



**MODERN COLLEGE OF PROFESSIONAL STUDIES  
MOHAN NAGAR, GHAZIABAD**

**1<sup>st</sup> Internal Quality Assurance Cell (IQAC)  
Minutes of Meeting (2021-22)**

The 1<sup>st</sup> 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<br>(Head, Department of Education)            | Present              |           |
| Mr. Arvind Kr. Pandey | Teacher Representative<br>(Head, Department of Computer Application) | Present              |           |
| Dr. Vineet Garg       | Teacher Representative<br>(Head, Department of Commerce)             | Present              |           |
| Dr. Kanak Rani        | Teacher Representative<br>(Associate Professor)                      | Present              |           |
| Dr. Manju Singh       | Teacher Representative<br>(Associate Professor)                      | Could not be present |           |
| Mr. Yogesh Garg       | Management Member<br>(Treasurer)                                     | Present              |           |
| Mr. Vineet Goel       | Senior Administrative Officer<br>(Secretary)                         | Present              |           |
| Mr. Vijay Garg        | Senior Administrative Officer<br>(Deputy Registrar)                  | Present              |           |
| Dr. Aruna Sharma      | Nominee From Local Society<br>(Educationist)                         | Present              |           |
| Mr. Praveen           | Nominee From Employer<br>(H. R. Manager)                             | Could not be present |           |
| Mr. Pankaj Liddu      | Nominee From Industrialist<br>(Entrepreneur)                         | Present              |           |
| Mr. Brijesh Goel      | Nominee From Shareholder   | Present              |           |
| Mr. Tejveer Chauhan   | Member Stakeholder<br>(Parent Member)                                | Present              |           |
| Dr. Subodh Bala Gupta | Co-ordinator, IQAC<br>(Professor, Department of Education)           | Present              |           |

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**Modern College of Professional Studies  
431, Anand Indl. Area,  
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 Calander, 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.




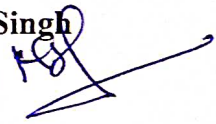
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- It was decided that the faculty members shall submit the previous session course file of their concerned subjects. The file (as and when required) must be submitted to the Principal's office by 20<sup>th</sup> July. It was decided that the IQAC coordinator 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. Subodh Bala Gupta  
IQAC Co-Ordinator

Dr. Nisha Singh  
Principal 

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Mohan Nagar, Ghaziabad



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**2nd Internal Quality Assurance Cell (IQAC)  
Minutes of Meeting (2021 -22)**

The 2nd Meeting of IQAC (2021-22) was held on 18<sup>th</sup> 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<br>(Head, Department of Education)            | Present              |           |
| Mr. Arvind Kr. Pandey | Teacher Representative<br>(Head, Department of Computer Application) | Present              |           |
| Dr. Vineet Garg       | Teacher Representative<br>(Head, Department of Commerce)             | Present              |           |
| Dr. Kanak Rani        | Teacher Representative<br>(Associate Professor)                      | Present              |           |
| Dr. Manju Singh       | Teacher Representative<br>(Associate Professor)                      | Present              |           |
| Mr. Yogesh Garg       | Management Member<br>(Treasurer)                                     | Present              |           |
| Mr. Vineet Goel       | Senior Administrative Officer<br>(Secretary)                         | Present              |           |
| Mr. Vijay Garg        | Senior Administrative Officer<br>(Deputy Registrar)                  | Present              |           |
| Dr. Aruna Sharma      | Nominee From Local Society<br>(Educationist)                         | Present              |           |
| Mr. Praveen           | Nominee From Employer<br>(H. R. Manager)                             | Present              |           |
| Mr. Pankaj Liddu      | Nominee From Industrialist<br>(Entrepreneur)                         | Could not be Present |           |
| Mr. Brijesh Goel      | Nominee From Stakeholder   | Present              |           |
| Mr. Tejveer Chauhan   | Member Stakeholder<br>(Parent Member)                                | Could not be Present |           |
| Dr. Subodh Bala Gupta | Co-ordinator, IQAC<br>(Professor, Dept. of Education)                | Present              |           |

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Modern College of Professional Studies  
431, Anand Indl. Area,  
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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 (UG.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 31<sup>st</sup> 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


**PRINCIPAL**


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

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

  
**Dr. Nisha Singh**  
Principal

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**431, Anand Indl. Area,**  
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MOHAN NAGAR, GHAZIABAD**

**3rd Internal Quality Assurance Cell (IQAC)  
Minutes of Meeting (2021 –22)**

The 3rd Meeting of IQAC (2021-22) was held on 28<sup>th</sup> 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<br>(Head, Department of Education)            | Present              |           |
| Mr. Arvind Kr. Pandey | Teacher Representative<br>(Head, Department of Computer Application) | Could not be Present |           |
| Dr. Vineet Garg       | Teacher Representative<br>(Head, Department of Commerce)             | Present              |           |
| Dr. Kanak Rani        | Teacher Representative<br>(Associate Professor)                      | Present              |           |
| Dr. Manju Singh       | Teacher Representative<br>(Associate professor)                      | Present              |           |
| Mr. Yogesh Garg       | Management Member<br>(Treasurer)                                     | Present              |           |
| Mr. Vineet Goel       | Senior Administrative Officer<br>(Secretary)                         | Present              |           |
| Mr. Vijay Garg        | Senior Administrative Officer<br>(Deputy Registrar)                  | Present              |           |
| Dr. Aruna Sharma      | Nominee From Local Society<br>(Educationist)                         | Present              |           |
| Mr. Praveen           | Nominee From Employer<br>(H. R. Manager)                             | Present              |           |
| Mr. Pankaj Liddu      | Nominee From Industrialist<br>(Entrepreneur)                         | Present              |           |
| Mr. Brijesh Goel      | Nominee From Shareholder   | Could not be Present |           |
| Mr. Tejveer Chauhan   | Member Stakeholder<br>(Parent Member)                                | Present              |           |
| Dr. Subodh Bala Gupta | Co-ordinator, IQAC<br>(Professor, Department of Education)           | Present              |           |

**PRINCIPAL**

**Modern College of Professional Studies  
431, Anand Indl. Area,  
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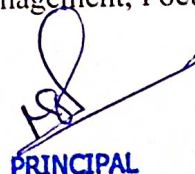
The formal meeting started with a welcome note by the IQAC Coordinator Prof. Subodh Bala Gupta. The Chairperson requested all the members for an open house discussion on various Agendas of the Meeting.

**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 8<sup>th</sup>- 9<sup>th</sup> 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.

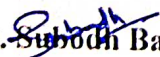



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**Modern College of Professional Studies**  
**431, Anand Indl. Area,**  
**Mohan Nagar, Ghaziabad**



- 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. Subodh Bala Gupta**  
 IQAC Co-Ordinator

  
**Dr. Nisha Singh**  
 Principal

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



**MODERN COLLEGE OF PROFESSIONAL STUDIES  
MOHAN NAGAR, GHAZIABAD**

**4<sup>th</sup> Internal Quality Assurance Cell (IQAC)  
Minutes of Meeting (2021 -22)**

The 4<sup>th</sup> 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<br>(Head, Department of Education)               | Could not<br>be Present |           |
| Mr. Arvind Kr..Pandey | Teacher Representative<br>(Head, Department of Computer<br>Application) | Present                 |           |
| Dr. Vineet Garg       | Teacher Representative<br>(Head, Department of Commerce)                | Present                 |           |
| Dr. Kanak Rani        | Teacher Representative<br>(Associate Professor)                         | Present                 |           |
| Dr. Manju Singh       | Teacher Representative<br>(Associate Professor)                         | Present                 |           |
| Mr. Yogesh Garg       | Management Member<br>(Treasurer)  | Present                 |           |
| Mr. Vineet Goel       | Senior Administrative Officer<br>(Secretary)                            | Present                 |           |
| Mr. Vijay Garg        | Senior Administrative Officer<br>(Deputy Registrar)                     | Present                 |           |
| Dr. Aruna Sharma      | Nominee From Local Society<br>(Educationist)                            | Present                 |           |
| Mr. Praveen           | Nominee From Employer<br>(H. R. Manager)                                | Could not<br>be Present |           |
| Mr. Pankaj Liddu      | Nominee From Industrialist<br>(Entrepreneur)                            | Present                 |           |
| Mr. Brijesh Goel      | Nominee From Shareholder  | Present                 |           |
| Mr. Tejveer Chauhan   | Member Stakeholder<br>(Parent Member)                                   | Present                 |           |
| Dr. Subodh Bala Gupta | Co-ordinator, IQAC (Professor,<br>Department. of Education)             | Present                 |           |

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

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

**Agendas 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
- Revising the college vision and mission statement
- Revision of Scholarship Policy

**Agenda-wise Minutes are noted here as 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 31<sup>st</sup> July 2022 and the final copy 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 is shared with the respective criterion SPOC's Person within the stipulated time period.
- It was proposed in the meeting by Teacher Representative Dr. Manju Singh that all Head of Department shall make efforts to get students registered with their concerned Department in MOOC (Massive Open Online Course), on the SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) portal. It was decided that there will be a MOOC coordinator Dept. wise who will assist the students to get registered & completing the course.
- It was proposed by the 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 Teacher Representative Mr. Arvind Kr. 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

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

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 decided in the meeting to revise the vision and mission statement of M.C.P.S., keeping in mind the new programs that are being introduced from the Academic Session 2021-22. The Principal handed over the responsibility to Teacher Representative Dr. Manju Singh to submit a final copy at the Principal's office, latest by 30<sup>th</sup> June 2022.

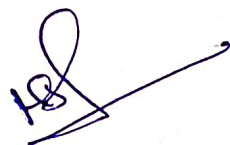
● It was proposed in the meeting by Treasurer Mr. Yogesh Garg to revise the college Scholarship Policy from the new academic session to benefit the poor students & motivated deserving students. IQAC members suggested different scholarships categories -

- Scholarship for meritorious students
- Scholarship for a disabled person
- Scholarship for girls etc.

The Chairperson assigned 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.

  
**Dr. Subhadh Bala Gupta**  
IQAC Co-Ordinator

  
**Dr. Nisha Singh**  
Principal

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