teri school of advanced studies
(Deemed to be University)
(established under Section 3 of the UGC Act. 1956)
Accredited by NAAC

MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 7th AUGUST 2021 AT 10:30 AM ON TEAM PLATFORM

MEMBERS PRESENT:

Eklabya Sharma	Chairperson
Manipadma Datta	Co-Chairperson
Nandan Nawn	Coordinator
Abhijit Datey	Member
Ananya Khosla	Member
Aviruch Bhatia	Member
Chandan Kumar	Member
Chander K Singh	Member
Kamal Sharma	Member
Manish K Shrivastava	Member
Naqui Anwer	Member
Neeti	Member
Sandeep Arora	Member
Tanvi Khurana	Member
Vidhi Madaan Chadda	Member

Arun Kansal and Harpreet Kaur were not present with prior intimation.

Agenda 1: Confirmation of the Minutes of the Meeting held on 6th July 2020.

Minutes of the meeting were shared electronically on 14th September 2020. No comments were received. Approval recorded.

Agenda 2: Introduction of members to the Chairperson and Welcome Remarks

It was noted that present composition of IQAC is in sync with the latest NAAC Guidelines [vide: Notification on Composition dated 11.06.21]. All continuing members present in the meeting were introduced to the Chairperson by the Coordinator. Chairperson in his welcome remarks emphasised on the importance of documentation of following matters and making them accessible to everyone through the TERI SAS website:
1. Policies, procedures, processes for all accreditations and making them available online
2. Every aspect of functioning (through Minutes) and contributions (through proceedings, reports, publications and other such).

Towards this end, the starting point can be a complete Oragnisational structure with links to terms of reference for every unit and committee, and the people responsible for these tasks. Steps taken recently towards this direction was also appreciated by him.

Agenda 3: Preparation for re-Assessment by NAAC

The following timeline was noted toward a re-Assessment by NAAC.

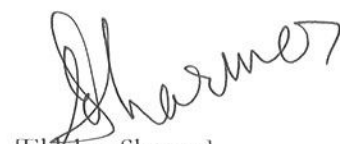|	
Approval from Board of Management:	August 14
Review (internal and external):	August 16-23
Upload of IIQA:	August 16
Actions on Review responses:	August 24-Augusy 30
Upload of SSR:	August 31 or after approval of IIQA, whichever is later.

The meeting ended with thanks to the Chair.

[Nandan Nawn]
Coordinator, IQAC

[Manipadma Datta]
Co-Chairperson, IQAC

[Eklabya Sharma]
Chairperson, IQAC