



DME_IQAC/NAAC_2018_1

19th January 2018

Minutes

A meeting of the IQAC committee was held on January 18, 2018, at 12:00 PM Board Room.

Chaired By: Dr Ambrish Saxena

Agenda:

The following members were present:

1. Dr. Bhavesh Gupta
2. Dr. Susmita Bala
3. Dr Shuchi Goel
4. Dr Garima Goswami
5. Mr Pramod Pandey
6. Mr Gunjan Agrahar
7. Dr. Ravikant Swami

S.No.	Item
1.	Finalisation of Convener and Co-Conveners of NAAC Committee: <ul style="list-style-type: none">• Dr Ambrish Saxena, Co-ordinator IQAC, briefed the guests about the agenda of the meeting and welcomed various team members.• Dr Saxena discussed the need to finalise Conveners and Co-conveners for various NAAC sub-committees.
2.	Planning of events to be conducted during the academic year: <ul style="list-style-type: none">• It was discussed that a yearly planner of the various events should be decided in advance and submitted to the IQAC committee for review.• An activity calendar shall be made based on the inputs of each department.
3.	Concept Note and MoMs: <ul style="list-style-type: none">• Dr Saxena said that every committee should prepare a concept note for each of their respective committees defining the purpose and the goals to be achieved yearly.• The events should be in alignment with the concept note as finalised.• Meetings are to be conducted regularly by each committee, and proper MoMs should be maintained in hard copy.

4.	Record of Programs and Contributions of each committee member <ul style="list-style-type: none">• At the end of the year, the contribution of each committee member shall be evaluated on a scale of 1-10.• Each committee member should strive to contribute to the best of their ability in their respective committee.
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The meeting ended with a vote of thanks to the chair.



Minutes prepared by: Mr Pramod Kumar Pandey