



TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

Ref.: TIHS/PRI/2022-23/. 10A.....

Date: 16/06/2022

OFFICE ORDER

In pursuance of decision taken in Academic Council, the Institute has created Internal Quality Assurance Cell (IQAC) for Academic Session **2022 - 23**. Following individuals are hereby appointed as IQAC members.

COMPOSITION OF IQAC			
S. No	DESIGNATION	NAME	POST
1	PRINCIPAL	Dr. Shilpi Singh	Chairman
2	TEACHING STAFF	Mr. Abhishek Dwivedi	Coordinator
3		Mr. Rajesh Kr. Srivastava	Member
4		Mr. Vinay Kumar	Member
5	ADMINISTRATIVE OFFICER	Mr. Vijay Anand Tiwari	Member
6		Mr. Prashant Shukla	Member
7	REPRESENTATIVE OF COLLEGE MANAGEMENT	Ms. Vidhi Agarwal (President)	Member
8		Ms. Abhilasha Shukla (Manager)	
9	ALUMNI	Ms. Riya Khare	Member
10		Mr. Yash Dixit	Member
11	STUDENT NOMINEE	Mr. Arunav Sinha	Member
12		Ms. Atika Ansari	Member

Coordinator IQAC
Techno Institute of Higher Studies
Lucknow

Principal
Techno Institute of Higher Studies
Lucknow

PRINCIPAL
TIHS, Lucknow
Principal

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TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

Ref.: TIHS/IQAC/2022-23/...07.....

Date: 22/07/2022

NOTICE

The Internal Quality Assurance Cell (IQAC) meeting will be held on, 25 July, 2022, at 2:30 PM in the conference room, headed by coordinator, IQAC.

Agenda:

1. Discussion on Academic Calendar.
2. Planning to implement a curriculum.
3. Discussion on conduction of faculty development programme/s.
4. Any other discussion with the permission of the Coordinator.

IQAC members:

- | | |
|--------------------------------|----------------------|
| 1. Ms. Vidhi Agrawal | 8. Ms. Riya Khare |
| 2. Dr. Shilpi Singh | 9. Mr. Yash Dixit |
| 3. Ms. Abhilasha Shukla | 10. Mr. Arun Sinha |
| 4. Mr. Rajesh Kumar Srivastava | 11. Ms. Atika Ansari |
| 5. Mr. Vinay Kumar | |
| 6. Mr. Vijay Anand Tiwari | |
| 7. Mr. Prashant Shukla | |

Mr. Abhishek Dwivedi

Coordinator

IQAC

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3. Principal, for kind information
4. Registrar
5. Head, all the departments

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TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

Ref.: TIHS/IQAC/2022-23/...../D.....

Date: 26/07/2022

Minutes of Meeting

Agenda:

1. Discussion on Academic Calendar.
2. Planning to implement a curriculum.
3. Discussion on conduction of faculty development programme/s.
4. Any other discussion with the permission of the Coordinator.

Agenda 1- "Discussion on Academic Calendar"

- The Academic Council highlighted the importance of periodic reviews of the academic calendar to accommodate any unforeseen circumstances or changes in the academic landscape. It was agreed that the Academic Committee would conduct a mid-year review and propose any necessary adjustments, if required.
- There was a consensus on the proposed date for the commencement of the academic year. This would allow ample time for the admission process and orientation activities.
- The council members reviewed the proposed dates for the semester breaks and suggested minor adjustments to ensure an appropriate balance between academic rigor and students' well-being. The revised semester break schedule was agreed upon.
- The Examination Controller presented a tentative examination schedule for mid-term and end-term exams. After deliberations, some modifications were made to avoid overlapping of examinations for certain subjects. It was emphasized to strictly adhere to the examination timetable to avoid any inconvenience to students.
- The proposed list of public holidays and academic events, such as workshops, seminars, and conferences, were reviewed and approved without any changes.
- The dates for the winter and summer recesses were discussed and it was decided to maintain the usual duration for both breaks to ensure a balance between academic activities and relaxation.

Agenda 2- "Planning to implement a curriculum"

- IQAC members under the direction of Dr. Shilpi Singh discussed ensuring successful implementation of approved course by course curriculum for 2022-2023, focusing on academic calendar, course status, lecture plan, and duration of class and program time table.

Resolution-

- The Academic committee will assist and direct the department in developing a day by day, hour by hour, lecture by lecture schedule that is consistent with the institutional schedule in order to guarantee the successful implementation of the planned course curriculum.

Agenda 3- "Discussion on conduction of faculty development programme"

- The attendees agreed that the college should focus on increasing the number of FDPs/Workshops/conferences held so that more knowledgeable sessions could be held.

Resolution-

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- The committee held a thorough discussion about the implementation of a faculty development programme to help teachers grow professionally. They will brought a detailed plan, including the themes to be covered, resource persons, and session schedule, which will be presented for approval at the next committee meeting.

Following members were present:

1. Ms. Vidhi Agrawal
2. Dr. Shilpi Singh
3. Ms. Abhilasha Shukla
4. Mr. Rajesh Kumar Srivastava
5. Mr. Vinay Kumar
6. Mr. Vijay Anand Tiwari
7. Mr. Prashant Shukla
8. Ms. Riya Khare
9. Mr. Yash Dixit
10. Mr. Arun Sinha
11. Ms. Atika Ansari

Mr. Abhishek Dwivedi
Coordinator, IQAC
Techno Institute of Higher Studies
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Ref: TIHS/IQAC/2022-23/...13.....

Date: 04/11/2022

NOTICE

The Internal Quality Assurance Cell (IQAC) meeting will be held on, 09 Nov, 2022, at 2:30 PM in the conference room, headed by coordinator, IQAC.

Agenda

1. Discussion on completion of syllabus before internal exam.
2. Discussion on infrastructural development.
3. Discussion on conduction of fresher function for new students.
4. Discussion on conduction of Faculty Development Program.
5. Any other discussion with the permission of the Coordinator.

IQAC members:

- | | |
|--------------------------------|------------------------|
| 1. Ms. Vidhi Agrawal | 7. Mr. Prashant Shukla |
| 2. Dr. Suresh Chandra Shukla | 8. Ms. Riya Khare |
| 3. Ms. Abhilasha Shukla | 9. Mr. Yash Dixit |
| 4. Mr. Rajesh Kumar Srivastava | 10. Mr. Arun Sinha |
| 5. Mr. Vinay Kumar | 11. Ms. Atika Ansari |
| 6. Mr. Vijay Anand Tiwari | |

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Mr. Abhishek Dwivedi
Coordinator
IQAC

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Ref.: TIHS/IQAC/2022-23/17.....

Date: 10/11/2022

Minutes of Meeting

Agenda 1- "Discussion on completion of syllabus before internal exam"

- The meeting addressed syllabus completion, concerns, and challenges faced by faculty and students, focusing on timeline, adequate topics, resource allocation, student engagement, and monitoring progress.

Resolution:

- The faculty will work together to complete the syllabus before the internal exam. To ensure effective progress, additional resources, assistance, and monitoring systems will be implemented.

Agenda 2- "Discussion on infrastructural development"

- Several concerns have been expressed about the current quality of infrastructure and the need for changes.
- Identification of key areas requiring infrastructure development.
- Allocation of funds for infrastructure enhancement.
- Maintenance and regular inspections to ensure the longevity of infrastructure.

Resolution-

- To ensure time bound and adequate infrastructure development suggests an action plan and cooperates with relevant stakeholders and management. Planning will be made for directly connecting first floor to canteen by stairs.

Agenda 3- "Discussion on conduction of fresher for new students"

The aim was to discuss ideas and suggestions for organizing an inclusive and engaging event. The following points were discussed:

- Identifying suitable date for the fresher's event.
- Planning activities and programs to facilitate interaction among students.
- Assigning responsibilities to faculty and student volunteers for organizing the event.
- Ensuring the event promotes inclusivity, diversity, and a welcoming atmosphere.

Resolution-

- A committee of faculty and student representatives will be formed to design and execute the fresher's event, which will include activities and programmes that encourage inclusivity and community development.
- The final meeting conversation concerned to the conduction of FDP which was given in previous meeting's agenda (agenda no.-3) College should increase FDP/Workshop/conferences to provide more knowledgeable sessions. A detailed plan will be drafted, presented at committee meeting.

Following members were present:

- | | |
|------------------------------|--------------------------------|
| 1. Ms. Vidhi Agrawal | 4. Mr. Rajesh Kumar Srivastava |
| 2. Dr. Suresh Chandra Shukla | 5. Mr. Vinay Kumar |
| 3. Ms. Abhilasha Shukla | 6. Mr. Vijay Anand Tiwari |

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7. Mr. Prashant Shukla
8. Ms. Riya Khare
9. Mr. Yash Dixit

10. Mr. Arun Sinha
11. Ms. Atika Ansari

Mr. Abhishek Dwivedi
Coordinator
IQAC

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Ref.: TIHS/PRI/2022-23/.29-A.....

Date: 13/09/2022

OFFICE ORDER

As per the order of Academic Council, Principal Dr. Shilpi Singh is replaced by Dr. Suresh Chanda Shukla with immediate effect.

COMPOSITION OF IQAC			
S. No	DESIGNATION	NAME	POST
1	PRINCIPAL	Dr. Suresh Chandra Shukla	Chairman
2	TEACHING STAFF	Mr. Abhishek Dwivedi	Coordinator
3		Dr. Rajesh Kr. Srivastava	Member
4		Mr. Vinay Kumar	Member
5	ADMINISTRATIVE OFFICER	Mr. Vijay Anand Tiwari	Member
6		Mr. Prashant Shukla	Member
7	REPRESENTATIVE OF COLLEGE MANAGEMENT	Ms. Vidhi Agarwal (President)	Member
8		Ms. Abhilasha Shukla (Manager)	
9	ALUMNI	Ms. Riya Khare	Member
10		Mr. Yash Dixit	Member
11	STUDENT NOMINEE	Mr. Arunav Sinha	Member
12		Ms. Atika Ansari	Member

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Ref.: TIHS/IQAC/2022-23/...19.....

Date: 17/02/2023

NOTICE

This is to inform you that a meeting of the Internal Quality Assurance Cell (IQAC) headed by **Coordinator, IQAC** has been scheduled on dated 20 Feb 2023 in Conference Room at 3:00 PM as per the details mentioned below:

Agenda:

- Review and discussion on the previous IQAC meeting minutes.
- Presentation and analysis of the feedback received from stakeholders.
- Discussion on the implementation of quality improvement measures.
- Planning and preparation for upcoming accreditation processes.
- Any other matter of importance related to quality assurance.

List of members:

- | | |
|--------------------------------|------------------------|
| 1. Ms. Vidhi Agrawal | 7. Mr. Prashant Shukla |
| 2. Dr. Suresh Chandra Shukla | 8. Ms. Riya Khare |
| 3. Ms. Abhilasha Shukla | 9. Mr. Yash Dixit |
| 4. Mr. Rajesh Kumar Srivastava | 10. Mr. Arun Sinha |
| 5. Mr. Vinay Kumar | 11. Ms. Atika Ansari |
| 6. Mr. Vijay Anand Tiwari | |

Mr. Abhishek Dwivedi
Coordinator IQAC
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Ref.: TIHS/IQAC/2022-23/...21.....

Date: 20/02/2023

Minutes of Meeting

Meeting of the Internal Quality Assurance Cell (IQAC), headed by **Coordinator, IQAC** was scheduled on dated 20 Feb 2023 in Conference Room at 3:00 PM. Following members were present.

Members:

- | | |
|--------------------------------|------------------------|
| 1. Ms. Vidhi Agrawal | 7. Mr. Prashant Shukla |
| 2. Dr. Suresh Chandra Shukla | 8. Ms. Riya Khare |
| 3. Ms. Abhilasha Shukla | 9. Mr. Yash Dixit |
| 4. Mr. Rajesh Kumar Srivastava | 10. Mr. Arun Sinha |
| 5. Mr. Vinay Kumar | 11. Ms. Atika Ansari |
| 6. Mr. Vijay Anand Tiwari | |

Agenda:

- Review and discussion of the previous IQAC meeting minutes.
- Presentation and analysis of the feedback received from stakeholders.
- Discussion on the implementation of quality improvement measures.
- Planning and preparation for upcoming accreditation processes.

Agenda 1-“Review and discussion of the previous IQAC meeting minutes”

- The meeting commenced with a thorough review and discussion of the minutes from the previous IQAC meeting. The attendees carefully examined the minutes and provided their input, suggestions, and corrections where necessary. After comprehensive deliberation, the minutes were approved unanimously, acknowledging that they accurately reflected the discussions and decisions made during the previous meeting.

Resolution:

- The minutes of the previous IQAC meeting were approved unanimously.

Agenda 2- “Presentation and analysis of the feedback received from stakeholders”

- The attendees are presented with a summary of the feedback collected from various stakeholders, including students, alumni, library, and employer. The feedback is analyzed, categorized, and evaluated to identify key areas for improvement and strengths.
- An in-depth discussion take place, addressing the specific feedback points and exploring potential strategies for enhancing the quality of our institution based on the feedback received.

Resolution:

- Based on the analysis of stakeholder feedback, the institution will prioritize areas for improvement and develop action and plans accordingly.

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Agenda 3- "Discussion on the implementation of quality improvement measures"

- In this section, the attendees engage in a comprehensive discussion regarding the implementation of quality improvement measures. The discussions encompass a range of topics, including curriculum development, conducting faculty development programs, improving student support services, infrastructure enhancement, and technological advancements. The participants shared their ideas, experiences, and best practices, fostering a collaborative environment aimed at devising effective strategies to improve the quality of education and overall institutional performance. The meeting resolves to form subcommittees to further investigate and develop action plans for specific improvement areas.

Resolution:

- Subcommittees will be formed to investigate specific improvement areas and propose effective strategies for quality enhancement.

Agenda 4- "Planning and preparation for upcoming accreditation processes"

- This agenda involves planning and preparation for the upcoming accreditation process. The attendees discussed the necessary steps, timelines, and documentation required to ensure a successful accreditation outcome. Key responsibilities are assigned to relevant individuals to initiate and complete the accreditation preparations. It is agreed upon that regular updates on the progress of accreditation activities would be shared in subsequent IQAC meetings.

Resolutions:

- Responsibilities for accreditation preparation were assigned to competent individuals, who will commence necessary actions and report progress in subsequent meetings.
- The resolutions and action plans formulated during this meeting will guide our efforts towards achieving our quality objectives.

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Ref.: TIHS/IQAC/2022-23/....29.....

Date: 25 May 2023

NOTICE

This is to inform you that an IQAC meeting under the headship of Mr. Abhishek Dwivedi (Coordinator IQAC) is scheduled on the date 26 May 2023 at 3:00 PM in conference Hall to discuss important matters related to our institution's quality assurance and enhancement.

Agenda:

1. To Conduct Financial Awareness Program.
2. To Conduct Fire Safety Program.
3. Any other discussion with the permission of the Coordinator.

List of IQAC members:

1. Ms. Vidhi Agrawal
2. Dr. Suresh Chandra Shukla *Shukla*
3. Ms. Abhilasha Shukla *Shukla*
4. Mr. Rajesh Kumar Srivastava
5. Mr. Vinay Kumar *Vinay*
6. Mr. Vijay Anand Tiwari *Tiwari*

7. Mr. Prashant Shukla *Shukla*
8. Ms. Riya Khare *Riya*
9. Mr. Yash Dixit *Yash*
10. Mr. Arun Sinha
11. Ms. Atika Ansari

Mr. Abhishek Dwivedi

Coordinator, IQAC

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Ref.: TIHS/IQAC/2022-23/...SR.....

Date: 26/05/2023

Minutes of Meeting

Meeting of the Internal Quality Assurance Cell (IQAC), headed by **Coordinator, IQAC** was scheduled on dated 26 May 2023 in Conference Room at 3:00 PM. Following members were present.

- | | |
|--------------------------------|------------------------|
| 1. Ms. Vidhi Agrawal | 7. Mr. Prashant Shukla |
| 2. Dr. Suresh Chandra Shukla | 8. Ms. Riya Khare |
| 3. Ms. Abhilasha Shukla | 9. Mr. Yash Dixit |
| 4. Mr. Rajesh Kumar Srivastava | 10. Mr. Arun Sinha |
| 5. Mr. Vinay Kumar | 11. Ms. Atika Ansari |
| 6. Mr. Vijay Anand Tiwari | |

Agenda 1: Conduct Financial Awareness Program

- The committee agrees to develop a comprehensive financial awareness program tailored to the needs of students and staff.
- It is decided to include budgeting, saving, investment, and debt management topics in the program.
- The committee will collaborate with financial experts and organizations to ensure the program's effectiveness.
- Various strategies are proposed, including organizing seminars, webinars, and interactive sessions.
- It is suggested to utilize digital platforms, social media, and campus-wide campaigns to raise awareness about financial literacy.

Allocating resources and responsibilities for the program:

- The committee discussed the need for allocating appropriate resources, including financial support and human resources, to conduct the program effectively.
- Responsibilities were assigned to Mr. Vishesh Mishra and M. Divya Wadhwani, overseeing the program's planning, implementation, and evaluation.

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- Regular evaluation and monitoring will be conducted to measure the program's impact and make necessary adjustments.

Resolutions:

- The committee will resolve to conduct surveys and workshops to assess the financial literacy needs of students and staff.
- A comprehensive financial awareness program, including budgeting, saving, investment, and debt management topics, will be developed.
- Strategies to promote financial literacy, including seminars, webinars, and campus-wide campaigns, will be implemented.
- Financial and human resources will be allocated to implement the financial awareness program successfully.

Agenda 2: Fire Safety Program was conducted

Evaluating the recent fire safety program conducted:

- The committee reviewed the recent fire safety program's details and outcomes.
- It is noted that the program included fire safety drills, training sessions, and awareness campaigns.
- The committee discusses feedbacks from different stakeholders and identifies areas that require improvement.
- It is suggested to enhance the program's effectiveness by addressing specific concerns, such as evacuation procedures and fire safety and water cooler maintenance.

Discussed the implementation of fire safety measures across the institution

- The committee emphasizes the importance of implementing fire safety measures consistently throughout the institution.
- It is decided to conduct regular inspections to ensure compliance with fire safety regulations.
- Assigning responsibilities to ensure regular fire safety inspections and drills.
- Designated personnel will oversee regular fire safety inspections and drills.
- The committee emphasizes the need for collaboration with relevant authorities and departments to maintain a safe environment.

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- Developing emergency response protocols and communication strategies.
- The committee agrees to develop clear and effective emergency response protocols for fire incidents.
- Communication strategies, including alert systems and evacuation plans, will be established to ensure the safety of all.
- Timelines will be set for each phase of the program, and regular evaluation will be conducted to measure its impact.

Resolutions:

- The recent fire safety program will be improved based on the feedback received, focusing on evacuation procedures and equipment maintenance.
- Regular fire safety inspections and drills will be conducted, and designated personnel will oversee these activities.
- Clear emergency response protocols and communication strategies will be developed to ensure the safety of all stakeholders in the event of a fire incident.

Mr. Abhishek Dwivedi
Coordinator
IQAC
Techno Institute of Higher Studies
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Ref.: TIHS/IQAC/2023-24/...39.....

Date: 12/06/2023

NOTICE

The Internal Quality Assurance Cell (IQAC) meeting will be held on, 15 June, 2023, at 2:30 PM in the Conference Hall, headed by coordinator, IQAC.

Agenda:

1. Academic Calendar
2. Planning to implement a curriculum.
3. Conducting Guest Lectures in various departments.
4. Add-on Course.
5. Discussion on conduction of FDPs/Workshops/Conferences.
6. Any other discussion with the permission of the Coordinator.

List of IQAC members:

- | | |
|------------------------------|--------------------------|
| 1. Ms. Vidhi Agrawal | 7. Mr. Prashant Shukla |
| 2. Dr. Suresh Chandra Shukla | 8. Mr. Ayush Singhania |
| 3. Dr. Vrijesh Kumar Pandey | 9. Ms. Ritika Srivastava |
| 4. Dr. Ruby Srivastava | 10. Mr. Yash Luthra |
| 5. Mr. Vinay Kumar | 11. Ms. Kainat Bano |
| 6. Mr. Vijay Anand Tiwari | |

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TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

Ref.: TIHS/IQAC/2023-24/...32.....

Date: 17/06/2023

Minutes of Meeting

The Internal Quality Assurance Cell (IQAC) meeting was held on, 15 June, 2023, at 2:30 PM in the Conference Hall, headed by coordinator, IQAC.

Agenda:

1. Academic Calendar
2. Planning to implement a curriculum.
3. Conducting Guest Lectures in various departments.
4. Add-on Course.
5. Discussion on conduction of FDPs/Workshops/Conferences.
6. Any other discussion with the permission of the Coordinator

Agenda 1- "Academic Calendar"

- The Academic Council emphasized how crucial it is to periodically evaluate the academic calendar in order to account for any unforeseen events or modifications to the academic environment. It was decided that the Academic Committee would assess the program at the halfway point and, if necessary, provide recommendations for any changes. There was a consensus on the proposed date for the commencement of the academic year. This would allow ample time for the admission process and orientation activities.
- The council members looked over the planned breaks for the semester and made a few small changes to make sure that the demands of academics and the needs of the students were properly balanced. It was decided on the updated schedule for semester breaks.
- A provisional examination schedule for the midterm and end term exams was provided by the Examiner. Some changes were made after careful consideration to prevent exams for specific courses from being administered at the same time. Strict adherence to the exam schedule was stressed in order to spare the pupils any inconvenience. The proposed list of public holidays and academic events, such as workshops, seminars, and conferences, were reviewed and approved without any changes.
- After deliberating on the winter and summer break dates, it was agreed to keep both breaks at their customary length in order to strike a balance between work and personal wellbeing.

Agenda 2- "Planning to implement a curriculum"

- Dr. Suresh Chandra Shukla (Principal) led IQAC members in a discussion about how to successfully implement the approved course-by-course curriculum for 2023-2024, with a particular emphasis on the academic calendar, course status, lecture plan, and program timetable.

Resolution:

(Signature)
Coordinator, IQAC
Techno Institute of Higher Studies
Lucknow

(Signature)
Principal
Techno Institute of Higher Studies
Lucknow

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- To ensure the successful execution of the intended course curriculum, the Academic Committee will guide and support the department in creating a schedule that is in line with the institutional calendar on a day-by-day, hour-by-hour, and lecture-by-lecture basis.

Agenda 3- "Faculty Development Programmes/Workshops/Conferences"

- The college should focus on increasing the number of FDP/Workshop/conferences held so that more knowledgeable sessions could be held.

Resolution:

- The committee engaged in a comprehensive debate over the introduction of a faculty development program aimed at fostering teachers' professional growth. At the following committee meeting, they will provide a comprehensive plan that includes the themes to be covered, the people who will serve as resources, and the timetable of sessions.

Agenda 4- "Guest Lectures in various departments & Add-on Course"

- Different departments have decided that they will organize guest lecturers & add on courses. Heads are required to conduct 2 to 3 more guest lectures on department levels.

Following members were present:

- | | |
|------------------------------|--------------------------|
| 1. Ms. Vidhi Agrawal | 7. Mr. Prashant Shukla |
| 2. Dr. Suresh Chandra Shukla | 8. Mr. Ayush Singhania |
| 3. Dr. Vrijesh Kumar Pandey | 9. Ms. Ritika Srivastava |
| 4. Dr. Ruby Srivastava | 10. Mr. Yash Luthra |
| 5. Mr. Vinay Kumar | 11. Ms. Kainat Bano |
| 6. Mr. Vijay Anand Tiwari | |

Mr. Abhishek Dwivedi
Coordinator
IQAC

Copy sent to the following for information and necessary action:

1. President and Vice- President, for kind information
2. Manager, for kind information
3. Principal, for kind information
4. Registrar
5. Head, all the departments

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