous year. The IQAC Coordinator presented a summary of the initiatives implemented, highlighting the progress and outcomes of various projects. Key achievements included the successful integration of new digital resources, enhancement of the college infrastructure and improved placement rates. Challenges encountered and lessons learned were also discussed. The review provided valuable insights, helping to identify areas requiring further attention and ensuring continuity and improvement in ongoing and future initiatives.

Agenda Item 2: Planning for the Upcoming Academic Session

The committee discussed the upcoming academic session. Key points included finalizing the academic calendar/activity calendar, introducing new courses, and ensuring compliance with all regulatory requirements. The early dissemination of the calendar to all stakeholders was stressed. The Deputy Registrar to ensure that the academic calendar is circulated to all departments by the end of the month.

Agenda Item 3: Formation of NAAC Committee

The formation of the NAAC Committee was discussed, with nominations for members and assignments of roles and responsibilities. The committee will focus on preparing for NAAC accreditation. Teacher representatives to organize the first NAAC Committee meeting and set the agenda focusing on compliance and criteria fulfillment.

Agenda Item 4: Reconstitution of Committees & Clubs



A proposal to reconstitute various committees and clubs with more student and faculty representation was approved. The new structure will be announced in the next meeting. Teacher Representatives to draft the list of proposed new members for the committees and clubs for approval.

Agenda Item 5: Commencing New Value-added Courses

The introduction of new value-added courses such as data analytics, digital marketing, and Indian knowledge system was approved. These courses aim to enhance the skill sets of students. The Head of Computer Applications to oversee the curriculum development and report on progress at the next meeting.

Agenda Item 6: New Recruitment

The appointment of a new Head of the Department and hiring of new faculty members were discussed. The selection process was urged to be expedited. The Secretary and the Principal of the institution to finalize the selection of the new heads of the department and faculty members within the next three weeks.

Adjournment:

The meeting was adjourned with a vote of thanks to the chair. The next meeting date will be communicated in due course.

The following members were present in the meeting:-

1. Prof. (Dr.) Nisha Singh *Nisha*
2. Mr. Vineet Goel *Vineet*
3. Dr. Nishi Tyagi *Nishi*
4. Dr. Aruna Sharma *Aruna*
5. Dr. Manju Singh *Manju*
6. Dr. Subodh Bala Gupta *Subodh*
7. Mr. Kamlesh Gautam *K. Gautam*
8. Dr. Vineet Garg *Vineet*
9. Ms. Kalpana Singh *Kalpana*
10. Mr. Vijay Garg *Vijay Garg*
11. Mukesh Chauhan *Mukesh*

Prepared by/Verified by

Dr. Nishi Tyagi *Nishi*

IQAC Coordinator

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

Copy to-

Secretary, Ganesh Shiksha Samiti

HODs (All Departments)

IQAC members



Approved By

Prof. (Dr.) Nisha Singh

Principal

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431, Anand Indl. Area,
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Ref. No. MC.PS./2471 A/23

Date 27 June 2023

Internal Quality Assurance Cell

Action Taken Report

Respected Members,

Following the IQAC meeting held on June 23, 2023, please find below the action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Finalizing the academic calendar	<ul style="list-style-type: none"> The Deputy Registrar is responsible for distributing the finalized academic calendar to all departments by the end of the month to ensure timely preparation for the upcoming academic session.
2	Formation of the NAAC Committee	<ul style="list-style-type: none"> The NAAC Committee is duly formed, and the inaugural meeting shall be organized soon. The focus shall be on compliance and accreditation criteria to effectively prepare for NAAC accreditation.
3	Reconstitution of various committees and clubs	<ul style="list-style-type: none"> Teacher Representative is tasked with drafting a new list of members for the college's committees and clubs, which will be presented for approval at the next meeting to enhance student and faculty involvement.
4	Introduction of new value-added courses	<ul style="list-style-type: none"> Development of new value-added courses, such as data analytics and digital marketing is in progress.
5	New Recruitment	<ul style="list-style-type: none"> The recommendations provided by IQAC for new recruitment, including the Head of Department for Management and Commerce and Computer Applications, as well as additional faculty members, have been promptly acknowledged and implemented. The selection process shall be completed within three weeks to strengthen the department's academic capabilities.

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator

Co-Ordinator, IQAC

Modern College of Professional Studies
Mohan Nagar, Ghaziabad



Approved By

Prof. (Dr.) Nisha Singh

Principal

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Ref. No. MCPS/2508 A/23

Date

INTERNAL QUALITY ASSURANCE CELL (IQAC)

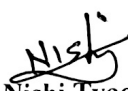
Date: 14/09/2023

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, 2023 at 3:30 PM in the Conference Room to discuss the following agendas:


1. Enhancing Teaching Learning Process
2. Reconstitution of IQAC and revision of SPOC assignment.
3. Registration in MOOC courses.
4. Submission of course files and lecture plans.
5. Planning for academic audit.
6. Planning for upcoming events.
7. Feedback on curriculum.
8. Best Practices

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


Dr. Nishi Tyagi
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,
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Ref. No. MCPS/2611A/23

INTERNAL QUALITY ASSURANCE CELL

Date 20th Sep 2023

Academic Year: 2023-24

Meeting No: 02

Date & Time: 18th September 2023

Venue: Conference Room

Minutes of the IQAC Meeting

Agenda Item 1: Follow-up on Previous Action Items

The committee reviewed the status of the action items from the previous meeting. It was noted that most tasks were completed as scheduled. Outstanding items were identified and reassigned with new deadlines to ensure timely completion. The IQAC Coordinator to oversee the completion of outstanding actions and update the committee in the next meeting.

Agenda Item 2: Enhancing Teaching Learning Process

A discussion was held on enhancing the teaching learning process. Current practices were reviewed, highlighting challenges such as limited technology integration, varying faculty effectiveness, and student engagement issues. The teacher representatives proposed strategies included promoting technology use in classrooms, initiating faculty development programs, enhancing student support services, and conducting curriculum reviews.

Agenda Item 3: Reconstitution of IQAC and Revision of SPOC Assignment

The committee welcomed new members who joined the IQAC team. The IQAC coordinator to review all current SPOC assignments and update the committee in the next meeting.

Agenda Item 4: Registration in MOOC Courses

The committee discussed strategies to encourage registration in MOOCs, emphasizing the benefits such as skill enhancement and global exposure. A proposal to provide incentives for completing MOOC courses was approved.

Agenda Item 5: Submission of Course File & Lecture Plan

The deadline for submission of course files and lecture plans was set for the end of the next month. The need for detailed plans to ensure effective course delivery was highlighted. Student representative to send reminders to faculty members and ensure all documents are submitted on time.

Agenda Item 6: Planning for Academic Audit

The upcoming academic audit was discussed with a focus on compliance, teaching quality, and research outputs. The committee decided to conduct internal audits to identify and address potential issues before the official audit. The administrative officers to organize internal audit teams and schedule audits in the coming weeks.

Agenda Item 7: Planning Upcoming Events

Plans for various upcoming events, including international seminar, national conference, workshops, annual fest and cultural activities, were finalized. Responsibilities for each event were assigned. The industry representative to coordinate the logistics for each event and ensure they align with student development goals.

Agenda Item 8: Feedback on Curriculum



Feedback on the current curriculum from students and faculty was reviewed. A sub-committee was formed to incorporate suggestions and liaise with the affiliating university for potential curriculum updates. The Head, Department of Computer Applications, to lead the sub-committee and prepare a report on curriculum suggestions for submission to the university.

Agenda Item 9: Best Practices

The IQAC Coordinator shed light upon the best practices for the session, namely 'Student Empowerment and Community Engagement' and, 'Holistic Learning Support and Environmental Sustainability'. A detailed discussion was then held on different events that could be organised to inculcate these practices in the academic community.

The following members were present in the meeting-

1. Prof. (Dr.) Nisha Singh
2. Dr. Nishi Tyagi
3. Mr. Vineet Goel
4. Mr. Rameshwar Nirwan
5. Dr. Pradeep Kumar
6. Mr. Sandeep Kushwaha
7. Mr. Vipul Kumar
8. Mr. Tejveer Singh
9. Dr. B. P. Gaur
10. Ms. Aparna Indu
11. Mr. Vijay Garg
12. Mr. Mukesh Chauhan

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator, IQAC

Modern College of Professional Studies

Copy to- Mohan Nagar, Ghaziabad

Secretary, Ganesh Shiksha Samiti

HODs (All Departments)

IQAC members



Approved By

Prof. (Dr.) Nisha Singh

Principal

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Ref. No. M.C.P.S./2512 A/23
INTERNAL QUALITY ASSURANCE CELL

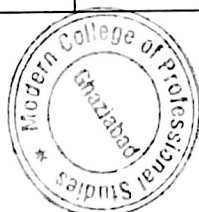
Date 22/sep/23

Action Taken Report

Respected Members,

Following the IQAC meeting held on September 18, 2023 please find the below action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Follow-up on previous action items	<ul style="list-style-type: none">● IQAC Coordinator is responsible for overseeing the completion of outstanding actions and is to provide updates at the next meeting.
2	Enhancing Teaching Learning Process	<ul style="list-style-type: none">● A comprehensive action plan has been developed to address challenges in the teaching-learning process. This includes phased introduction of digital tools, faculty development programs, enhanced student support services, and curriculum reviews.● Departments are tasked with proposing specific initiatives aligned with these strategies to improve educational quality and outcomes.
3	Reconstitution of IQAC and Revision of SPOC Assignment	<ul style="list-style-type: none">● IQAC Coordinator to undertake a review of all SPOC assignments and provide progress reports in subsequent meetings to ensure seamless coordination and implementation of IQAC activities.● New members have been appointed, and SPOC roles have been nominated based on specified criteria.
4	Registration in MOOC courses	<ul style="list-style-type: none">● A proposal was approved to provide incentives for completing MOOC courses, aiming to enhance skills and global exposure.
5	Submission of course files	<ul style="list-style-type: none">● Student representative to send reminders to faculty members to ensure all course files and lecture plans are submitted by the next month-end.
6	Planning for academic audit	<ul style="list-style-type: none">● Administrative officers to organize internal audit teams and schedule audits to prepare for the upcoming academic audit, focusing on compliance and teaching quality.



7	Planning upcoming events	<ul style="list-style-type: none"> ● Industry Representative to coordinate the logistics for each event and ensure they align with student development goals.
8	Feedback on curriculum	<ul style="list-style-type: none"> ● A sub-committee was led to review and incorporate curriculum suggestions, liaising with the affiliating university for updates to ensure the curriculum remains relevant and comprehensive.
9	Best Practices	<ul style="list-style-type: none"> ● A list of upcoming events with their respective coordinators has been finalised for inculcating best practices.

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator

Approved By

Prof. (Dr.) Nisha Singh

Principal

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



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Ref. No. *MC.PS./2527 A/23*

Date

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 26/10/2023

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 2nd November, 2023 at 3:30 PM in the Conference Room to discuss the following agendas:

1. Follow-up on previous action items.
2. Resource management and infrastructure upgradation.
3. Strengthening placement services.
4. Community engagement programs.
5. Internal assessment.
6. Student satisfaction survey
7. Enrichment of Library Resources

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

Nishi
Dr. Nishi Tyagi

IQAC Coordinator

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



Nisha
26/10/23
Prof. (Dr.) Nisha Singh

Principal

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Ref. No. MCPS./2535 A/23

Date 4th Nov 2023

INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2023-24

Meeting No: 03

Date & Time: 2nd November, 2023

Venue: Conference Room

Minutes of the IQAC Meeting

Chaired by Prof. Nisha Singh, the meeting opened with the approval of the minutes from the 2nd meeting. The chairperson emphasized the importance of continuous improvement and quality assurance in meeting the college's strategic goals.

Agenda Item 1: Follow-up on Previous Action Items

The committee reviewed the action items from the previous meeting. Progress was noted in most areas, with significant advancements. Outstanding items were reassigned with updated deadlines to ensure their completion in a timely manner. The IQAC Coordinator to monitor the completion of outstanding tasks and provide an update at the next meeting.

Agenda Item 2: Resource Management and Infrastructure Up gradation

Discussions on optimizing resource allocation and upgrading infrastructure were held. Enhancements to library resources, laboratory facilities, classroom retrofitting, and campus Wi-Fi were prioritized. Proposals for new equipment and software to support these upgrades were approved. The administrative officers to oversee the implementation of infrastructure upgrades and coordinate with vendors for the procurement of new equipment.

Agenda Item 3: Strengthening Placement Services

The committee discussed strategies to strengthen placement services, including expanding industry partnerships, organizing job fairs, and enhancing career counseling. The creation of a dedicated placement cell with additional staff was approved to provide robust support for students securing employment post-graduation.

Agenda Item 4: Community Engagement Programs

The planning and implementation of community engagement programs were reviewed. The committee proposed new initiatives aimed at increasing the social impact of the college, including collaborations With local NGOs, community service events, and integration of community engagement into the curriculum. The teacher representatives to coordinate with local NGOs and oversee the community service events of the year.

Agenda Item 5: Internal Assessment

A discussion was held for strengthening internal assessment processes which included revising question paper formats, preparing course-based rubrics for assessment, ensuring transparency in quizzes, class tests, projects, seminar presentations, and unit-wise evaluations.

Agenda Item 6: Student Satisfaction Survey



It was decided to conduct a comprehensive student satisfaction survey during the current session. The survey will gather feedback on academic and campus experiences, with results used to inform policy and improve services.

Agenda Item 7: Enrichment of Library Resources

A discussion was held on the enrichment of library resources focusing on evaluating current resources, understanding user needs, and exploring technological enhancements. The teacher representatives highlighted the need for updated academic journals and textbooks, while the student representative emphasized increased access to e-books and online databases.

The following members were present:

1. Prof. (Dr.) Nisha Singh
2. Dr. Nishi Tyagi
3. Mr. Vineet Goel
4. Mr. Rameshwar Nirwan
5. Ms. Pooja Singh
6. Dr. Subodh Bala Gupta
7. Dr. B. P. Gaur
8. Ms. Aparna Indu
9. Mr. Vijay Garg
10. Mr. Mukesh Chauhan

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator

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

Copy to-

Secretary, Ganesh Shiksha Samiti

HODs (All Departments)

IQAC members



Approved By

Prof. (Dr.) Nisha Singh

Principal

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



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Ref. No. MCPS/2536 A/23

Date Nov 6 2023

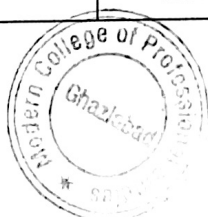
Internal Quality Assurance Cell

Action Taken Report

Respected Members,

Following the IQAC meeting held on November 2, 2023 please find below the action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Follow-up on previous action items	<ul style="list-style-type: none">The IQAC Coordinator to monitor and ensure completion of outstanding tasks from previous meetings, with updates due at the next meeting.
2	Resource management and infrastructure	<ul style="list-style-type: none">Implementation of approved infrastructure upgrades is being planned which includes the renovation of the canteen and laboratories, provision of two smart boards and laptops to Heads of Departments, installation of air conditioners in the staff room, and upgrading computers in the laboratory to enhance academic and administrative facilities.
3	Strengthening placement services	<ul style="list-style-type: none">The placement cell to prepare a detailed plan for organizing department wise placement drives and facilitate industry visits to enhance support for students securing employment post-graduation.
4	Community engagement programs	<ul style="list-style-type: none">The teacher representatives to manage new initiatives with local NGOs overseeing community service events to boost the college's social impact.
5	Internal Assessment	<ul style="list-style-type: none">Recommendations from IQAC to strengthen internal assessment processes to be adopted. This includes revising question paper formats, preparing course-based rubrics for assessment, ensuring transparency in quizzes, class tests, projects, seminar presentations, and unit-wise evaluations.



6	Student satisfaction survey	<ul style="list-style-type: none"> A comprehensive student satisfaction survey would be conducted to gather insights on academic and campus experiences, informing improvements for a better learning environment.
7	Enrichment of Library Resources	<ul style="list-style-type: none"> A committee is formed to prioritize resource acquisitions, and a survey will be conducted to gather detailed input from users.

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator

Approved By

Prof. (Dr.) Nisha Singh

Principal

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



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Ref. No. MCPS/2573A/24

Date

INTERNAL QUALITY ASSURANCE CELL

Date: 12/01/2024

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 18th January 2024 at 3:30 PM in the Conference Room to discuss the following agendas:


1. Focus on research and innovation.
2. Preparation for submission of AQAR 2022-23.
3. Academic exchanges.
4. Remedial teaching for slow learners.
5. Faculty development programs.
6. Student support services.

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


Dr. Nishi Tyagi
IQAC Coordinator

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




Prof. (Dr.) Nisha Singh
Principal

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Ref. No. MCPS/2651A)24

Date 20 Jan 2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year: 2023-24

Meeting No: 04

Date: 18th January 2024

Venue: Conference Room

Minutes of the IQAC Meeting

Prof. Nisha Singh called the meeting to order and proceeded with the review of the minutes from the 3rd meeting, which were then approved. The following agendas were discussed:

Agenda 1: Focus on Research and Innovation

Prof. (Dr.) Nisha Singh opened the discussion on enhancing the institution's research capabilities. The teacher representatives proposed the creation of interdisciplinary research groups to foster innovation. The meeting highlighted recent successes in faculty-led research and student projects. However, there was a consensus on the need for more structured support for research activities, including funding and resources. The call for papers (brochure) for the upcoming volume of the college journal, "Expression" was also finalised for circulation.

Item 2: Preparation for Submission of AQAR 2022-23

The IQAC coordinator requested the criteria heads to present brief details of AQAR 2022-23 status. All the criterion heads presented brief details on the status of documents collection and discussed each metric. The external IQAC members were asked to give constructive feedback by the IQAC coordinator. The suggestions and feedback were duly noted by the criterion heads.

Item 3: Academic Exchanges

Ms. Aparna Indu, Member of IQAC proposed expanding existing exchange programs with other colleges and universities to ensure broader exposure to the students.

Item 4: Remedial Teaching for Slow Learners

Teacher Representative, Prof. Subodh Bala Gupta, initiated the discussion on conducting remedial teaching for the slow learners. The responsibility of scheduling the classes was assigned to the timetable coordinator of each department.



Item 5: Faculty Development Programs

Mr. Vineet Goel, Secretary Ganesh Shiksha Samiti was emphasized on the importance of integrating research skills training. Plans for upcoming faculty development programs were reviewed, aiming to equip faculty with the latest teaching methodologies and research techniques. The need for enhanced faculty development programs was acknowledged.

Item 6: Student Support Services

The student representative raised concerns about the adequacy of existing student support services. The committee agreed to extend book issue duration during examination. Suggestions were also given for increasing the number of mentoring sessions per week and maintaining complete mentoring records.

The following members were present in the meeting-

1. Prof. (Dr.) Nisha Singh
2. Dr. Nishi Tyagi
3. Mr. Vineet Goel
4. Mr. Rameshwar Nirwan
5. Dr. Pradeep Kumar
6. Ms. Pooja Singh
7. Mr. Vipul Kumar
8. Mr. Tejveer Singh
9. Dr. Subodh Bala Gupta
10. Ms. Aparna Indu
11. Mr. Vijay Garg
12. Mr. Mukesh Chauhan

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator

Co-Ordinator, IQAC

Modern College of Professional Studies

Mohan Nagar, Ghaziabad

Copy to-

Secretary, Ganesh Shiksha Samiti

HODs (All Departments)

IQAC members



Approved By

Prof. (Dr.) Nisha Singh

Principal

PRINCIPAL

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Ref. No. MCPS/2652A/24 INTERNAL QUALITY ASSURANCE CELL

Date 22 Jan 2024

Action Taken Report

Respected Members,

Following the IQAC meeting held on January 18, 2024 please find the below action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Focus on Research and Innovation	Enhanced support was approved for research projects with high commercialization potential or academic contributions. This funding aims to enhance the institution's research profile and support groundbreaking work in key areas of interest.
2	Preparation of Submission of AQAR 2022-23	All department heads are mandated to submit updated data concerning faculty achievements to IQAC Coordinator immediately. This urgent collection of detailed achievements is critical for the comprehensive drafting of the Annual Quality Assurance Report (AQAR) for the year 2022-23.
3	Academic Exchanges	The Head of Department of Computer Applications has been assigned the responsibility of expanding the existing academic exchange programs.
4	Remedial Teaching for Slow Learners	Classes for remedial teaching for slow learners to be scheduled by timetable coordinators on priority basis so as to provide additional support and improve their academic performance.
5	Faculty Development Programs	The institution plans to review and introduce enhanced faculty development programs aimed at equipping educators with the latest teaching methodologies and research skills.
6	Student Support Services	The committee has approved the extension of book loan periods during examination times and the addition of more counseling sessions. All the mentors to conduct mandatory two sessions per week with their mentees for enhanced support.

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator



Approved By

Prof. (Dr.) Nisha Singh

Principal

PRINCIPAL

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

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



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Ref. No. MCPS/2695 A/24

Date

INTERNAL QUALITY ASSURANCE CELL (IQAC)


Date-15/03/2024

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 21st March 2024 at 3:30 PM in the Conference Room to discuss the following agendas:

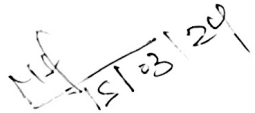
1. Faculty and staff training on SSR processes.
2. Community engagement.
3. Strategic partnership developments.
4. Student internship programs and projects.
5. Leveraging alumni support.
6. Professional development for non-teaching staff.

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


Dr. Nishi Tyagi
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



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Ref. No. M.C.P.S./2773 A/24 INTERNAL QUALITY ASSURANCE CELL

Date 22nd March 24

Academic Year: 2023-24

Meeting No: 05

Date: 21st March 2024

Venue: Conference Room

Minutes of the IQAC Meeting

Prof. (Dr.) Nisha Singh called the meeting to order and proceeded with the review of the minutes from the 4th meeting, which were then approved. The following agendas were discussed:

Agendas of the Meeting:

Item 1: Faculty and Staff Training on SSR Processes

The meeting began with a discussion on the need for faculty and staff training on Self-Study Report (SSR) processes to enhance understanding and compliance with NAAC requirements. IQAC members to oversee the training sessions.

Item 2: Community Engagement

The committee reviewed ongoing community engagement activities and discussed new initiatives. A proposal to integrate community service into the curriculum was approved, spearheaded by the Head of the Department of Computer Applications, who will work closely with local NGOs.

Item 3: Strategic Partnership Developments

The IQAC Coordinator, Dr. Nishi Tyagi presented updates on strategic partnerships, highlighting recent collaborations with industry leaders. The committee discussed further expanding partnerships to include various academic institutions.

Item 4: Student Internship Programs and Projects

The importance of enhancing student internship opportunities was emphasized. New projects with industry partners were proposed to increase practical exposure for students. It was emphasised that efforts should be made that all the students should take up an internship or project during a semester/year. All the heads of the departments would be asked to liaise with industry partners to secure new internship opportunities.



Item 5: Leveraging Alumni Support

Strategies to engage alumni for mentorship, funding, and guest lectures were discussed. The alumni representative proposed the creation of an alumni network platform to facilitate these engagements to which all agreed.

Item 6: Professional Development for Non-Teaching Staff

The committee agreed on the necessity of professional development programs for non-teaching staff, focusing on skill enhancement in areas like IT, professional skills, and communication. Ms. Aparna Indu will coordinate these programs. The teacher representatives to arrange professional development workshops and report on progress.

Prof.(Dr.) Nisha Singh concluded the meeting by thanking all members for their contributions and emphasizing the importance of the tasks assigned.

The following members were present in the meeting-

1. Prof. (Dr.) Nisha Singh
2. Dr. Nishi Tyagi
3. Mr. Sandeep Kushwaha
4. Ms. Pooja Singh
5. Mr. Vipul Kumar
6. Mr. Tejveer Singh
7. Dr. Subodh Bala Gupta
8. Dr. B. P. Gaur
9. Ms. Aparna Indu
10. Mr. Vijay Garg
11. Mr. Mukesh Chauhan

Prepared by/Verified by
Dr. Nishi Tyagi
IQAC Coordinator

Approved By
Prof. (Dr.) Nisha Singh
Principal

Co-Ordinator, IQAC
Modern College of Professional Studies
Secretariat, Mohan Nagar, Ghaziabad
HODs (All Departments)
IQAC members



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Mohan Nagar, Ghaziabad



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Ref. No. MCPS/2773B/24

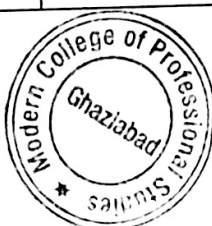
Date 22nd March 24

Internal Quality Assurance Cell Action Taken Report

Respected Members,

Following the IQAC meeting held on March 21, 2024 please find below the action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Faculty and staff training on SSR	<ul style="list-style-type: none">The teacher representatives are actively overseeing the organization of training sessions focused on Self-Study Report (SSR) processes.
2	Community engagement	<ul style="list-style-type: none">The Head of Department of Computer Applications shall lead efforts to integrate community service into the curriculum by partnering with local non-governmental organizations (NGOs). This effort is intended to foster a stronger connection between students and the local community, enhancing the educational experience through practical engagement.
3	Strategic partnership developments	<ul style="list-style-type: none">The Secretary of the institution is spearheading the expansion of strategic partnerships with industry leaders and academic institutions.Memorandums of Understanding (MOUs) shall be signed with various institutions and industries to enhance academic exchange programs and provide broader exposure to diverse academic environments.
4	Student internship programs and projects	<ul style="list-style-type: none">Departments have been tasked with collaborating with industry partners to secure and expand internship opportunities.All the heads of the departments have been asked to ensure that all the students must undertake an internship or a project.



5	Leveraging alumni support	<ul style="list-style-type: none"> • The administrative officers and alumni representative are overseeing the development of an alumni network platform, aiming to facilitate mentorship, funding, and guest lectures. • Department-wise alumni meets would be held to strengthen the relationship with former students, facilitating mentorship, funding, and guest lectures.
6	Professional development for non-teaching staff	<ul style="list-style-type: none"> • The Head of Department of Computer Applications is coordinating professional development workshops for non-teaching staff, focusing on enhancing IT and communication skills.

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator

Nishi

Approved By

Prof. (Dr.) Nisha Singh

Principal

Nisha Singh



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

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Ref. No. MCPS/2804 A/2024

Date

INTERNAL QUALITY ASSURANCE CELL (IQAC)

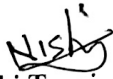
Date: 01/05/2024

Circular for IQAC Meeting

All the members of the IQAC are hereby informed that a meeting of the IQAC shall be held on 6th May 2024 at 3:30 PM in the Conference Room to discuss the following agendas:

1. Review of minutes of previous meetings.
2. Enhancing research and publications.
3. Quality enhancement in administrative processes
4. Enhancing campus sustainability
5. Preparation for SSR Submission


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


Dr. Nishi Tyagi

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



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Ref. No. MCPS/2805A/24

Date 8th May 2024

INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2023-24

Meeting No: 05

Date: 6th May 2024

Venue: Conference Room

Minutes of the IQAC Meeting

Prof. Nisha Singh called the meeting to order and proceeded with the review of the minutes from the previous meeting, which were then approved. The following agendas were discussed:

Agendas of the Meeting:

Item 1: Review of Minutes of Previous Meetings

The meeting commenced with Prof. (Dr.) Nisha Singh overseeing the review of the minutes from the previous meetings. All attendees confirmed the accuracy of the records, and minor amendments were proposed and accepted.

Item 2: Enhancing Research and Publications

The teacher representatives presented the current status of research and publications within the institution. The committee agreed on the need to enhance the research infrastructure and provide more support for publishing in high-impact journals. A draft of the criteria for research grant applications was discussed and finalized.

Item 3: Quality Enhancement in Administrative Processes

The committee discussed strategies to improve the efficiency and quality of administrative processes. Ms. Aparna Indu, Member of IQAC suggested the adoption of new software tools for resource management and documentation. The proposal was accepted, and a pilot program is to be initiated.

Item 4: Enhancing Campus Sustainability

The Secretary of the institution led the discussion on sustainability initiatives for the campus, including waste reduction, energy efficiency, and water conservation. The committee decided to form a sustainability task force to develop and implement these initiatives.

Item 5: Preparation for SSR Submission



Preparations for the Self-Study Report (SSR) filing was reviewed, with IQAC Coordinator providing an update on the progress. The committee established deadlines for each department to submit their contributions to the report. The IQAC Coordinator to coordinate with all departments to ensure timely submission of their SSR sections.

Closing:

Prof.(Dr.) Nisha Singh concluded the meeting by emphasizing the importance of the tasks discussed and their alignment with the college's strategic goals. She expressed appreciation for the committee's ongoing efforts and dedication.

The following members were present in the meeting-

1. Prof. (Dr.) Nisha Singh
2. Dr. Nishi Tyagi
3. Mr. Vineet Goel
4. Ms. Pooja Singh
5. Mr. Vipul Kumar
6. Mr. Tejveer Singh
7. Dr. Subodh Bala Gupta
8. Dr. B. P. Gaur
9. Ms. Aparna Indu
10. Mr. Vijay Garg
11. Mr. Mukesh Chauhan

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator

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

Copy to-

Secretary, Ganesh Shiksha Samiti

HODs (All Departments)

IQAC members

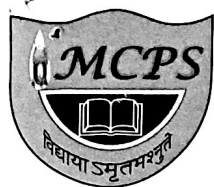
Approved By

Prof. (Dr.) Nisha Singh

Principal

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431, Anand Indl. Area,
Mohan Nagar, Ghaziabad





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Ref. No. M.C.P.S./2805 B/24

Internal Quality Assurance Cell
Action Taken Report

Date 08/05/24

Respected Members,

Following the IQAC meeting held on May 06, 2024 please find below the action taken on the discussed agenda items.

S.No.	Decision	Action Taken
1.	Enhancing research and publications	● Criteria for research grant applications were drafted to support faculty in publishing in high-impact journals, promoting scholarly contributions that meet global standards.
2	Quality enhancement in administrative processes	● The Head of the Department of Computer Applications shall undertake the adoption of new software tools (ERP- Edumarshal) to streamline administrative processes.
3	Enhancing campus sustainability	● The Secretary of the institution to oversee the newly formed sustainability task force focused on developing and implementing initiatives for waste reduction, energy efficiency, and water conservation.
4	Preparation for SSR filing	● The IQAC Coordinator is coordinating with all department heads to ensure timely submission of their sections for the Self-Study Report (SSR).

Prepared by/Verified by

Dr. Nishi Tyagi

IQAC Coordinator

Co-Ordinator, IQAC

Modern College of Professional Studies

Mohan Nagar, Ghaziabad



Approved By

Prof. (Dr.) Nisha Singh

Principal, Modern College of Professional Studies

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Mohan Nagar, Ghaziabad