



Delhi Metropolitan Education

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India

09

No. DLS_NAAC_2019_08

15th February 2019

Minutes

A Meeting of the NAAC Committee was held on February 15, 2019, 15:15 hrs at room no. 201, DME Law School, Delhi Metropolitan Education, Noida-201301.

The meeting witnessed the participation of following Faculty Members:

1. Dr. Ambrish Saxena, in the chair.
2. Dr. Ravi Kant Swami
3. Dr. N.K.Bahl
4. Dr. Suchi Goyal
5. Mr. Amit Raj Agrawal
6. Dr. Smita Gupta
7. Dr.Mahalingam
8. Dr.Jaya
9. Ms.Shivani
10. Ms. Ghazala
11. Ms. Garima
12. Ms. Neha
13. Ms. Karishma
14. Ms. Sakshi
15. Ms.Bhavana
16. Mr. Kush
17. Mr. Padmesh
18. Mr.Gunjan
19. Ms.Shambhavi
20. Ms.Ashima
21. Ms.Souma
22. Ms.Raveena

Key Highlights

1. Circulation of Notice of meeting by the Director, Delhi Metropolitan Education to each individual faculty member.
2. Deliberation and discussion in the presence of senior authorities, NAAC Convener , Head of the Department, Law, Director, Delhi Metropolitan Education.

3. Presentation on course files by Co-convener NAAC Committee, DME Law School, Delhi Metropolitan Education.
4. Presentation on course files with new parameters by Convener NAAC Committee, Management Department, Delhi Metropolitan Education.
5. Suggestions and follow up meeting.

Discussion

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1.	Mr. Amit Raj made the presentation on the course file with the following parameters 1. Study scheme, 2.Syllabus, 3. Time Table, 4. Assignments, 5.Lecture Plan, 6. Power Points. He didn't include award list in his presentation, owing to the fact that it requires data, which can be made available only after the internal assessment and submission of assignments by the students. , Mr. Amit in his brief presentation has apprised the faculty members about his structure of course file, which includes comprehensive data on PPTs and other parameters. Further important questions were asked by Dr.Ambrish Saxena, the NAAC convener of DME on various parameters. Dr. Saxena has raised important questions on the matters relating to the internal assessment criteria, the method of preparation and the division of marks, the study materials and finally he concluded his observations with relevant and important inputs. The Head of the Department (Law) Dr. Bahl has also directed the faculty members to maintain uniformity of nomenclature throughout the preparation of course file and documents for other purposes.
2.	Dr. Suchi Goyal , the faculty from the Management department , on the advice of Director, , Delhi Metropolitan Education has apprised the faculty members with the new parameters on course file ,which are as follows: <ol style="list-style-type: none"> 1. Programme Educational Objectives (PEO's) 2. Programme Outcomes 3. Academic calendar 4. Time -Table 5. Study Scheme 6. Copy of Syllabus 7. List of Students 8. Lesson Plan 9. Course Performance sheet 10. Class notes/PPTs 11. Assignments 12. Previous questions papers- last five years
3.	After deliberations and discussion, the NAAC convener has directed the faculty members to prepare the course file as per the new parameters within a week time period. Some of the faculty members have expressed their concern on parameter no 12, to which the NAAC convener has clarified by stating that the faculty members collect the papers to the extent possible.
4.	A follow up meeting of NAAC committee is scheduled next week to observe the changes in course file as per new parameters. All the faculty members are accordingly directed to complete their course file in accordance with the new guidelines.

The meeting comes to an end after the aforesaid observations.

A. Saxena