

Ref No: ITSCHWS/IQAC/2024/ 61

Date: 30th July, 2024

Minutes of the Meeting (MoM)

Date: 30th July 2024 | Time: 11:00 AM | Venue: Principal office

Chairperson: Principal

Members Present:

Proceedings & Resolutions

• **Item 01: Preparation of AQAR and Data Verification (NAAC Criteria I–VII)**

The IQAC Coordinator presented the data templates for the criterion incharges. The Chair instructed all Criterion In-charges to run a strict Data Validation and Verification (DVV) check against the NAAC Standard Operating Procedures (SOPs).

- **Resolution:** The team resolved that the finalized AQAR data will be prepared by 24th December and must be timely uploaded to the NAAC portal.

• **Item 02: Academic and Administrative Audit (AAA)**

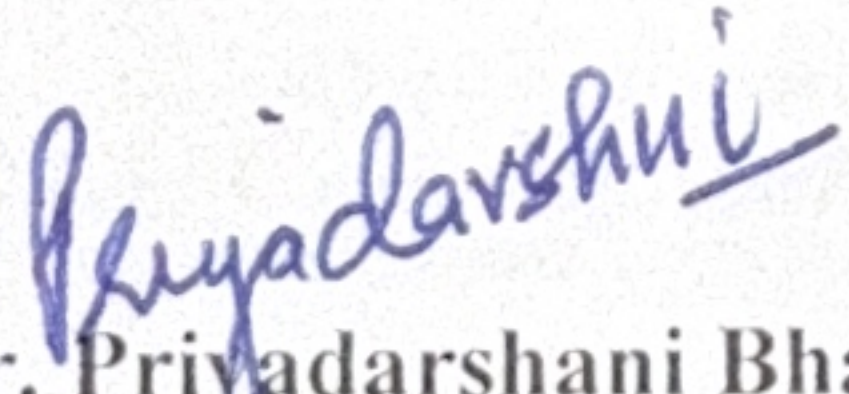
The peer review audit will be conducted twice a year. The audit will highlight strong departmental student mentoring but note a scope for improvement in the documentation of extension activities.

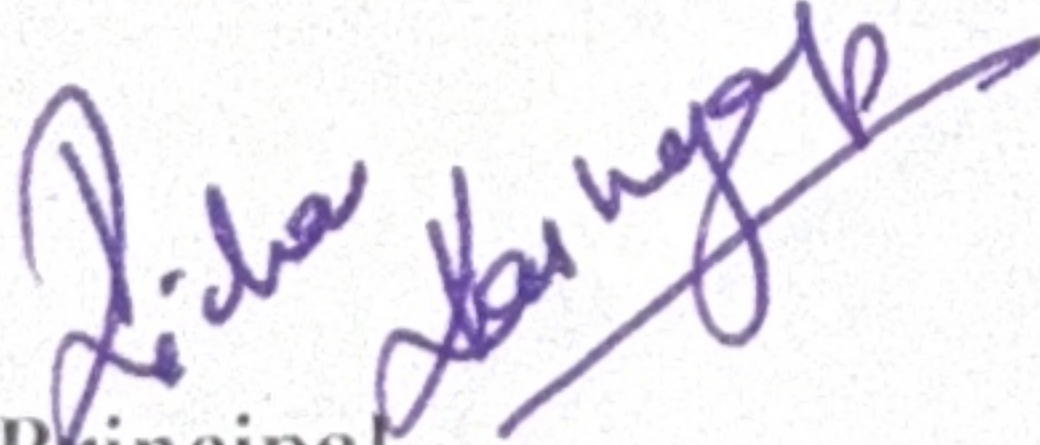
- **Resolution:** The Departments heads were directed to align community service camps with specific, quantified beneficiary metrics as required by Criterion III.

• **Item 05: Outcome-Based Education (OBE) Mapping**

The Chair emphasized the necessity of accurate direct and indirect attainment metrics for CO-PO mapping.

- The Criteria Heads are assigned as follows:
 - **Criteria 1 & 5:** Dr. Manika and Dr. Bhujender
 - **Criteria 4:** Dr. Rahul tyagi and Mr. Ankit
 - **Criteria 3 & 7:** Dr. Ankit Agarwal and Dr. Priyadarshani
 - **Criteria 2 & 6:** Dr. Gunjan and Dr. Nishant


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Ref No: ITSCHWS/IQAC/2024/01

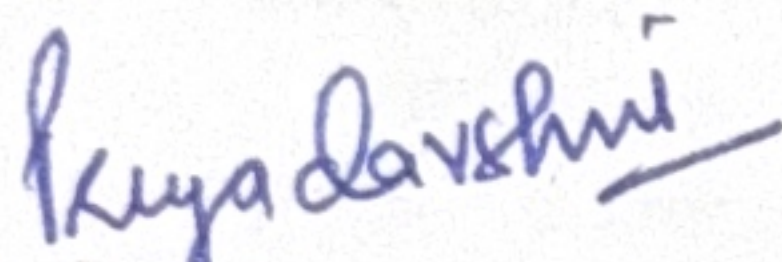
Date: 30th July, 2024

NOTICE

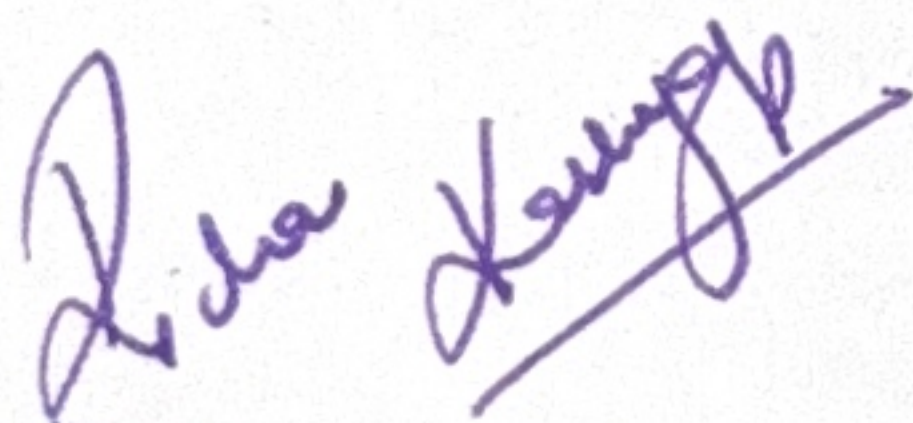
The first meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on **30th July (Tuesday) at 11:00 AM in the Principal's Room** to discuss quality initiatives and documentation progress for the NAAC accreditation process. All members are requested to make it convenient to attend.

Agenda Details

1. Coordinators were assigned for Criterion-wise data collection and verification for the Annual Quality Assurance Report (AQAR 2024-25).
2. Timeline for Presentation of the Academic and Administrative Audit (AAA) reports by the peer team.
3. Discussion on understanding the CO-PO (Course Outcomes - Program Outcomes) of BPT course.
4. Upgradation of ICT-enabled classrooms and digital library.
5. Review of research publications, indexing (Scopus/Web of Science), and institutional seed grant distribution.
6. Any other agenda item with the permission of the Chair.



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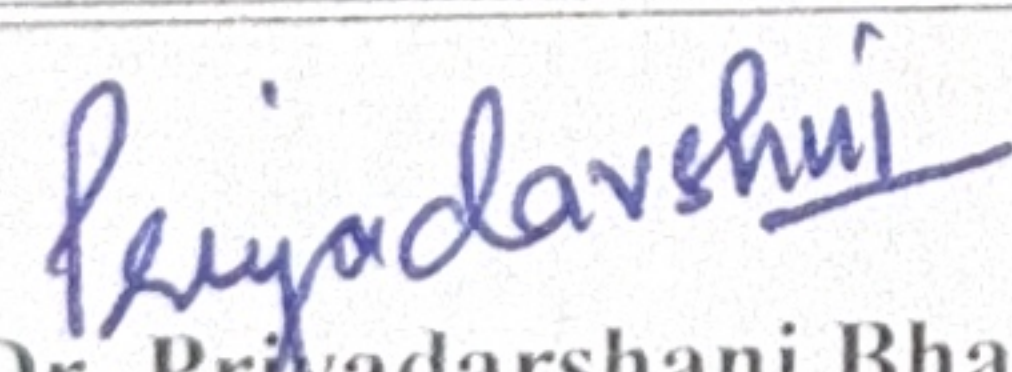
Ref No: ITSCHWS/IQAC/2024/09

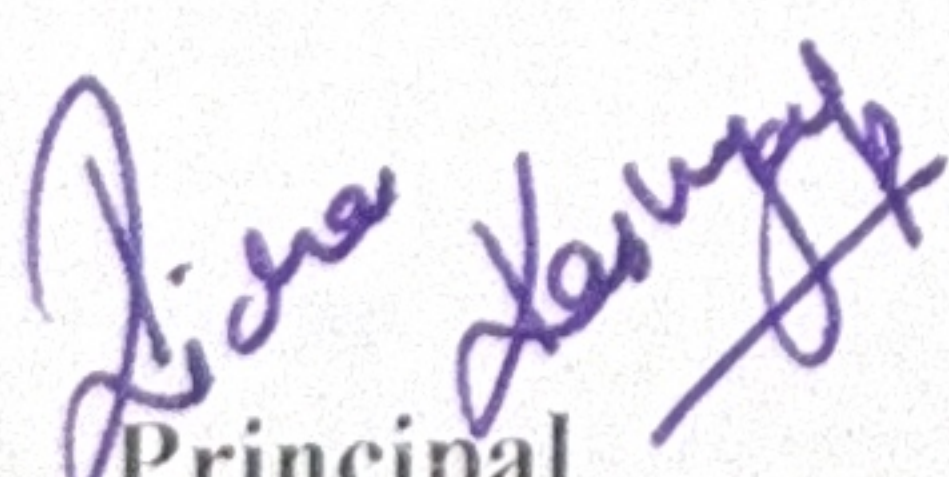
Date: 30th Aug, 2024

Action Taken Report (ATR)

This table tracks how resolutions from the *previous* meeting were actually implemented by the institution:

Agenda Item / Resolution	Action Directed	Status / Outcome Achieved
Value-Added Courses Introduction of skill-enhancement certificates.	All departments to design curriculum for at least one VAC every year with assigner credit hours	In Progress: The courses in the form of workshops with assigned credit hours have been planned for the benefit of students.
Research Output Enhancement Boosting indexed research publications.	Faculty to be encouraged to target Scopus / Web of Science / UGC-Care listed journals.	In Progress: Institutional seed funding was sanctioned for 8 internal research projects. Faculty publication counts increased by 18% over the last quarter.
Student Feedback System Transition to a complete digital collection matrix.	IT coordinator to collect student satisfaction feedback entirely online.	Completed: Feedback on curriculum and institutional facilities collected via the digital ERP portal.
Green & Environment Audit Mandatory execution for Criterion VII.	Constitution of an environmental cell	Completed: Environmental cell has been constituted and activities planned every 6 months to make the student understand the importance of Preservation of our natural environment.


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Ref No: ITSCHWS/IQAC/2024/03

Date: December 09, 2024

CIRCULAR
MEETING AGENDA

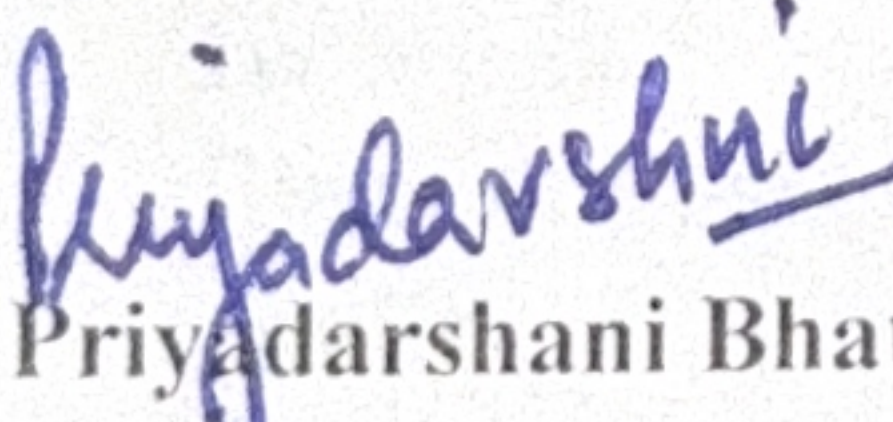
Circular: IQAC Meeting Notice

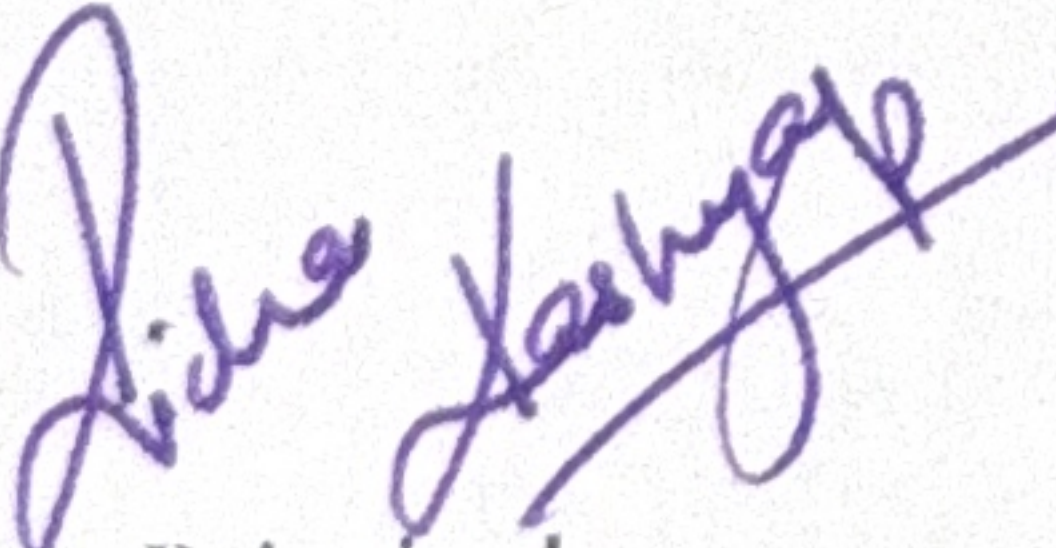
All members of the Internal Quality Assurance Cell (IQAC) are hereby informed that the **2nd IQAC Meeting** for the Academic Session 2024-25 is scheduled to be held under the chairpersonship of the Principal.

- **Date:** December 16, 2024 (Monday)
- **Time:** 11:00 AM
- **Venue:** Institutional Board Room, 1st Floor

Agenda Points for Discussion:

1. **IQAC-02/01:** Confirmation and review of minutes from the 1st IQAC meeting.
2. **IQAC-02/02:** Review of standardized academic session planning and lesson documentation.
3. **IQAC-02/03:** Status update on the implementation and activation of the **Qual Campus ERP** system.
4. **IQAC-02/04:** Analysis of the student feedback mechanism via Student Satisfaction Surveys (SSS).
5. **IQAC-02/05:** Infrastructure expansion and administrative notifications to management regarding:
 - Physiotherapy Outpatient Department (OPD) upgrades.
 - Library modernization and lab equipment replenishment.
 - Development of specialized core departments on the **Third Floor** for upcoming final-year batches.
6. **IQAC-02/06:** Human resource planning: Recruitment of qualified faculty and clinical staff per statutory regulatory norms.
7. **IQAC-02/07:** Proposal, curation, and structural approval of new Value-Added Courses (VAC).
8. **IQAC-02/08:** Institutional preparedness check for the NAAC accreditation


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Ref No: ITSCHWS/IQAC/2024/04

Date: December 17, 2024

ACTION TAKEN REPORT (ATR)

The following matrix outlines the specific execution steps and ownership details determined from the resolutions passed during the 2nd IQAC meeting:

Agenda Reference	Resolution / Focus Area	Action Taken & Current Status	Officer Responsible	Target Timeline
IQAC-02/02	Session Planning	Standardized master templates for academic session planning and log-books compiled and distributed to all faculty members.	Dr. Gunjan Dewan	Dec 23, 2024
IQAC-02/03	Qual Campus ERP	Initiated database uploading for students and mapped automated modules. Coordination with IT cell established to align biometric devices.	Dr. Nishant	Jan 15, 2025
IQAC-02/04	Feedback Mechanism	Drafted the Student Satisfaction Survey (SSS) template on the ERP. Trial run scheduled for final-year students.	Dr. Priyadarshani	Jan 10, 2025
IQAC-02/05	Infrastructural Expansion	Formal comprehensive requisition letter signed by the Principal detailing OPD extensions, library upgrades, and Third-Floor department allocations forwarded to Management.	Dr Richa Kashyap	Jan 08, 2025
IQAC-02/06	Faculty Recruitment	Roaster gap analysis completed. Information to be sent to HR with attached Job description and necessary approval for hiring from trh management.	Institutional HR Head	Jan 30th 2025

Agenda Reference	Resolution / Focus Area	Action Taken & Current Status	Officer Responsible	Target Timeline
IQAC-02/07	Value-Added Courses	Detailed brochures, evaluation parameters, and day-wise schedules for Cupping Therapy and PNF technique structured and locked.	Dr. Manika and dr Nishant	Feb 28th 2025
IQAC-02/08	NAAC Preparedness	Schedule for internal mock peer audits framed. Criteria heads directed to consolidate quantitative metric spreadsheets.	Dr. Priyadarshani	Running Basis

Priyadarshani

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Ref No: ITSCHWS/IQAC/2024/04

Date: December 17, 2024

MINUTES OF THE MEETING (MoM)

Date: December 16, 2024

Time: 11:00 AM – 01 PM

Chairperson: Dr. Richa Kashyap (Principal)

Members Present:

- Dr. Richa Kashyap (Chairperson)
- Dr. Priyadarshani (IQAC Coordinator)
- Dr. Nishant (Senior Faculty Member)
- Dr Gunjan Dewan
- Dr Manika Goel
- Vinod Chand- Admin officer
- Ms Nitisha

Discussions & Resolutions:

IQAC-02/01: Review of Previous Minutes

The minutes of the 1st IQAC meeting were read out by the coordinator and unanimously confirmed by the committee members.

IQAC-02/02: Session Planning & Academic Documentation

The Chairperson emphasized that strict compliance with NAAC Criterion 1 requires uniform session planning. Dr. Gunjan Dewan presented the draft formats for master timetables, course files, and individual lesson plans.

- **Resolution:** It was resolved that all coordinators ensure session plans are mapped clearly to Course Outcomes (COs) and Program Outcomes (POs).

IQAC-02/03: Activation of Qual Campus ERP System

The committee reviewed the operational bottlenecks of the college management software. To support NAAC data validation, real-time tracking is mandatory.

- **Resolution:** Full migration to the **Qual Campus ERP** platform must be completed by next month. This includes digitalizing student attendance, internal assessments, and faculty biometric mapping across newly functional zones.

IQAC-02/04: Student Satisfaction Survey (SSS) & Feedback Mechanisms

Dr. Priyadarshani raised the necessity of regular feedback as part of continuous quality improvement.

- **Resolution:** A formal digital mechanism for Student Satisfaction Surveys was approved. The questionnaire will directly mimic the NAAC SSS portal format to train students for eventual external validations.

IQAC-02/05: Institutional Infrastructure Upgrades & Third-Floor Allocation

The Chairperson presented a report intended for the board of management. With the students entering Third year and heading towards final year the college facility necessitates physical expansion.

- **Resolution:** Formal notifications will be submitted to the management and execute the following:
 1. **Physiotherapy OPD:** Allocation of greater space to Physiotherapy OPD and procurement of advanced electrotherapy and exercise therapy units to handle higher patient loads and enhance clinical training.
 2. **Library:** Upgrading reading areas with automated cataloging systems and subscribing to updated international journals.
 3. **Third Floor Expansion:** Dedicated infrastructural development to house advanced labs and lecture halls tailored for final-year specializations

IQAC-02/06: Norm-Compliant Faculty & Staff Hiring

To maintain an optimal teacher-student ratio and fulfill core department profiles, a review of human resources was conducted.

- **Resolution:** Cross-reference existing faculty profiles against latest national regulatory norms. A formal hiring drive must be initiated immediately to fill vacancies.

IQAC-02/07: Planning of Value-Added Courses (VAC)

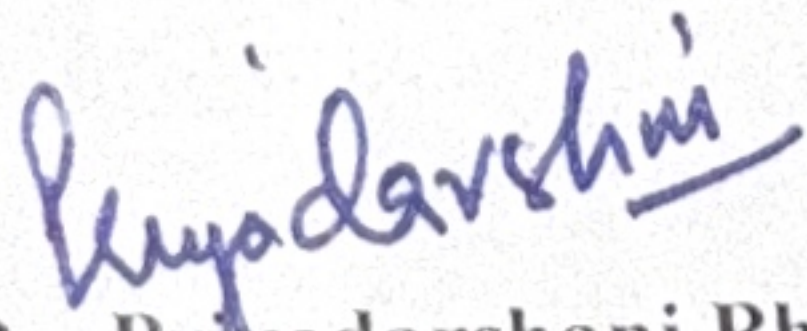
To bridge curriculum gaps, the cell reviewed proposals for short-term certification courses. Two critical niche clinical areas were selected for immediate rollout.

- **Course 1: Certification Workshop in Cupping Therapy (Myofascial Decompression)**
 - *Duration:* 08 Hours (Value-Added)
 - *Focus:* Hands-on skill development in dry, wet, and moving cupping techniques for musculoskeletal rehabilitation.
- **Course 2: Workshop on Proprioceptive Neuromuscular Facilitation technique**
 - *Duration:* 16 Hours (Value-Added)
 - *Focus:* Students will gain practical skills and a deeper understanding of this vital technique, essential for enhancing patient recovery and functional independence

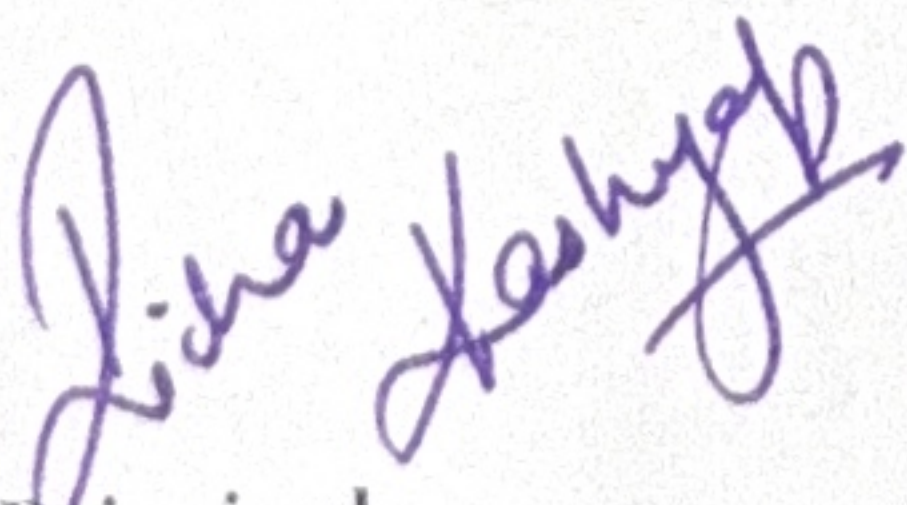
IQAC-02/08: Comprehensive NAAC Inspection Preparedness

The Coordinator advised that all documentation across Criteria 1 to 10 must be cross-verified and kept in a state of continuous readiness.

- **Resolution:** Internal mock audits will be conducted once every quarter to verify criteria wise files, geo-tagged photograph archives, and student data verification formats.



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