



DME_IQAC/NAAC_2018_2

4th December 2018

Minutes of the meeting

A meeting of the IQAC committee was held on Dec 3, 2018, at 12:30 PM in the Board room.

Chaired By: Dr Ravi Kant Swami, Director, DME.

The following were present:

1. Dr Ambrish Saxena
2. Dr. Susmita Bala
3. Dr. Bhavish Gupta
4. Dr. Shuchi Goel
5. Dr. Garima Goswami
6. Mr Pramod Pandey
7. Mr Gunjan Agrahari

S.No.	Item
1.	Review of Event Calendar: <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.• The meeting reviewed the response received by the HoDs concerning each institutional committee.• Progress of the event calendar was also reviewed after the discussion with heads and other members present in the meeting.
2.	Conduct of events during the academic year: <ul style="list-style-type: none">• Challenges in conducting the event according to the event calendar were discussed.• Conveners faced a common problem with venue bookings. Also, the lack of motivation of students to participate was reported by conveners.
3.	Student Participation in events and venue booking: <ul style="list-style-type: none">• Dr Saxena said that students must be encouraged by their mentors to participate in college events in large numbers.

	<ul style="list-style-type: none">• Admin to be instructed to track various events and avoid any last-minute exigencies regularly.
4.	Record of Programs and Contributions of each committee member <ul style="list-style-type: none">• It was observed that proper record was maintained in the form of MoMs, and all committee members participated in events.

The meeting ended with a vote of thanks to the chair.

A handwritten signature in blue ink, appearing to read "Pramod K Pandey". The signature is written in a cursive style with a long horizontal stroke at the bottom.

Minutes prepared by: Mr Pramod K Pandey