



Axis Institute of Higher Education, Kanpur

Office of IQAC

Minutes of Meeting

Ref. No: AC/IQAC/2018-19/001

Date: 17/01/2019

IQAC Meeting

- **Date:** 17/01/2019
- **Time:** 10:00 AM
- **Venue:** Conference Room

Agenda:

1. Establishment of the IQAC Cell and formation of various committees.
2. Development of institutional policies for quality enhancement.
3. Enhancement of feedback system from all stakeholders.
4. Introduction of initial steps towards teaching-learning improvements.

Members Present:

- Dr. Ashish Malik, Chairperson
- Dr. Shubha Jain
- Dr. Neetu Singh
- Mr. K.P Singh
- Dr. Sunil Shukla
- Dr. Shail Dubey
- Dr. Monika Shah
- Ms. Maitri
- Dr. Shalini Gupta
- Mr. Aditya Kushwaha
- Mr. Emroze Alam
- Ms. Vibha Verma
- Mr. Mukul Jain
- Mr. S.K. Pandey
- Mr. Amandeep Singh
- Mr. Abhay Kumar Sriwastawa
- Ms. Prachi Pandey
- Dr. S.M. Ali
- Ms. Jyoti Yadav
- Mr. Mahendra Gupta
- Dr. Amima Shoeb

1. Establishment of the IQAC Cell and Formation of Various Committees

The meeting commenced with the formal establishment of the IQAC at the Axis Institute of Higher Education. The Chairperson emphasized the importance of quality assurance in academic and administrative processes.

Resolution:

The IQAC was formally established, and committees were formed with specific responsibilities. Members were tasked with drafting their terms of reference and operational guidelines by the next meeting.

2. Development of Institutional Policies for Quality Enhancement



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The need for comprehensive policies to guide the institution's quality enhancement initiatives was discussed. The Policy Development Committee was established and tasked with drafting policies on academics, research ethics, and student conduct.

Resolution:

A timeline of six months was set for the draft policies to be reviewed and approved.

3. Enhancement of Feedback System from All Stakeholders

The importance of a robust feedback system was highlighted. The IQAC Coordinator was tasked with developing a system to capture inputs from students, faculty, alumni, and industry partners.

Resolution:

A feedback system will be designed, with implementation planned for the current academic term.

4. Introduction of Initial Steps Towards Teaching-Learning Improvements and Student Progression

Heads of Departments were directed to explore innovative teaching techniques, including ICT tools and experiential learning methods.

Resolution:

HoDs were tasked with implementing new teaching methodologies and developing a tracking system for student progression.

Conclusion:

The meeting concluded with a vote of thanks to the Chairperson and all members for their participation. The next IQAC meeting was scheduled for 20/04/2019.

Dr. Amima Shoeb
IQAC Coordinator

- cc:
1. Office of Chairman Sir for kind information
 2. All Department Heads & In Charges for information
 3. Registrar Office for information
 4. Accounts & HR for record
 5. All concerned



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Minutes of Meeting

Ref. No: AC/IQAC/2018-19/015

Date: 20/04/2019

IQAC Meeting

- **Date:** 20/04/2019
- **Time:** 10:00 AM
- **Venue:** Conference Room

Agenda:

1. Review of progress on the establishment of IQAC Cell and committees.
2. Launch of the feedback system from stakeholders.

Members Present:

- Dr. Ashish Malik, Chairperson
- Dr. Shubha Jain
- Dr. Neetu Singh
- Mr. K.P Singh
- Dr. Sunil Shukla
- Dr. Shail Dubey
- Dr. Monika Shah
- Ms. Maitri
- Dr. Shalini Gupta
- Mr. Aditya Kushwaha
- Mr. Emroze Alam
- Ms. Vibha Verma
- Mr. Mukul Jain
- Mr. S.K. Pandey
- Mr. Amandeep Singh
- Mr. Abhay Kumar Sriwastawa
- Ms. Prachi Pandey
- Dr. S.M. Ali
- Ms. Jyoti Yadav
- Mr. Mahendra Gupta
- Dr. Amima Shoeb, Coordinator

1. Confirmation of the Minutes of the Previous Meeting

The meeting commenced with a welcome note by the Chairperson, followed by the confirmation of the minutes of the previous IQAC meeting. The minutes were read out and reviewed by the members. After a detailed discussion, the minutes were confirmed and approved without any modifications.

Resolution:

The minutes of the previous meeting were confirmed and approved by the IQAC members.



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2. Review of IQAC

The meeting began with a review of the progress made in establishing the IQAC Cell and associated committees. The Chairperson reported that the IQAC was fully operational.

Resolution:

Committees will begin implementing their action plans, with periodic reports submitted to the IQAC.

3. Launch of the Enhanced Feedback System from Stakeholders

The feedback system was finalized and ready for launch. The process for collecting and analyzing feedback was outlined.

Resolution:

The system will be rolled out this academic term.

Conclusion:

The meeting concluded with a vote of thanks, and the next meeting was scheduled for 15/07/2019.

Dr. Amima Shoeb
IQAC Coordinator

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Axis Institute of Higher Education, Kanpur

Office of IQAC

Minutes of Meeting

Ref. No: AC/IQAC/2019-20/002

Date: 15/07/2019

IQAC Meeting

- **Date:** 15/07/2019
- **Time:** 10:00 AM
- **Venue:** Conference Room

Agenda:

1. Evaluation of the feedbacks and its implementation for quality enhancement.
2. Assessment of teaching-learning methodologies.
3. Preparation for the next academic year's quality initiatives.

Members Present:

- Dr. Ashish Malik, Chairperson
- Dr. Shubha Jain
- Dr. Neetu Singh
- Mr. K.P Singh
- Dr. Sunil Shukla
- Dr. Shail Dubey
- Dr. Monika Shah
- Ms. Maitri
- Dr. Shalini Gupta
- Mr. Aditya Kushwaha
- Mr. Emroze Alam
- Ms. Vibha Verma
- Mr. Mukul Jain
- Mr. S.K. Pandey
- Mr. Amandeep Singh
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- Dr. Amima Shoeb, Coordinator

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2. Review of Institutional Policy

The Policy Development Committee presented a report on various policies required.

Resolution:

Policies were revised and set out for implementation.

3. Evaluation of the Feedback System and Its Impact on Quality Enhancement

The first round of feedback was collected and analyzed, providing insights into strengths and areas for improvement.

Resolution:

Departments will develop action plans based on feedback.

4. Preparation for the Next Academic Year's Quality Initiatives

The IQAC discussed the roadmap for the next academic year. Staff development program was proposed.

Resolution:

The Coordinator was tasked with drafting the action plan for the upcoming year and chalk out details for staff development program.

Conclusion:

The meeting concluded with a vote of thanks, and the next meeting was scheduled for 05/11/2019

Dr. Amima Shoeb
IQAC Coordinator

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Axis Institute of Higher Education, Kanpur

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Minutes of Meeting

Ref. No: AC/IQAC/2019-20/033

Date: 05/11/2019

IQAC Meeting

- **Date:** 05/11/2019
- **Time:** 10:00 AM
- **Venue:** Conference Room

Agenda:

1. Confirmation of the Minutes of the Previous Meeting.
2. Review of Action Plans Based on Feedback Analysis.
3. Implementation Status of Revised Institutional Policies.
4. Progress on Staff Development Program and Preparation.

Members Present:

- Dr. Ashish Malik, Chairperson
- Dr. Shubha Jain
- Dr. Neetu Singh
- Mr. K.P Singh
- Dr. Sunil Shukla
- Dr. Shail Dubey
- Dr. Monika Shah
- Ms. Maitri
- Dr. Shalini Gupta
- Mr. Aditya Kushwaha
- Mr. Emroze Alam
- Ms. Vibha Verma
- Mr. Mukul Jain
- Mr. S.K. Pandey
- Mr. Amandeep Singh
- Mr. Abhay Kumar Sriwastawa
- Ms. Prachi Pandey
- Dr. S.M. Ali
- Ms. Jyoti Yadav
- Mr. Mahendra Gupta
- Dr. Amima Shoeb, Coordinator

1. Confirmation of the Minutes of the Previous Meeting

The meeting commenced with a welcome note by the Chairperson, followed by the confirmation of the minutes of the previous IQAC meeting held on 15/07/2019. The minutes were read out and reviewed by the members. After a detailed discussion, the minutes were confirmed and approved without any modifications.

Resolution:

The minutes of the previous meeting were confirmed and approved by the IQAC members.



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2. Review of Action Plans Based on Feedback Analysis

The IQAC Coordinator presented the action plans developed by various departments based on the feedback collected earlier in the year. The members discussed the progress made in addressing the identified areas for improvement.

Resolution:

Departments were commended for their efforts in implementing the feedback-based improvements. It was decided that progress reports on these action plans would be reviewed quarterly to ensure continuous quality enhancement.

3. Implementation Status of Revised Institutional Policies

The Policy Development Committee provided an update on the implementation of the revised institutional policies, which were finalized in the previous meeting. The members discussed the effectiveness of these policies in enhancing the quality of academic and administrative processes.

Resolution:

The policies were successfully implemented across the institution. Departments were instructed to continue monitoring the impact of these policies and report any challenges faced during implementation in the next meeting.

4. Progress on Staff Development Program and Preparation

The Coordinator presented a detailed plan for the staff development program

Resolution:

The staff development program was approved, with the first phase scheduled to begin in Nov 2019.

3. Internal Academic Audit

Discussion focused on the proposal for conducting an internal audit in Feb 2020 for current session. The schedule and framework for the upcoming internal academic audit were discussed. The focus will be on curriculum delivery, student engagement, and academic resources.

Resolution:

The IQAC approved the formation of an audit team comprising senior faculty members. The team will be responsible for conducting the audit and submitting a report.

Conclusion

The meeting concluded with a vote of thanks to the Chairperson and all members for their active participation. The next IQAC meeting was scheduled for 20/03/2020.

Dr. Amima Shoeb
IQAC Coordinator

cc:

1. Office of Chairman Sir for kind information
2. All Department Heads & In-Charges for information
3. Registrar Office for information
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5. All concerned