



# VINAYAK VIDYAPEETH

Affiliated to CCS University, AKTU, Approved by AICTE & NCTE  
(A UNIT OF RUDRA GROUP OF INSTITUTIONS)

Ref. No.....

Date ..... 21 Nov, 2023

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

As Per the guidelines given by the National Assessment and Accreditation Council (NAAC), Bengaluru, an IQAC is being constituted in Vinayak Vidyapeeth as a quality sustenance measure. The prime task of the IQAC being to develop a system of conscious, consistent and catalytic improvement in the overall performance of the institution. Following have been nominated for the composition of the IQAC.

NAME	PROFILE	DESIGNATION
Dr. Anuprita Sharma	Head of the Institution	Chair Person
Er. Vikas Kumar	Director	Co-Chair
Dr. Asif Siddiqui	Dean, Department of Life Science	Co-Ordinator
Mr. Jane Alam	Management	Member
Mr. Kapil	Office Superintendent	Member
Ms. Aarzu	Asst. Professor	Member
Ms. Vidushi	Asst. Professor	Member
Mr. Vijay Rathi	Asst. Professor	Member
Ms. Parul	Asst. Professor	Member
Mr. Krish	Student	Member
	Alumni	Member
	Parent	Member
	Employee	Member

*Er. Vikas Kumar*

*Sharma*  
Principal  
VINAYAK VIDYAPEETH  
NH-58, Pawli Khas, Modipuram, Meerut



# VINAYAK VIDYAPEETH

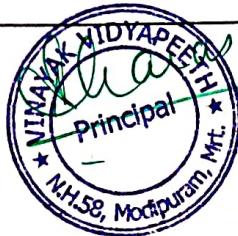
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Ref. No. ....

Date 28 Feb 2025

POST EVENT REPORT	ONE DAY WORKSHOP
DATE AND VENUE	28 <sup>TH</sup> FEBRUARY, 2025. COLLEGE SMART CLASS
TITLE OF PROGRAMME	RESEARCH INNOVATION AND EXTENSION
ORGANISING UNIT	INSTITUTE INNOVATION QUALITY ASSURANCE CELL
RESOURCE PERSON	DR. SARIKA SHARMA, ASST PROFESSOR, INM(PG) COLLEGE, MEERUT
NO OF BENEFICIARIES	32 STAFF MEMBERS
OBJECTIVES OF THE PROGRAMME	THE PROGRAM SEEKS TO EQUIP PARTICIPANTS WITH THE KNOWLEDGE AND SKILLS NECESSARY TO NAVIGATE AND CONTRIBUTE EFFECTIVELY TO THE ACCREDITATION PROCESS. PREPAREDNESS FOR NAAC ASSESSMENT AND ACCREDITATION. EMPHASIZING THE PIVOTAL ROLE OF TEACHERS IN ADVANCING ACADEMIC EXCELLENCE.
BRIEF REPORT OF THE PROGRAMME	DEPARTMENT OF IQAC OF VINAYAK VIDYAPEETH COLLEGE, MEEUT HAS ORGANIZED A WORKSHOP ON "RESEARCH INNOVATION & EXTENSION", ONE OF THE NAAC CRITERIA, ON 28-02-2025 WITH AN AIM TO ENRICH KNOWLEDGE AMONG OUR STAFF MEMBERS ON METRICS AND CRITERIA INTRODUCED BY NAAC. DR SARIKA SHARMA. MEMBER IQAC AND ASST PROFESSOR, INM(PG) COLLEGE, MEERUT ACTED AS THE RESOURCE PERSON FOR THIS WORKSHOP. AT THE VERY OUTSET MS REEMA VIKAL, IQAC COORDINATOR, VINAYAK VIDYAPEETH, MEERUT INTRODUCED THE RESOURCE PERSON TO THE PARTICIPANTS WITH THE CLEAR OBJECTIVE OF THE SESSION. DR. ANUPRITA SHARMA, PRINCIPAL, IN HER OPENING REMARKS DESCRIBED IN DETAIL THE NEED FOR NAAC AND MOTIVATED THE STAFF TO ACQUAINT WITH THE ACCREDITATION PROCEDURE. RESOURCE PERSON DR SARIKA SHARMA EXPLAINED KEY INDICATORS, METRICS, DATA TEMPLATES AND EXTENSION ACTIVITIES ETC. PRIOR TO THE CLOSURE, THE SESSION OPENED FOR DISCUSSION. THE SESSION ENDED WITH THE VOTE OF THANKS PROPOSED BY MS REEMA VIKAL, IQAC COORDINATOR, VINAYAK VIDYAPEETH
PROGRAMME OUTCOME	FACULTY MEMBERS WERE WELL AWARE OF CRITERIA INTRODUCED BY NAAC. STAFF WERE WELL GUIDED ON ADDITIONAL INFORMATION AND FILLING DATA TEMPLATES

*Reema Vikal*



Nh-58, Pawli Khas, Modipuram, Near Potato Research Centre, Meerut (U.P.)



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# Vinayak Vidyapeeth

Affiliated to AKTU Lucknow & CCS University Meerut  
(Approved by AICTE, NCTE and Govt of UP)

## MEETING MINUTE- NAAC

### MEETING TITLE: NAAC Introduction

Minutes: 30      Meeting Date: 14-10-23      Meeting Time: 11.00 – 11.30 A.M

Meeting location	Principal Mam Office
Meeting called by	Dr. Mohd Asif (NAAC Coordinator)
Type of meeting	Introductory
Facilitator	Dr. Anuprita Sharma / Dr. Mohd Asif
Note taker	Ms. Raveena
Timekeeper	Ms. Sonam Sharma
Attendees	

### Committee Members

Name	Signature	Name	Signature
Dr. Anuprita Sharma	<u>Sharma</u>	Mr. Sachin Kumar	<u>Sachin</u>
Er. Vikas Kumar	<u>Vikas</u>	Ms. Deepika Sharma	<u>Deepika</u>
Dr. Mohd Asif	<u>Asif</u>	Ms. Raveena	<u>Raveena</u>
Ms. Ekta Sindhu	<u>Ekta</u>	Ms. Reema Vikal	<u>Reema</u>
Dr. Kiran Tomar	<u>Kiran</u>	Ms. Sonam Sharma	<u>Sonam</u>
Ms. Aarzu	<u>Aarzu</u>		

AGENDA ITEM	ACTION
NAAC Committee: Introduction	Formal Introduction of the committee members was held in Principal madam office.
	All are suggested to go through the details of NAAC accreditation.

NAAC Coordinator

Dr. Anuprita Sharma

Sharma  
Principal 14/10/2023



# VINAYAK VIDYAPEETH

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Ref. No.....

Date 24<sup>th</sup> <sup>Feb</sup> March, 2024

## Minutes of the Meeting

The Institution Internal Quality Assurance Cell (IQAC) meeting is conducted on 24<sup>th</sup> February, 2024.

### Agenda

- 1- To arrange workshop to abreast the faculty members regarding relevant information as the Institute aims at seeking accreditation from NAAC.

### Action-

CRISP-UP to be approached for conducting the faculty development programme. All the sister branch of Rudra Group can send their IQAC team to attend the same.

### Agenda

- 2- To plan an Alumni in college for which a common whatsapp group to be formed.

### Action-

HODs of all the departments to be instructed to form whatsapp group in which students of previous batches to be added. Date for the Alumni meet to be decided after the successful formation of the respective whatsapp group.

This meeting has been concluded with a vote of thanks by the co-ordinator of IQAC, Dr. Mohd Asif.

*Faenna Vikal*





Ref. No. ....

Date .....  
Date:-21 Aug, 2024

## MINUTES OF MEETING

The Institution's Internal Quality Assurance Cell meeting is conducted on 21 Aug, 2024 at 10:15 am and the following points were discussed.

- 1) With reference to circular dated 3 July, 2024 from Group's Academic Director, an Academic Audit is scheduled in Dec/ January. All departments must start preparing for the same.
- 2) Respective Head of Departments must make sure that the following files and documents are properly made and updated.

-Department File

-Meeting Minutes & Notices

-Lab Manuals

-Alumni Record

-DPR/APR

-Course Files

-Stock Registers

-Arrangement Files

-Result Analysis

-Attendance Registers

-Event File

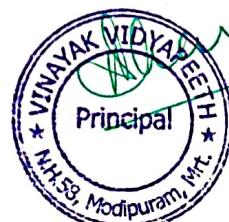
-Semester Report

-Practical Exam File

- 3) Respective Conveners of Committees and Clubs should also keep their files updated.

The Meeting concluded with Vote of Thanks.

*Karma Vika*



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Ref. No. ....

Date ..... H

Date:-07<sup>th</sup> Dec, 2024

## MINUTES OF MEETING

The Institution's Internal Quality Assurance Cell Assembled in Principal Office on 07Dec, 2024 at 02:30 pm to discuss following points.

- 1) The dates for Academic Audit, after discussion with all the HOD's, has been finalized for 27, 28 and 29 January, 2025.
- 2) Before the External Audit is carried out, Internal Audit of all the departments is proposed on 16, 17 & 18 January, 2025.
- 3) Head of the Department will carry out the audits of various departments as per the following list

HOD	Internal Audit in
Education	Physical Education Department
Life Science	Humanities Department
Humanities	Management Department
Physical Education	Computer Science Department
Home Science	Commerce Department
Commerce Management	Life Science Department
Computer Science	Home Science Department

Meeting was adjourned at 3:15pm.



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Ref. No. ....

Date ..... 30 Jan, 2025

An Academic Audit was organized by the Internal Quality Assurance Cell (IQAC) of Vinayak Vidyapeeth to evaluate and enhance the Institution's academic framework and quality benchmarks. The Audit was successfully conducted on 27<sup>th</sup> and 28<sup>th</sup> January by a distinguished team comprising:

- Prof (Dr.) Jayanand, Pro Vice Chancellor, Shobhit University, Meerut.
- Dr. Deepti Saxena, Head of the Physics Department, IN (PG) College, Meerut.
- Dr. Anuprita Sharma, Academic Director, Rudra Group, Meerut.

The Recommendations given by the team were as follows:

1. An Institute Management system (Software) to be applied in college.
2. Vision and Mission of each department must be in compliance with that of the college.
3. Vision must be short, 2-3 lines, mission may be broken into points.
4. Each department to develop a Youtube Channel for theoretical as well as practical classes.
5. Have one period in time table for preparing students for competitive exams.
6. All online sessions organized for HEIs by Government bodies must be attended and evidence to be maintained for the same. (Notice, Signatures of attendances, Geotagged photos, summary)
7. All departments must apply for project funds and grants through ANRF website and DST website.
8. The Institution must apply for 2F certification.
9. Try for the INSPIRE camp by DST.
10. In library, Catalogue must be prepared and software to be used. Avoid manual entry/issue process.
11. Proper SOPs/Regulations to be prepared for all the committees and cells, especially Exam cell, Internal Complaints Committee SOP of Vishakha Cell of UGC to be used for Grievance Redressal Cell.
12. DSW Committee to organic mental health awareness, self defence classes etc for students in each semester.
13. All departments must show the result analysis via Bar diagram/Pie charts and Exam cell must show compiled result of entire college via Bar diagram/Pie charts.
14. Department wise Alumni Committee to be made.



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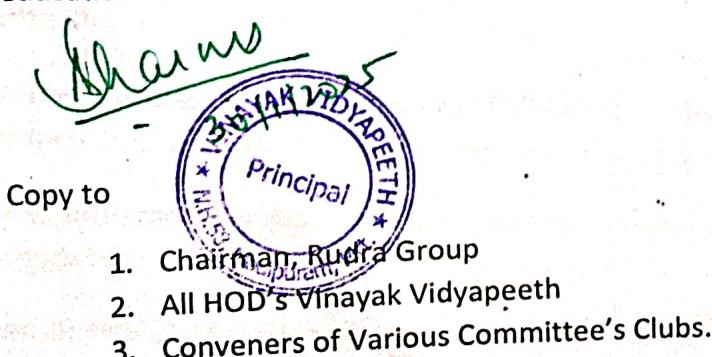
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15. Anecdotal record of all the achievers to be maintained, like certificates, newspaper cuttings, university merit list mentioning the names of the achievers etc.
16. Records of individual as well as team participation in intra college or inter collegiate competitions to be maintained.
17. Each department must prepare a file for drop out students stating the reason for drop out as well as a letter stating that college will consider their admission in next session if they so desire and are eligible.
18. A file with all the Staff Retention Policies being followed by Management to be maintained e.g. Permission to pursue higher education, permission to rejoin after a reasonable/sabbatical leave etc.
19. Frequent FDPs to be organized.
20. Stock Registers to be Properly maintained, also mention when the instruments were last calibrated or serviced or updated.
21. Skill development classes like PD lectures, certification courses etc to be given time in time table.
22. All Lab manuals must be prepared by staff members and then it should be printed with ISBN number.
23. Activities conducted in a department should be relevant to the curriculum of that department.
24. Prepare a Regulation Act for Discipline Committee or proctorial board. Follow a proper procedure before taking any action and maintain paper work.
25. Maintain documentation/details of the Remedial/Tutorial classes.

It is evident from these points that Excellence and Quality of an institute depends on two points.

1. Efforts by the Management being taken for well being of their staff.
2. Efforts by the staff members being taken for well being of their students.

Such initiatives highlight our commitment to fostering academic excellence and achieving global education standards.





An Academic Audit was successfully conducted on 27th and 28th January by a distinguished team comprising:

▲ Prof. (Dr.) Jayanand, Pro Vice-Chancellor, Shobhit University, Meerut

▲ Dr. Deepti Saxena, Head of the Physics Department, IN (PG) College, Meerut

▲ Dr. Anuprita Sharma, Academic Director, Rudra Group of Institution, Meerut

This comprehensive audit was organized by the #Internal\_Quality\_Assurance\_Cell (IQAC) to evaluate and enhance the institution's academic framework and quality benchmarks.

Such initiatives underscore our commitment to fostering academic excellence and maintaining global education standards.

#Academic Audit #IQAC # ExcellenceIn Education #Commitment To Quality

#Vinayak Vidyapeeth





# VINAYAK VIDYAPEETH

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Ref. No. ....

Date 22 Feb, 2025

## MEETING MINUTES

The IQAC cell of Vinayak Vidyapeeth assembled in Principal Office on 22<sup>nd</sup> Feb, 2025 at 3:00 PM to discuss the various agendas.

### Agenda 1 – Implementation of recommendation of Academic Audit Team

Action – Academic Audit in Vinayak Vidyapeeth was conducted on 27<sup>th</sup> and 28<sup>th</sup> January, 2025. All the recommendation given by them have been circulated in each department via email. A follow up meeting by respective HOD's to be taken every Saturday.

### Agenda 2 – Conduct of Workshops / Guest Lectures

Action – It has been decided that minimum 3 Workshops / Guest Lectures will be conducted in the running semester. IQAC members of colleges who have undergone NAAC Accreditation Process to be invited for conducting the same. First of all IQAC members of IN(PG) College, who just completed their NAAC cycle to be invited.

### Agenda 3 – Start Indian Knowledge System Cell

Action – As per NEP 2020 guidelines Indian Knowledge System is to be incorporated in curriculum for its enrichment. It was decided that a New Indian Knowledge System Cell to be formed with Ms. Seema Chaudhary as Convener.

With no further Agenda for discussion, Meeting was adjourned at 3:40PM.

*Pranavikal*

*Shashi*

VINAYAK VIDYAPEETH  
Principal  
NH-58, Modipuram, Mgt.