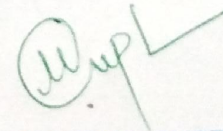


## **Composition of the IQAC 2022-23**

- 1. Chairperson:** Dr. Mandira Gupta
- 2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight):** Dr. Fozia Roohi, Ms. Priyanka Gupta, Ms. Shailja Gupta, Ms. Aradhana Jha, Dr. Tarique Anwar
- 3. One member from the Management:** Mr. Khalid Hashmi
- 4. The senior administrative officer (Office Superintendent/Manager):** Mr. Rizwan Ahmad
- 5. One nominee each from the Local Society/Trust, Students and Alumni:** Prof. Ilyas Husain
- 6. One nominee each from the Employer/Industrialists/Stakeholders:** Dr. Nisar Khan
- 7. One of the senior teachers as the Coordinator of the IQAC:** Ms. Eram Aziz



Dr. (Mrs.) MANDIRA GUPTA  
Principal  
Institute Of Vocational Studies  
FC-31, Awadh Bhawan,  
Press Enclave Road, Sheikh Sarai-II,  
New Delhi-110017

## COMMITTEES UNDER IQAC 2022-2023

### 1. Programme Advisory Committee

Chairperson	–	Mr. Naushad Khalid
Director	–	Prof. (Dr.) Ilyas Husain
Convener	–	Dr. Mandira Gupta <i>(Mandira Gupta)</i>
Member Faculty	–	Ms. Eram Aziz (B.Ed.) <i>(Eram Aziz)</i>
		Dr. Fozia Roohi (D.El.Ed.) <i>(Fozia Roohi)</i>
Student Representative	–	Ms. Tanya Ahuja (B.Ed.)
		Mr. Faisal Malik (D.El.Ed.)

### 2. Monitoring Committee

Director/Chairperson	–	Prof. (Dr.) Ilyas Husain
Convener	–	Dr. Mandira Gupta <i>(Mandira Gupta)</i>
Member Faculties	–	Ms. Priyanka Gupta <i>(Priyanka Gupta)</i>
		Ms. Shailja Gupta <i>(Shailja Gupta)</i>
		Dr. Fozia Roohi <i>(Fozia Roohi)</i>




### 3. Internal Complaint Committee

Chairperson	–	Prof. (Dr.) Ilyas Husain
Principal	–	Dr. Mandira Gupta <i>(Mandira Gupta)</i>
		Ms. Kusum Lata Bharti <i>(Kusum Lata Bharti)</i>
Member Faculty	–	Ms. Eram Aziz <i>(Eram Aziz)</i>
		Ms. Shailja Gupta <i>(Shailja Gupta)</i>
		Ms. Anshu Rastogi <i>(Anshu Rastogi)</i>
		Ms. Juveria <i>(Juveria)</i>







### 4. Grievance Redressal and Welfare Committee

Chairperson/ Nodal officer	–	Dr. Mandira Gupta <i>(Mandira Gupta)</i>
Member Faculty	–	Ms. Anuradha Daheriya (B.Ed.) <i>(Anuradha Daheriya)</i>
		Ms. Shailja Gupta (B.Ed.) <i>(Shailja Gupta)</i>
		Ms. Sapna Rani (D.El.Ed.) <i>(Sapna Rani)</i>
Professional Student counselor	–	Ms. Aakriti Lajpal
Co-opted member	–	Ms. Juveria (COMM-IT Career Academy) <i>(Juveria)</i>
Student Representative	–	Ms. Samiksha Mishra (B.Ed.)
		Ms. Ruchi (D.El.Ed.)

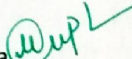
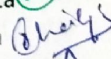



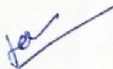
5. Student Welfare Committee

- Chairperson – Dr. Mandira Gupta 
- Member Admin – Mr. Rizwan Ahmad
- Member Faculty – Ms. Priyanka Gupta (B.Ed.)   
Dr. Tarique Anwar (B.Ed.) 
- Student Representative – Mr. Md. Alfaz (B.Ed.)  
Mr. Faisal Malik (D.El.Ed.)

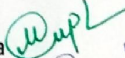
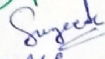


6. Anti-Ragging Committee

- Chairperson – Dr. Mandira Gupta 
- Convener – Ms. Eram Aziz 
- Member Faculty – Ms. Nahid Raees   
Ms. Neetu Sharma   
Dr. Fozia Roohi   
Dr. Tarique Anwar 

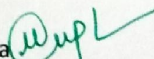

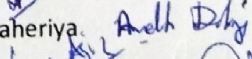
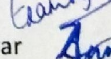
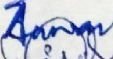
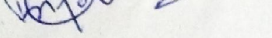
7. Sexual-Harassment Committee

- Chairperson – Dr. Mandira Gupta 
- Convener – Ms. Shailja Gupta 
- Member Faculty – Ms. Nahid Raees   
Ms. Nazia Hassan   
Ms. Sapna Rani   
Mr. Lekhram Prajapati 

8. Co-Curricular Committee

- Chairperson – Dr. Mandira Gupta 
- Convener – Ms. Sangeeta Kaushik 
- Member Faculty – Ms. Aradhana Jha   
Ms. Nahid Raees   
Mr. Baiju Joseph (Admin)

9. Placement Committee

- Chairperson – Dr. Mandira Gupta 
- Convener – Dr. Fozia Roohi 
- Member Faculty – Ms. Anuradha Daheriya   
Ms. Eram Aziz   
Dr. Tarique Anwar   
Ms. Priya Chaudhary 
- Student Representative – Mr. Md. Alfaz  
Mr. Saurav

### 10. Alumni Committee

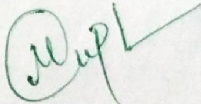
- Chairperson – Dr. Mandira Gupta
- Convener – Ms. Eram Aziz
- Member Faculty – Ms. Shailja Gupta
- Ms. Sapna Rani
- Student Representative – Ms. Tanya Ahuja
- Mr. Faisal Malik

### 11. PTA Committee

- Chairperson – Dr. Mandira Gupta
- Convener – Ms. Eram Aziz
- Member Faculty – Ms. Priyanka Gupta
- Ms. Neetu Sharma
- Dr. Tarique Anwar
- Dr. Fozia Roohi
- Parent Representative – Mr. Jagmohan Sahni (Father) & Mrs. Geeta Sahni (Mother)
- Mr. Austin Dadu (Father) & Mrs. Margreat Dadu (Mother)
- Mr. Mohd.Saleem (Father) & Mrs. Najma Parveen (Mother)
- Mr. Chetan Prakash (Father) & Mrs.Sudha Gaur (Mother)

### 12. Infrastructure Committee

- Chairperson – Dr. Mandira Gupta
- Convener – Mr. Rizwan Ahmad
- Member Faculty – Ms. Neetu Sharma
- Ms. Priya Chaudhary
- Students Representative – Ms. Swati Gupta
- Mr. Arjun Verma

  
Dr. (Mrs.) MANDIRA GUPTA  
Principal  
Institute Of Vocational Studies  
FC-31, Awadh Bhawan,  
Press Enclave Road, Sheikh Sarai-II,  
New Delhi-110017

## **INSTITUTE OF VOCATIONAL STUDIES**

Affiliated to GGSIPU & SCERT, Delhi

FC-31, Sheikh Sarai Ph-II, DDA Institutional Area,

Press Enclave Road, New Delhi – 110017, Telephone No. 011227793-94

### **Agenda for the Academic Session (2022–2023)**

- Review and Planning for quality enhancement of Academic Activities.
- Adoption of latest ICT enabled curriculum transaction approaches.
- Finalization of Academic Calendar according to the GGSIPU prescribed B.Ed. Curriculum.
- Planning of FDP, Seminars, workshops, & Conferences for mentor and mentee development.
- Planning for procurement of more Hindi medium and quality books.
- Effective contribution of faculty in Research & Publication.
- Timely circulation of scholarship and placement related news to students.
- Review and Planning of Student welfare activities.
- Ensure active response of each committee.
- Discussion on the student-teacher progress through the educational trip.
- Ensure timely achievement of decided goals.

Dr. (Mrs.) MANDIRA GUPTA  
Principal  
Institute Of Vocational Studies  
FC-31, Awadh Bhawan,  
Press Enclave Road, Sheikh Sarai-II,  
New Delhi-110017

# INSTITUTE OF VOCATIONAL STUDIES

Affiliated to GGSIPU & SCERT, Delhi

FC-31, Sheikh Sarai Ph-II, DDA Institutional Area,

Press Enclave Road, New Delhi – 110017, Telephone No. 011227793-94

## Plan of Action and Achievements/Outcomes Report

### Academic Session (2022-2023)

S. No.	Plan of Action	Achievements/Outcomes
1.	To conduct seminar/workshop/conference for mentor and mentee	<ul style="list-style-type: none"><li>• Workshop on the theme “Concientization of Education: Gandhian Perspective” was conducted on 13<sup>th</sup> October, 2022.</li><li>• National Seminar on the theme, “National Education Policy 2020: Reforms, Opportunities &amp; Implications” was conducted on 21<sup>st</sup> February, 2023.</li><li>• Webinar on “Cyber security- Cyber Sanskar” was organized on 03<sup>rd</sup> March, 2023.</li><li>• National E-Conference on the theme “Reinventing Values in Currently Challenging Scenario: Developing Insight into Ethical Intelligence in the light of NEP 2020” was organised on 25<sup>th</sup> April, 2023.</li><li>• Workshop on Communication Skills Development was conducted on 31<sup>st</sup> May, 2023.</li></ul>
2.	To facilitate Research & Publication	<ul style="list-style-type: none"><li>• Various faculty members and other research scholars from different institutions contributed to peer-reviewed AIJITE and others journals significantly through their work.</li></ul>
3.	To improve and upgrade the infrastructural facilities	<ul style="list-style-type: none"><li>• The campus authority made a healthy, clean and safe atmosphere like cleanliness drive, tree plantation, celebration of important days to spread awareness etc.</li></ul>
4.	To create a mindful and joyful learning	<ul style="list-style-type: none"><li>• Organised 10 days NSS Adventure Camp.</li><li>• Organization of Road Safety Training Programme.</li></ul>

		<ul style="list-style-type: none"> <li>Organized 'Jashn-e Hunar'- Inter College competition.</li> <li>Paper Flower Making activity.</li> <li>Conducted E-waste management, Self-defence programme, Puppetry Workshop, Visit to NCERT, Food distribution etc.</li> </ul>
5.	To create awareness about scholarship and placement	<ul style="list-style-type: none"> <li>Organised workshop on CTET Exam.</li> <li>Conducted Mock Interview.</li> </ul>
6.	To establish and review functioning of committees under IQAC	<ul style="list-style-type: none"> <li>Frequent discussion on progress and effective functioning of various committees and accomplishment of their targets is being done.</li> </ul>
7.	To analyse and discuss NAAC guidelines related to AQAR & SSR work	<ul style="list-style-type: none"> <li>Discussed and distributed NAAC (AQAR/SSR) related work.</li> <li>Regular monitoring of feedback over the compilation and accomplishment of NAAC related targets.</li> </ul>

Dr. (Mrs.) MANDIRA GUPTA  
Principal  
Institute Of Vocational Studies  
FC-31, Awadh Bhawan,  
Press Enclave Road, Sheikh Sarai-II,  
New Delhi-110017