



Axis Institute of Higher Education, Kanpur

Office of IQAC

Ref. No: AIHE/IQAC/2024-25/ 002

Date: 08/07/2024

MINUTES OF MEETING

The 1st meeting of IQAC Committee for session 2024-25 was held on 8th July 2024 in the Conference Room at 12.10 pm. The meeting was chaired by Dr. Ashish Malik, Chairman - IQAC.

The following members were present at the meeting:

S No.	Name	Designation
1.	Dr. Ashish Malik	Chairman – IQAC
2.	Dr. Esha Yadav	Dean/ coordinator IQAC & HOD Life Sciences
3.	Dr. Shubha Jain	HOD Computer Application
4.	Dr. K.K. Pandey	HOD Management
5.	Mr. Aditya Kushwaha	Management Nominee, Axis Education Society
6.	Ms. Shweta Bajpai	Member Secretary - IQAC
7.	Mr. Emroze Siddiqui	Member
8.	Ms. Maitri Sindhu Katiyar	Member
9.	Mr. Ashish Shukla	Member
10.	Ms. Shail Dubey	Member
11.	Ms. Shreya Sharma Dwivedi	Member
12.	Ms. Shalini Gupta	Member
13.	Mr. Avinash Singh	Member
14.	Ms. Vibha Verma	Member
15.	Mr. Amit Sabharwal	Member
16.	Mr. Anirudh Trivedi	Member
17.	Mr. Mahendra Gupta	Member
18.	Ms. Princy Dixit	Student – BCA 3 rd Year
19.	Mr. Harshwardhan	Student – BBA 3 rd Year
20.	Mr. Ravi Bajpai	Alumni
21.	Dr. S.M. Ali	External member – Professional Society
22.	Ms. Jyoti Yadav	External member – Industry (attended meeting online)
23.	Dr. Nishant Kumar	External member – Academician - Management
24.	Dr. Rashmi Sharma	External member – Academician – Computer Science (attended meeting online)

Agenda:

1. Review of last IQAC meeting and approval of minutes of last meeting.
2. NAAC Accreditation filing IIQA & SSR Team.
3. Stakeholders feedback analysis.
4. Planning of new session to discuss and finalize potential value-added courses.



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1. Welcome address by the Coordinator -IQAC

Coordinator - IQAC thanked all the members of the meeting for their presence. It was further shared that IQAC will continuously work to initiate and comply to maintain quality in the system.

2. Review of last IQAC meeting and approval of minutes of last meeting.

A review report of the follow up actions taken on the resolutions of the last IQAC meeting was done by IQAC coordinator which was acknowledged by the present members without further comments.

3. Information about Filing of IIQA and Preparation of SSR:

The coordinator informed the committee that the Institutional Information for Quality Assessment (IIQA) submission for NAAC has been successfully completed and accepted. The coordinator was assigned the responsibility for preparation of SSR, who would further form teams to carry out the designated task.

(Responsibility: Coordinator – IQAC)

4. Stakeholders feedback analysis.

The IQAC reviewed feedback given from parents, employers, and alumni, emphasizing their role as key stakeholders. Based on their insights, the committee proposed introducing value added courses in the curriculum. These courses aim to equip students with industry relevant skills, enhancing their employability and aligning education with professional demands.

5. Planning of new session to discuss and finalize potential value-added courses.

The committee deliberated on strategies to introduce value-added courses in the upcoming session. Suggestions were made to identify industry-relevant areas, collaborate with experts, and align courses with students' skill enhancement. After discussion, the list of finalized value added course for the upcoming session has been enclosed.

(Responsibility: All HODs, Coordinator - IQAC)

Conclusion:

The meeting concluded with an expression of gratitude to the Chairman - IQAC and all members for their enthusiastic engagement and valuable contributions.

Shweta

Minutes Prepared by:

Shweta Bajpai
Member Secretary

Copy to:

1. Office of Director
2. All Department Heads & In-Charges
3. All concerned Person

for kind information
for kind information
for kind information and necessary action

Encl: List of value-added courses finalized.



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List of value-added courses finalized.

S. No.	Value Added Course	Duration
1.	UV- Visible Spectroscopy: Instrumentation & Handling.	35 Hours
2.	Community Health & Nutrition	40 Hours
3.	Strategic Intellectual property Right (IPR) Management	35 Hours
4.	Basics of Computer	40 Hours
5.	Generative AI Chat GPT	30 Hours
6.	Certificate Program in Banking, Finance and Insurance	100 Hours
7.	Employment Oriented Training	100hrs
8.	Soft Skills and communication	40 Hours
9.	PDP and Verbal Ability	40 Hours
10.	Essential Java for new Programmers	60 Hours
11.	Soft Skills and communication	40 Hours
12.	Efficient Data Structure for Problem Solving	60 Hours
13.	Verbal and Employment Ability	40 Hours



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Office of IQAC

Attendees:

Date: 08.07.2024

S. No.	Attendee's Name	Role	Signature
1.	Dr. Ashish Malik	Chairman – IQAC	
2.	Dr. Esha Yadav	Dean/ coordinator IQAC & HOD Life Sciences	
3.	Dr. Shubha Jain	HOD Computer Application	
4.	Dr. K.K. Pandey	HOD Management	
5.	Mr. Aditya Kushwaha	Management Nominee, Axis Education Society	
6.	Ms. Shweta Bajpai	Member Secretary - IQAC	
7.	Mr. Emroze Siddiqui	Member	
8.	Ms. Maitri Sindhu Katiyar	Member	
9.	Mr. Ashish Shukla	Member	
10.	Ms. Shail Dubey	Member	
11.	Ms. Shreya Sharma Dwivedi	Member	
12.	Ms. Shalini Gupta	Member	
13.	Mr. Avinash Singh	Member	
14.	Ms. Vibha Verma	Member	
15.	Mr. Amit Sabharwal	Member	
16.	Mr. Anirudh Trivedi	Member	
17.	Mr. Mahendra Gupta	Member	
18.	Ms. Princy Dixit	Student – BCA 3 rd Year	
19.	Mr. Harshwardhan	Student – BBA 3 rd Year	
20.	Mr. Ravi Bajpai	Alumni	
21.	Dr. S.M. Ali	External member – Professional Society	
22.	Ms. Jyoti Yadav	External member – Industry	attended online
23.	Dr. Nishant Kumar	External member – Academician - Management	
24.	Dr. Rashmi Sharma	External member – Academician – Computer Science	attended online



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Office of IQAC

Ref. No: AIHE/IQAC/2024-25/ 004

Date: 02/09/2024

MINUTES OF MEETING

IQAC Meeting

- **Date:** 02/09/2024
- **Time:** 10:00 PM
- **Venue:** Conference Room

A meeting of the IQAC cell was held on 2nd September 2024, Monday at 10:00AM. The meeting was chaired by Dr. Ashish Malik, Chairman - IQAC. The following agenda was discussed in the meeting:

1. Review of last IQAC meeting and approval of minutes of last meeting.
2. DVV clarification
3. Student Satisfaction Survey

The following members were present at the meeting:

S No.	Name	Designation
1.	Dr. Ashish Malik	Chairman – IQAC
2.	Dr. Esha Yadav	Dean/ coordinator IQAC & HOD Life Sciences
3.	Dr. Shubha Jain	HOD Computer Application
4.	Dr. K.K. Pandey	HOD Management
5.	Mr. Aditya Kushwaha	Management Nominee, Axis Education Society
6.	Ms. Shweta Bajpai	Member Secretary - IQAC
7.	Mr. Emroze Siddiqui	Member
8.	Ms. Maitri Sindhu Katiyar	Member
9.	Mr. Ashish Shukla	Member
10.	Ms. Shail Dubey	Member
11.	Ms. Shreya Sharma Dwivedi	Member
12.	Ms. Shalini Gupta	Member
13.	Mr. Avinash Singh	Member
14.	Ms. Vibha Verma	Member
15.	Mr. Amit Sabharwal	Member
16.	Mr. Anirudh Trivedi	Member
17.	Mr. Mahendra Gupta	Member
18.	Ms. Princy Dixit	Student – BCA 3 rd Year
19.	Mr. Harshwardhan	Student – BBA 3 rd Year
20.	Mr. Ravi Bajpai	Alumni
21.	Dr. S.M. Ali	External member – Professional Society (attended online)
22.	Ms. Jyoti Yadav	External member – Industry (attended online)
23.	Dr. Nishant Kumar	External member – Academician - Management
24.	Dr. Rashmi Sharma	External member – Academician – Computer Science (attended online)



Axis Institute of Higher Education, Kanpur

Office of IQAC

1. Welcome address by the Coordinator -IQAC

Coordinator - IQAC thanked all the members of the meeting for their presence. It was further shared that IQAC will continuously work to initiate and comply to maintain quality in the system.

2. Review of last IQAC meeting and approval of minutes of last meeting

A review report of the follow up actions taken on the resolutions of the last IQAC meeting was done by Coordinator - IQAC which was acknowledged by the present members without further comments. Coordinator – IQAC has provided the name of all criteria heads with responsibilities who will be handling each criterion of NAAC for SSR. The list has been enclosed along with the minutes.

3. DVV clarification

The committee discussed the clarification request for Data Verification and Validation (DVV) raised. The coordinator was instructed to review the feedback and provide the necessary clarifications and supporting documentation.

The deadline for completing the DVV clarifications and submitting the updated documents was set for **11th September 2024**. Regular follow-ups will be conducted to ensure timely completion.

(Responsibility: Coordinator – IQAC)

4. Student Satisfaction Survey

The IQAC discussed conducting a student feedback survey. Heads of Departments will organize motivational sessions to encourage participation and ensure constructive responses, fostering continuous improvement in academic and institutional quality. These will focus on skill development, career guidance, and personal growth of students with the aim of enhancing student engagement and satisfaction.

(Responsibility: All HODs)

Conclusion:

The meeting concluded with an expression of gratitude to the Chairman- IQAC and all members for their enthusiastic engagement and valuable contributions.

Minutes Prepared by:

Shweta Bajpai
Member Secretary

Copy to:

- | | |
|--------------------------------------|---|
| 1. Office of Director | for kind information |
| 2. All Department Heads & In-Charges | for kind information |
| 3. All concerned Person | for kind information and necessary action |

Encl: List of Members Responsible for different criteria



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List of Members Handling Different Criteria
(as finalised in the meeting)

S No.	Criteria	Members Responsible
1.	Criteria 1	Ms. Shweta Bajpai & CA Richa Singh
2.	Criteria 2	Mr. Vikas Shukla & Mr. Avinash Singh
3.	Criteria 3	Ms. Maitri Sindhu Katiyar & Ms. Kriti Shukla
4.	Criteria 4	Mr. Anirudh Trivedi & Mr. S. Arif Ali
5.	Criteria 5	Mr. Janey Alam, Ms. Shail Dubey, Mr. Vivek Singh & Mr. Vivek Kumar
6.	Criteria 6	Mr. Vivek Singh & Ms. Vibha Verma
7.	Criteria 7	Ms. Shreya Sharma Dwivedi & Ms. Anam Taufeeq



Axis Institute of Higher Education, Kanpur

Office of IQAC

Attendees:

Date: 02.09.2024

S. No.	Attendee's Name	Role	Signature
1.	Dr. Ashish Malik	Chairman – IQAC	
2.	Dr. Esha Yadav	Dean/ coordinator IQAC & HOD Life Sciences	
3.	Dr. Shubha Jain	HOD Computer Application	
4.	Dr. K.K. Pandey	HOD Management	
5.	Mr. Aditya Kushwaha	Management Nominee, Axis Education Society	
6.	Ms. Shweta Bajpai	Member Secretary - IQAC	
7.	Mr. Emroze Siddiqui	Member	
8.	Ms. Maitri Sindhu Katiyar	Member	
9.	Mr. Ashish Shukla	Member	
10.	Ms. Shail Dubey	Member	
11.	Ms. Shreya Sharma Dwivedi	Member	
12.	Ms. Shalini Gupta	Member	
13.	Mr. Avinash Singh	Member	
14.	Ms. Vibha Verma	Member	
15.	Mr. Amit Sabharwal	Member	
16.	Mr. Anirudh Trivedi	Member	
17.	Mr. Mahendra Gupta	Member	
18.	Ms. Princy Dixit	Student – BCA 3 rd Year	
19.	Mr. Harshwardhan	Student – BBA 3 rd Year	
20.	Mr. Ravi Bajpai	Alumni	
21.	Dr. S.M. Ali	External member – Professional Society	attended online.
22.	Ms. Jyoti Yadav	External member – Industry	attended online
23.	Dr. Nishant Kumar	External member – Academician - Management	
24.	Dr. Rashmi Sharma	External member – Academician – Computer Science	attended online



Axis Institute of Higher Education, Kanpur

Office of IQAC

MINUTES OF MEETING

Ref. No: AC/IQAC/2024-25/ 006

Date: 25/10/2024

IQAC Meeting

- **Date:** 25/10/2024
- **Time:** 11:00 AM
- **Venue:** Conference Room

A meeting of the IQAC cell was held on 25th October 2024, Friday at 11:00AM. The meeting was chaired by Dr. Ashish Malik, Chairman - IQAC. The following agenda were discussed:

Agenda:

1. Review of last IQAC meeting and approval of minutes of last meeting.
2. Finalization of SSR by NAAC.
3. Preparation for NAAC Peer Team Visit.

The following members were present at the meeting:

S No.	Name	Designation
1.	Dr. Ashish Malik	Chairman – IQAC
2.	Dr. Esha Yadav	Dean/ coordinator IQAC & HOD Life Sciences
3.	Dr. Shubha Jain	HOD Computer Application
4.	Dr. K.K. Pandey	HOD Management
5.	Mr. Aditya Kushwaha	Management Nominee, Axis Education Society
6.	Ms. Shweta Bajpai	Member Secretary - IQAC
7.	Mr. Emroze Siddiqui	Member
8.	Ms. Maitri Sindhu Katiyar	Member
9.	Mr. Ashish Shukla	Member
10.	Ms. Shail Dubey	Member
11.	Ms. Shreya Sharma Dwivedi	Member
12.	Ms. Shalini Gupta	Member
13.	Mr. Avinash Singh	Member
14.	Ms. Vibha Verma	Member
15.	Mr. Amit Sabharwal	Member
16.	Mr. Anirudh Trivedi	Member
17.	Mr. Mahendra Gupta	Member
18.	Ms. Princy Dixit	Student – BCA 3 rd Year
19.	Mr. Harshwardhan	Student – BBA 3 rd Year
20.	Mr. Ravi Bajpai	Alumni
21.	Dr. S.M. Ali	External member – Professional Society
22.	Ms. Jyoti Yadav	External member – Industry
23.	Dr. Nishant Kumar	External member – Academician - Management
24.	Dr. Rashmi Sharma	External member – Academician – Computer Science



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Office of IQAC

1. Welcome address by the coordinator -IQAC

Coordinator - IQAC thanked all the members of the meeting for their presence. It was further shared that IQAC will continuously work to initiate and comply to maintain quality in the system.

2. Review of last IQAC meeting and approval of minutes of last meeting.

A review report of the follow up actions taken on the resolutions of the last IQAC meeting was done by IQAC coordinator which was acknowledged by the present members without further comments.

3. Finalization of SSR by NAAC.

The IQAC Coordinator informed all members that the Self-Study Report (SSR) had been finalized and successfully accepted by NAAC, marking a significant milestone in the accreditation process.

4. Status of Preparedness and Readiness for NAAC Peer Team Visit:

The Chairman - IQAC congratulated all the team member as the Self-Study Report (SSR) has been successfully accepted by NAAC. The Committee has further given responsibility to Coordinator – IQAC to complete all the pending formalities regarding the NAAC Peer Team Visit.

(Responsibility: Coordinator-IQAC)

Conclusion:

The meeting concluded with an expression of gratitude to the Chairman - IQAC and all members for their enthusiastic engagement and valuable contributions.

Shweta Bajpai
Member Secretary

Copy to:

1. Office of Director
2. All Department Heads & In-Charges
3. All concerned persons

for kind information
for kind information
for information and necessary action



Axis Institute of Higher Education, Kanpur

Office of IQAC

Attendees:

Date: 25.10.2024

S. No.	Attendee's Name	Role	Signature
1.	Dr. Ashish Malik	Chairman – IQAC	
2.	Dr. Esha Yadav	Dean/ coordinator IQAC & HOD Life Sciences	
3.	Dr. Shubha Jain	HOD Computer Application	
4.	Dr. K.K. Pandey	HOD Management	
5.	Mr. Aditya Kushwaha	Management Nominee, Axis Education Society	
6.	Ms. Shweta Bajpai	Member Secretary IQAC	
7.	Mr. Emroze Siddiqui	Member	
8.	Ms. Maitri Sindhu Katiyar	Member	
9.	Mr. Ashish Shukla	Member	
10.	Ms. Shail Dubey	Member	
11.	Ms. Shreya Sharma Dwivedi	Member	
12.	Ms. Shalini Gupta	Member	
13.	Mr. Avinash Singh	Member	
14.	Ms. Vibha Verma	Member	
15.	Mr. Amit Sabharwal	Member	
16.	Mr. Anirudh Trivedi	Member	
17.	Mr. Mahendra Gupta	Member	
18.	Ms. Princy Dixit	Student – BCA 3 rd Year	
19.	Mr. Harshwardhan	Student – BBA 3 rd Year	
20.	Mr. Ravi Bajpai	Alumni	
21.	Dr. S.M. Ali	External member – Professional Society	
22.	Ms. Jyoti Yadav	External member – Industry	
23.	Dr. Nishant Kumar	External member – Academician - Management	
24.	Dr. Rashmi Sharma	External member – Academician – Computer Science	