

Ref. No.: ITSCHWS/AQAC/2024/ 01

Date: 22nd July 2024

CIRCULAR FOR THE 1ST AQAC MEETING (2024)

CIRCULAR

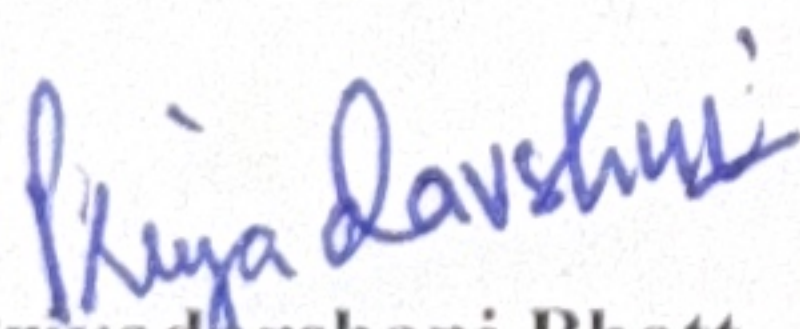
Subject: First Academic Quality Assurance Cell (AQAC) Meeting of 2024

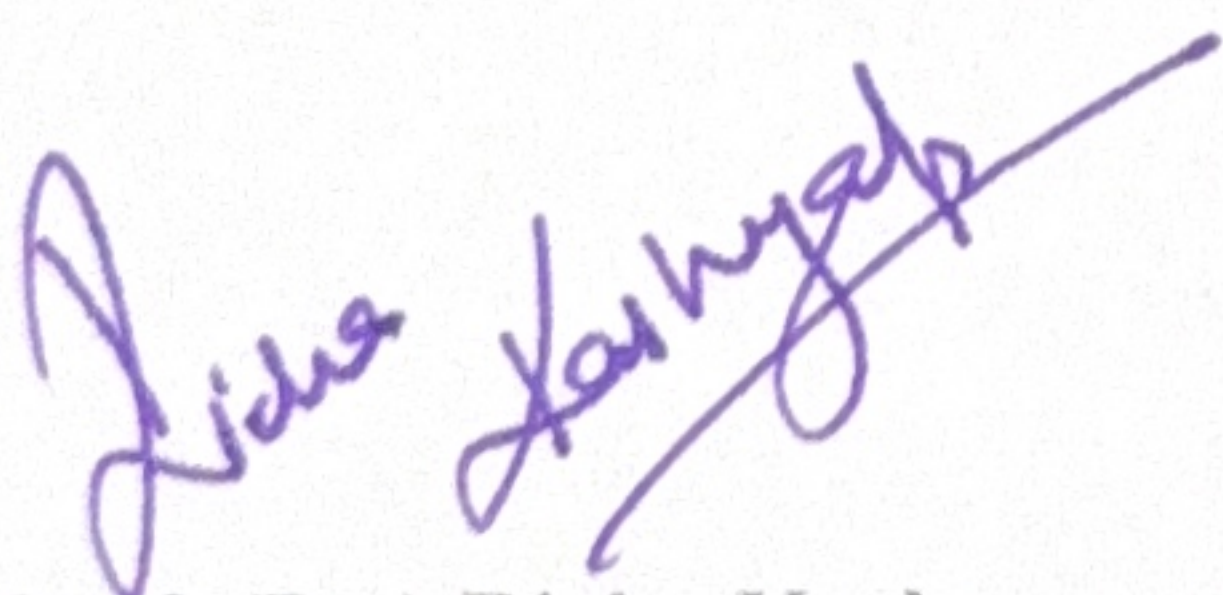
All members of the Academic Quality Assurance Cell (AQAC) are hereby informed that the 1st AQAC meeting for the Academic Session 2024–25 is scheduled to be held under the chairpersonship of the Principal on 25th July 2024 (Thursday) at 11:00 AM in the Institutional Board Room (1st Floor). (Note: Scheduled prior to the 1st IQAC meeting on 30th July 2024 to finalize core academic inputs and mapping).

Agenda Points for Discussion:

1. AQAC-01/01: Direct and indirect attainment metrics for CO-PO (Course Outcomes - Program Outcomes) mapping for the BPT course.
2. AQAC-01/02: Standardization of academic session plans, lesson log-books, and master timetables for NAAC Criterion 1 compliance.
3. AQAC-01/03: Planning, curriculum design, and duration lock for Value-Added Courses (Cupping Therapy & PNF).
4. AQAC-01/04: Review of ICT-enabled classroom usage, digital learning materials, and Qual Campus ERP academic integration.
5. AQAC-01/05: Any other item with the permission of the Chair.

All members are requested to attend the meeting punctually.


Dr. Priyadarshani Bhatt
Coordinator, AQAC


Prof. (Dr.) Richa Kashyap
Principal & Chairperson, AQAC
ITSCHWS

Ref No: ITSCHWS/AQAC/2024/02

Date: 25 July, 2024

MINUTES OF THE MEETING (MoM)

MINUTES OF THE FIRST AQAC MEETING (2024)

Date: July 25, 2024

Time: 11:00 AM – 01:00 PM

Venue: Institutional Board Room, 1st Floor

Chairperson: Dr. Richa Kashyap (Principal)

Members Present:

- Dr. Richa Kashyap – Chairperson
- Dr. Gunjan Dewan – AQAC Academic Coordinator
- Dr. Priyadarshani – Member
- Dr. Nishant – Member
- Dr. Manika Goel – Member
- Dr Neha sharma- Member
- Dr Pharman Ahmad Member

Discussions & Resolutions:

- AQAC-01/01: CO-PO Mapping & Attainment Metrics

The committee discussed the framework for direct and indirect attainment metrics for the Bachelor of Physiotherapy (BPT) program.

Resolution: Resolved that Criteria 1 & 2 leads finalize the course outcome matrix prior to submission to the central IQAC.

- AQAC-01/02: Standardization of Session Planning

Draft templates for master timetables, course files, and lesson plans were presented by Dr. Gunjan Dewan.

Resolution: Approved standardized session plan templates to ensure uniform delivery across all semesters.

- AQAC-01/03: Value-Added Courses (VAC) Curation

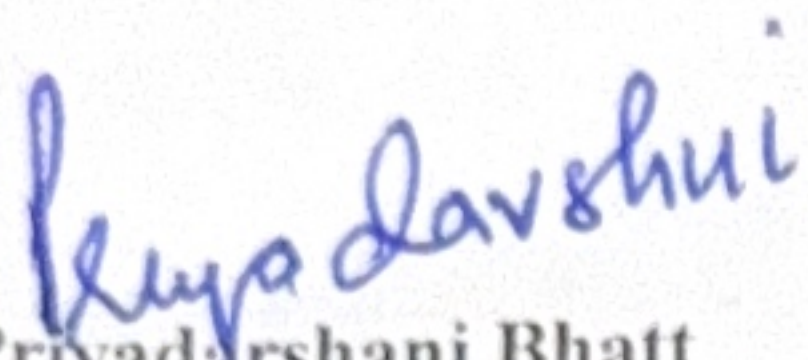
The cell reviewed proposals for hands-on certification courses: a 08-hour workshop on Cupping Therapy and a 16-hour workshop on Proprioceptive Neuromuscular Facilitation (PNF).

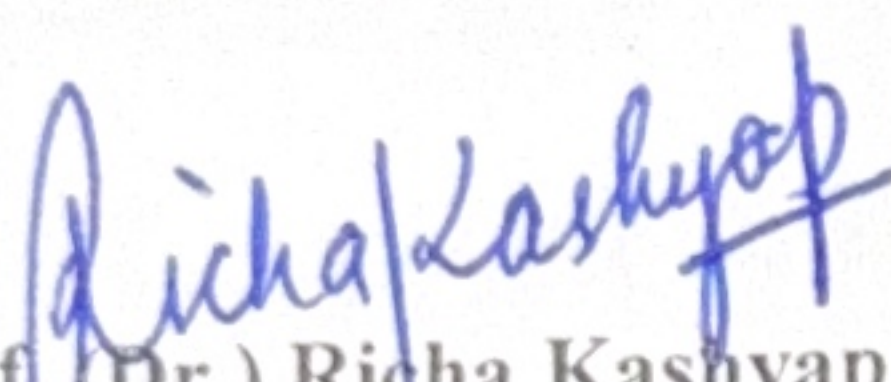
Resolution: Approved course syllabi, evaluation formats, and day-wise schedules for both workshops.

• AQAC-01/04: Academic Digitization & ICT Infrastructure

The team reviewed the deployment of ICT-enabled classrooms, digital library usage, and initial student database mapping on Qual Campus ERP.

Resolution: Directed faculty to upload attendance and continuous internal assessment frameworks directly onto the digital portal.


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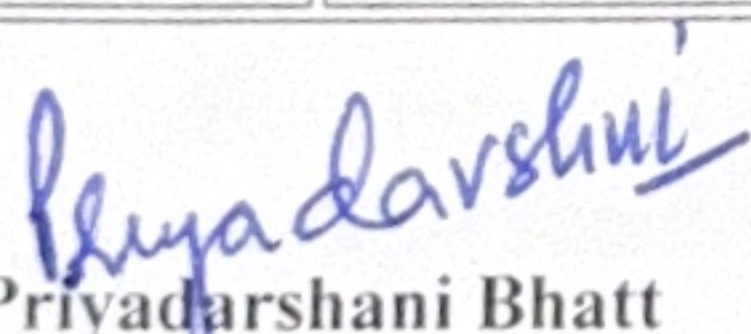
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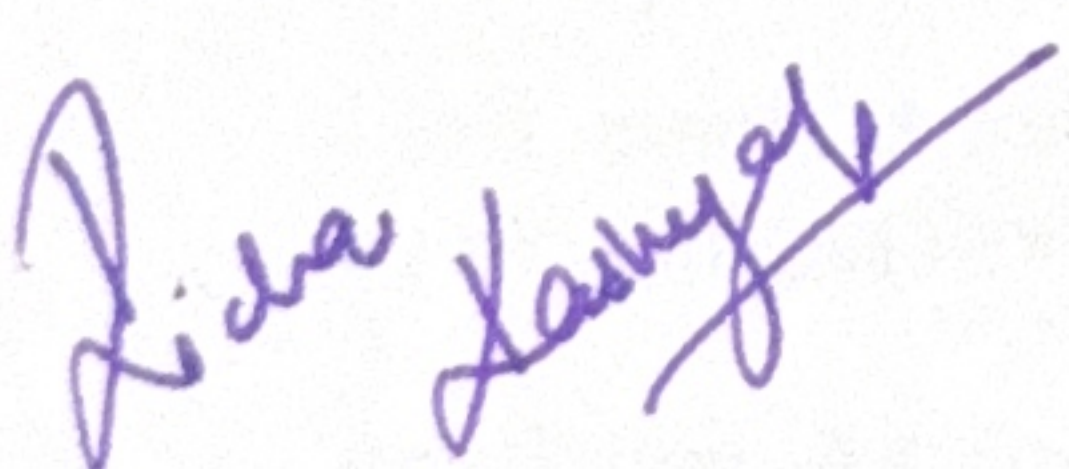
Date: 25 July, 2024

ACTION TAKEN REPORT (ATR)

(On Decisions Taken in the AQAC Meeting Held on July 25, 2024)

Agenda Ref.	Resolution / Focus Area	Action Taken & Current Status	Responsible Officer	Target Timeline
AQAC-01/01	CO-PO Mapping	Course Outcome and Program Outcome mapping matrices for BPT subjects compiled and prepared for IQAC review.	Dr. Gunjan Dewan / Dr. Nishant	July 28, 2024
AQAC-01/02	Session Planning	Master session plan and log-book formats finalized and distributed to all subject coordinators.	Dr. Gunjan Dewan	July 29, 2024
AQAC-01/03	Value-Added Courses	Brochures and day-wise schedules for Cupping Therapy (8 hrs) and PNF (16 hrs) locked for institutional approval.	Dr. Manika Goel & Dr. Nishant	July 29, 2024
AQAC-01/04	ERP & ICT Integration	Academic structures, subject codes, and student enrollment databases formatted for Qual Campus ERP integration.	Dr. Nishant	July 29, 2024


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