

Ref No: ITSCHWS/IQAC/2025/05

Date: June 13, 2025

MEETING AGENDA (CIRCULAR)

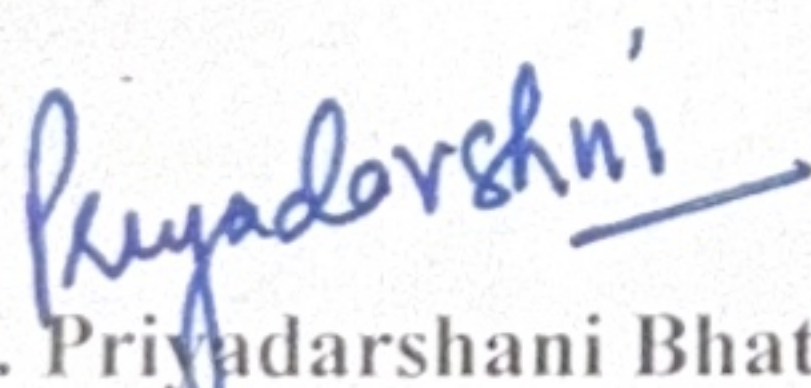
Circular: IQAC Meeting Notice

Notice is hereby given that the **3rd IQAC Meeting** for the Academic Session 2024-25 will be held on June 20, 2025, under the chairpersonship of the Principal. All core committee members, criterion heads, and designated stakeholders are requested to attend.

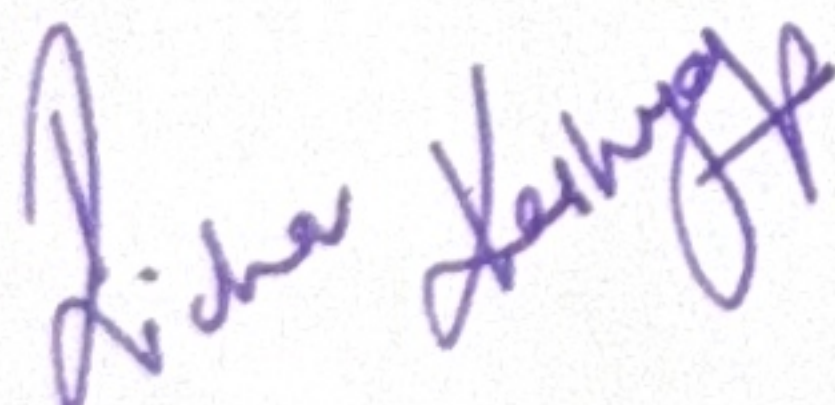
- **Date:** June 20, 2025 (Friday)
- **Time:** 11:30 AM
- **Venue:** Institutional Board Room, 1st Floor

Agenda Points for Discussion:

1. **IQAC-03/01:** Confirmation of the minutes and Action Taken Report (ATR) of the 2nd IQAC meeting.
2. **IQAC-03/02:** Review and enhancement of research metrics: Fostering faculty publications specifically in **Scopus-indexed journals** (NAAC Criterion 3.4).
3. **IQAC-03/03:** Planning, finalization of objectives, and logistics for upcoming student **educational visits**.
4. **IQAC-03/04:** Structural organization of the **Annual Sports Meet** and related extracurricular events (NAAC Criterion 5.3).
5. **IQAC-03/05:** Expansion of institutional best practices through mandatory **Free Community Physiotherapy Camps** and outreach health units (NAAC Criterion 3.6 & 7.1).
6. **IQAC-03/06:** Operational review of signing **Memorandums of Understanding (MoUs)** with public health bodies, private healthcare groups, and neighboring multi-specialty hospitals to showcase diverse clinical exposure for BPT students.
7. **IQAC-03/07:** Core status check on documentation readiness and data validation spreadsheets for the primary NAAC self-study file submission.



Dr. Priyadarshani Bhatt
Coordinator, IQAC



Principal
Dr. Richa Kashyap
ITSCHWS

Ref No: ITSCHWS/IQAC/2025/06

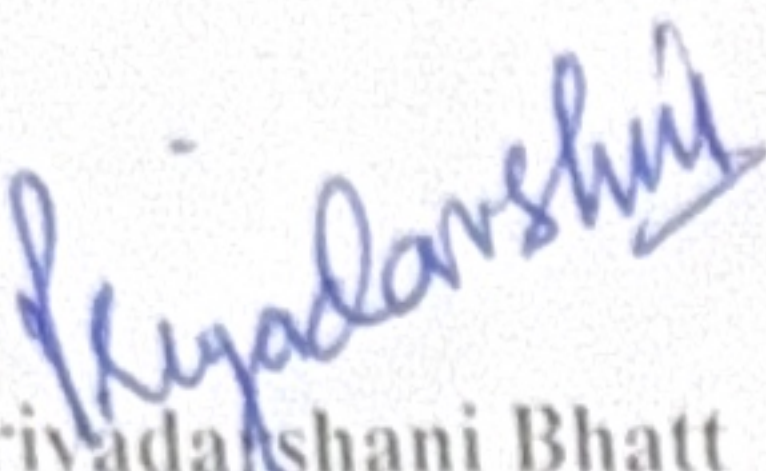
Date: June 22, 2025

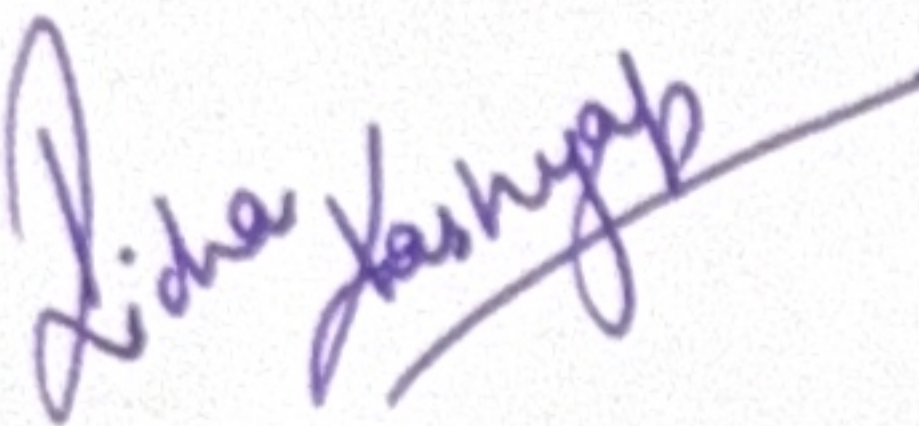
ACTION TAKEN REPORT (ATR)

The administrative follow-up matrix details the immediate actions taken on the decisions made during the 3rd IQAC meeting:

Agenda Reference	Resolution / Focus Area	Action Taken & Current Status	Officer Responsible	Target Timeline
IQAC-03/02	Scopus Publications	Circulated an updated list of open-access and hybrid Scopus/UGC-CARE indexed physiotherapy journals. Formed a peer-review support group among senior faculty to refine ongoing research drafts.	Dr. Nida	Dec 15, 2025
IQAC-03/03	Educational Visits	Drafted official correspondence to secure site-visit permissions from apex national institutes and rehabilitation units. Scheduled the travel roster for BPT cohorts.	Dr. Bhashwati	July 30, 2025
IQAC-03/04	Annual Sports Meet	Allotted budget for sports gear, booked ground facilities, and assigned faculty advisors to coordinate the student sports committees.	Dr. Nishant	Over Next Quarter
IQAC-03/05	Community Camps	Set up calendar schedules for rural screening camps. Requisitioned mobile diagnostic tools, OPD camp cards SOP for camps	Dr. Priyadarshani	July 10, 2025
IQAC-03/06	MoU Execution	Finalized legal drafts and clinical posting structures for formal tie-ups. Sent active proposals to multiple regional multi-specialty and government healthcare institutions.	Principal	Aug 05, 2025
IQAC-03/07	NAAC File Review	Standardized file folders created on the shared institutional cloud space. Criteria heads have begun uploading	Dr. Priyadarshani	Running Basis

Agenda Reference	Resolution / Focus Area	Action Taken & Current Status	Officer Responsible	Target Timeline
		data sheets for final internal verification.		


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 Coordinator, IQAC


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Ref No: ITSCHWS/IQAC/2025/06

Date: June 22, 2025

MINUTES OF THE MEETING (MoM)

Date: June 21, 2025

Time: 11:30AM – 01:00 PM

Chairperson: Dr. Richa Kashyap (Principal)

Members Present:

- Dr. Richa Kashyap (Chairperson)
- Dr. Priyadarshani (IQAC Coordinator)
- Dr. Nida (Criterion Incharge-3)
- Dr. Nishant (Senior Faculty Member / Clinical Coordinator)
- Dr Manika Goel (Criterion incgrge-5)
- Dr Bhaswati (Senior faculty Member)
- Mohit (Administrative Officer)
- Dr Seema Khurana (External expert)

Discussions & Resolutions:

IQAC-03/01: Confirmation of Previous Minutes

The IQAC Coordinator presented the minutes and the executed Action Taken Report of the previous meeting. The progression of the Qual Campus ERP deployment and the finalization of the third-floor layout files were approved and signed off.

IQAC-03/02: Research Incentivization & Scopus Publications

The Chairperson emphasized that high-quality publications are critical to scoring well under NAAC Criterion 3 (Research, Innovations, and Extension).

- **Discussion:** Dr.Nida pointed out that while faculty members are conducting systematic reviews many are delayed in publishing due to routine workloads.
- **Resolution:** It was resolved that all core faculty members must target a minimum of one research or review paper per academic year in **Scopus/UGC-CARE listed journals**. The college will establish an institutional incentive framework covering publication fees for high-impact journals and granting dedicated duty leaves for presentation or data processing.

IQAC-03/03: Strategy for Educational Visits

The cell deliberated on expanding experiential learning opportunities outside classroom bounds.

- **Resolution:** The committee approved a formal plan for upcoming educational visits for BPT students. Dr. Bhaswati was designated to map out visits to prominent national rehabilitation facilities and prosthetic centers, ensuring each visit includes documented learning objectives, attendance logs, and student feedback reports as required by NAAC file templates.

IQAC-03/04: Annual Sports Meet & Extracurricular Data

To fulfill the requirements of sports and cultural student participation metrics (Criterion 5), planning for the Annual Sports Meet was brought forward.

- **Resolution:** The sports meet schedule was approved. Dr. Nishant will head the logistics team to organize indoor and outdoor events. The cell noted that all tracking matrices—including certificates, geocoded event images, and audit sheets—must be saved digitally to verify student engagement.

IQAC-03/05: Free Community Outreach Camps as Institutional Best Practices

The Chairperson put forward a structural roadmap to convert regular medical camps into a key institutional best practice.

- **Discussion:** Providing structured, free community assessment camps serves a dual purpose—enriching students' clinical diagnostic skills while serving underserved rural or local pockets.
- **Resolution:** It was resolved that the clinical wing will organize monthly Free Physiotherapy Camps across nearby communities and designated outreach units. Every camp must explicitly document data points including complete patient logs, demographic details, treatment outcomes, and student placement data with proper geo-tagged photo proofs.

IQAC-03/06: Memorandums of Understanding (MoUs) for BPT Clinical Rotation

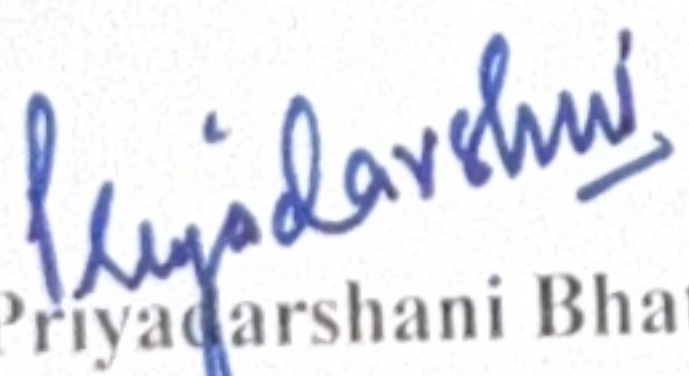
The committee carefully reviewed the student-to-bed ratio to ensure adequate clinical exposure for the expanding BPT student batches.

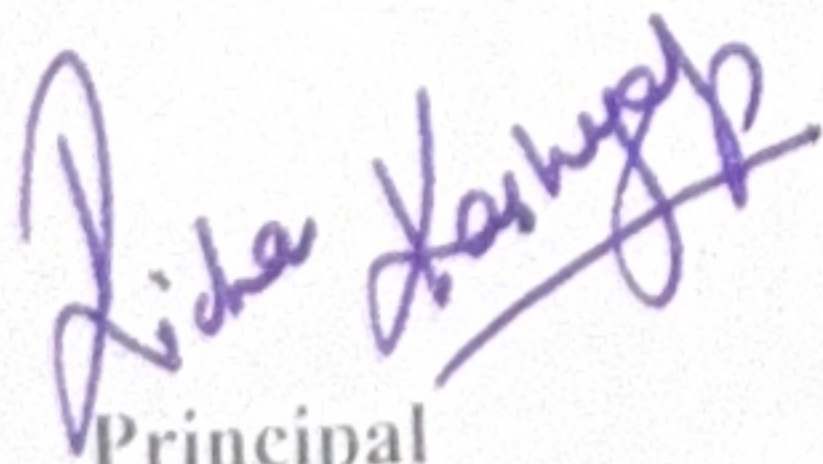
- **Discussion:** To guarantee comprehensive exposure across orthopedics, neurology, pediatrics, and cardiopulmonary conditions, students must be rotated through a variety of environments.
- **Resolution:** The chair directed that formal MoUs with private hospitals, government health centers, and nearby multi-specialty medical centers must be actively updated, signed, and maintained. These linkages will explicitly cover student internships, clinical rotations, and observational postings.

IQAC-03/07: Comprehensive Review of NAAC Criteria Files

Dr. Priyadarshani coordinated an internal review of all criteria files.

- **Resolution:** The cell directed all Criterion Heads to convert offline registers into validated soft-copy archives mapped directly to the NAAC Data Templates. The next mock audit will focus strictly on validating student support metrics and institutional data verification files.


Dr. Priyadarshani Bhatt
Coordinator, IQAC


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Dr. Richa Kashyap
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Ref No: ITSCHWS/IQAC/2025/07

Date: December 12, 2025

MEETING AGENDA (CIRCULAR)

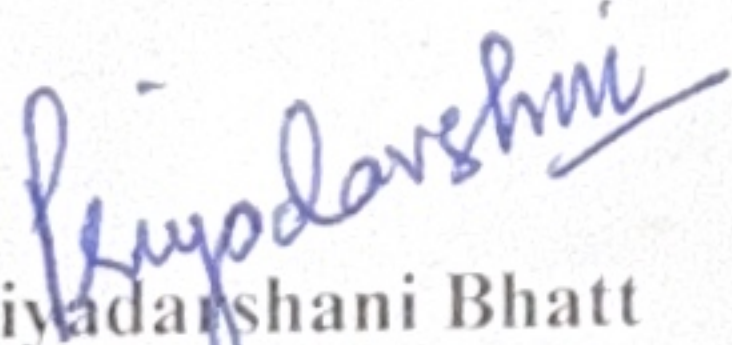
Circular: IQAC Meeting Notice

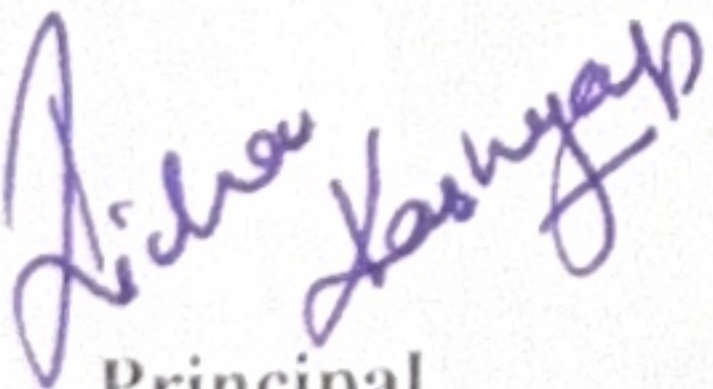
Notice is hereby given that the **4th IQAC Meeting** for the Academic Session 2025-26 will be conducted under the chairpersonship of the Principal. All criterion coordinators, department heads, and nominated student representatives are requested to attend promptly.

- **Date:** December 19, 2025 (Friday)
- **Time:** 11:00 AM
- **Venue:** Institutional Board Room, 1st Floor

Agenda Points for Discussion:

1. **IQAC-04/01:** Confirmation and review of the minutes and Action Taken Report (ATR) of the 3rd IQAC meeting.
2. **IQAC-04/02:** Retrospective performance review of institutional academic and clinical records from past sessions.
3. **IQAC-04/03:** Formal constitution of the **Student Council** and establishing the editorial board for the publication of the institutional **Annual Yearbook** (NAAC Criterion 5.3 & 5.4).
4. **IQAC-04/04:** Review and official notification of newly created infrastructural facilities on the **Third Floor**.
5. **IQAC-04/05:** Decoupling of core specializations into independent **Academic Departments** and formal assignment of Head of Department (HoD) charges.
6. **IQAC-04/06:** Implementation of mandatory **Digital Record Management** protocols to be managed by Criterion Coordinators for the Self-Study Report (SSR).
7. **IQAC-04/07:** Strategic review of pending parameters for the final NAAC peer-team inspection preparation.


Dr. Priyadarshani Bhatt
Coordinator, IQAC


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Ref No: ITSCHWS/IQAC/2025/08

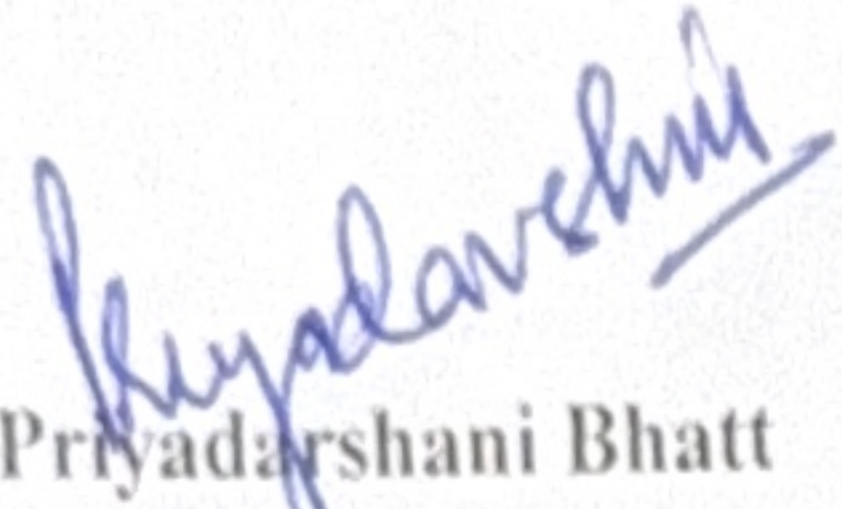
Date: December 20, 2025

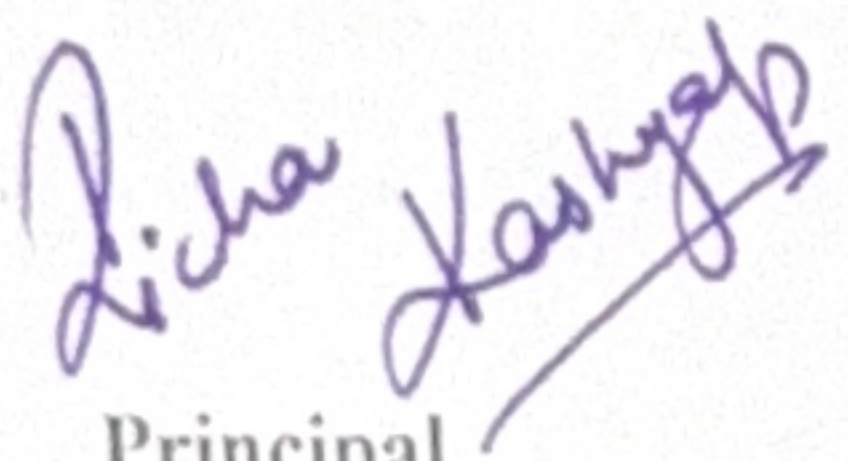
ACTION TAKEN REPORT (ATR)

The administrative follow-up matrix details the immediate progression of decisions made during the 4th IQAC meeting:

Agenda Reference	Resolution / Focus Area	Action Taken & Current Status	Officer Responsible	Target Timeline
IQAC-04/02	Past Records Review	Commenced retrospective file cleaning. Backlog records of clinical logs and past academic rosters are being scanned and indexed.	Dr. Priyadarshani	Jan 10, 2026
IQAC-04/03	Student Council & Yearbook	Formally notified the list of Student Council office bearers. The editorial board has issued a call for articles and creative submissions for the Annual Yearbook.	Dr Nishant and Dr Gunjan	Jan 25, 2026
IQAC-04/04	Third Floor Infrastructure	Inventory registers for the new laboratories and seating arrangements for lecture halls have been logged by the estate officer and added to the master asset file.	Administrative Officer with APO	Dec 30, 2025
IQAC-04/05	HoD Assignments	Official appointment orders issued to Dr. Bhashwati and Dr. Nishant. Department signage, individual cabins, and separate faculty seating areas have been established on the third floor.	Institutional HR Head / Principal	Dec 24, 2025
IQAC-04/06	Digital Data Archiving	Created secure cloud folder structures partitioned from Criterion 1 to 7. Coordinators have begun migrating verified qualitative and quantitative data templates into these drives.	Dr. Bhaswati and Dr Manika	Jan 15, 2026

Agenda Reference	Resolution / Focus Area	Action Taken & Current Status	Officer Responsible	Target Timeline
IQAC-04/07	Inspection Readiness	Briefed the newly appointed HoDs on maintaining department-specific files, faculty portfolios, and student achievements in complete compliance with NAAC expectations.	IQAC Coordinator	Running Basis


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Ref No: ITSCHWS/IQAC/2025/08

Date: December 20, 2025

MINUTES OF THE MEETING (MoM)

Date: December 19, 2025

Time: 11:00 AM – 01:45 PM

Chairperson: Dr. Richa Kashyap (Principal & IQAC Chairperson)

Members Present:

- Dr. Richa Kashyap (Chairperson)
- Dr. Priyadarshani (IQAC Coordinator)
- Dr. Bhashwati (Senior Faculty Member /HoD)
- Dr. Nishant (Senior Faculty Member / HoD)
- Dr Nida (Senior faculty/HoD)
- Dr Pharman Ahmad (Senior faculty/ HoD)
- Dr Gunjan Dewan
- Dr Manika Goel
- Mr Varun Bhatia- Admin office
- Student representatrives- Ritesh, Anurag,Raj and Nitisha representatives of all committees.

Discussions & Resolutions:

IQAC-04/01: Review of Previous Action Taken Report

The IQAC Coordinator presented the execution report of the 3rd meeting. The successful signing of clinical MoUs with regional multispecialty hospitals and the clinical logs from rural physiotherapy camps were formally verified and placed on record.

IQAC-04/02: Retrospective Record Review

A comprehensive audit of past academic performance files, internal assessment sheets, and clinical attendance registries from previous sessions was undertaken.

- **Resolution:** Any missing links, unsigned logs, or non-digitized feedback files from past batches must be reconciled within two weeks to prevent data discrepancies during the NAAC Data Validation and Verification.

IQAC-04/03: Student Council Constitution & Annual Yearbook Publication

To fulfill democratic student representation requirements under Criterion 5, a formal student council framework was established.

- **Resolution:** The Student Council for the current block was officially formed, comprising academic toppers, sports captains, and cultural coordinators. Furthermore, the house approved the creation of an editorial committee to compile and publish the college's **Annual Yearbook**, highlighting student research, community camp outcomes, and sports achievements.

IQAC-04/04: Infrastructure Notification (Third Floor Commissioning)

The Chairperson proudly shared that the infrastructure upgrades proposed in the prior planning phases have been fully executed by management.

- **Resolution:** The cell officially notified the completion and functional readiness of the **Third Floor physical expansion**. This includes high-capacity lecture halls equipped with modern audio-visual technology and specialized practical laboratories designed to support the advanced coursework of final-year students.

IQAC-04/05: Departmentalization & Assignment of HoD Charges

To transition from a centralized structure to a streamlined, decentralized academic model, the institution's core specialties were officially segmented into independent departments.

- **Resolution:** The following specialized departments were carved out on the newly functional third floor, with experienced senior faculty members assigned administrative and academic charge as Heads of Departments (HoDs):

Department	Designated Head of Department (HoD)	Primary Academic & Clinical Scope
Department of Sports Physiotherapy	Dr. Pharman Ahmad	Sports disorders, joint mechanics, sports injuries, and manual therapy.
Department of Neurological Physiotherapy	Dr. Bhaswati	Neuro-rehabilitation, adult/pediatric movement disorders, and stroke care.
Department of Cardiopulmonary Physiotherapy	Dr Nishant	Intensive care monitoring, post-surgical chest rehab, and fitness ergonomics.
Department of Orthopaedic Physiotherapy	Dr Nida	Orthopaedic disorders, joint mechanics, Orthopaedic injuries, and manual therapy.

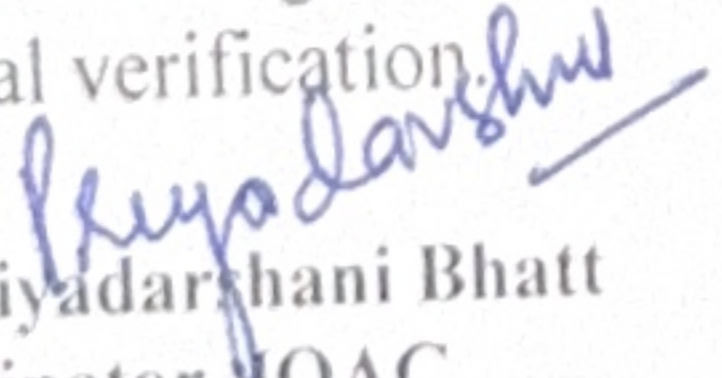
IQAC-04/06: Standardizing Digital Records by Criterion Coordinators

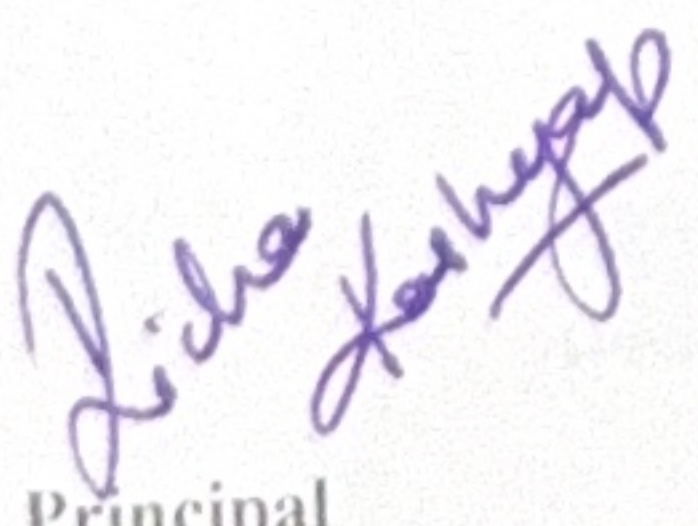
The Coordinator noted that paper-based data collection poses storage risks and slows down validation during external inspections.

- **Resolution:** It was made mandatory for all Criterion Coordinators to create and populate cloud-synchronized digital repositories for their respective fields. Every entry must be accompanied by indexed verification proofs, including spreadsheet exports, student feedback signatures, and geo-tagged photographs.

IQAC-04/07: NAAC Peer-Team Preparation Strategy

The Chairperson concluded the meeting by urging all departments to align their everyday activities with institutional high standards, ensuring the college presents its best, most organized self during the final external verification.


Dr. Priyadarshani Bhatt
Coordinator, IQAC


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