



# Delhi Metropolitan Education

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

No. DLS\_NAAC\_2019\_06

28<sup>th</sup> January 2019

## Minutes

A Meeting of the NAAC Committee was held on 28<sup>th</sup> January 2019, 15:30hrs at room no. 201Delhi Metropolitan Education, Noida-201301.

Following were present:

1. Dr. AmbrishSaxena, Convener NAAC
2. Dr. Manisha Narula Roy
3. Mr. Amit Raj Aggarwal
4. Ms. Navjot Suri
5. Ms. Komal
6. Ms. Karishma
7. Ms. Neha Singh
8. Ms. Srishti
9. Ms. Shivani
10. Ms. Shambhavi
11. Ms. Abhilasha
12. Ms. Ashima
13. Dr. M.Mahalingam
14. Dr. Seema
15. Mr. AamirYousuf
16. Ms. Neha Sharma
17. Mr. Karan Sharma
18. Mr. KushKalra
19. Ms. Priyansha
20. Ms. ShabeehRahat
21. Ms. Bhavna Singh

Sr.	Discussion
1.	Dr. Manisha Narula Roy explained the contents of course file to the faculty members present in the meeting. Valuable inputs were given by Dr. AmbrishSaxena, Convener, NAAC Committee.
2.	Dr. AmbrishSaxena solicited ideas for improvements in course file from the faculty members.

3.	Dr. Ambrish Saxena suggested the faculty members to devise objectives for each unit of the subject they are teaching.
4.	It was also suggested that assignments and notes as provided by faculty members can be part of course file. The course file shall be presentable. The course file shall be maintained in a uniform way.
5.	The faculty members were asked to submit soft copy of the course file by 10 <sup>th</sup> February 2019. The course file is to be submitted except the award list as the award list is to be submitted after the internal examinations.

The meeting ended with vote of thanks to the chair.

*ASaxena*