



DME_IQAC/NAAC_2021_2

14th December 2021

Minutes

A meeting of the IQAC committee was held on December 13, 2021, 12.00 hrs, Board Room.

Chaired By: Dr Ambrish Saxena, Director, IQAC

The following NAAC members were present:

1. Dr Ambrish Saxena
2. Dr Seema Mam
3. Dr. Shuchi Goel
4. Dr Garima Goswami
5. Ms Pooja Tripathi
6. Mr Pramod Pandey
7. Mr Gunjan Agrahari
9. Ms Mudita Raj
10. Dr Manasvi Maheshwari

Agenda:

- Introduction of new members to the NAAC committee
- Website Updation review
- Strengthening of reports and proof-related documents for NAAC.

S.No.	Item
1.	Introduction: <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 Ambrish Saxena, Convener, DME NAAC Committee, briefed the members on the progress on various criteria of the NAAC. As discussed in the previous meeting, he reviewed the accomplishment of the pending tasks concerning deadlines.

2.	Discussion: <ul style="list-style-type: none">• Dr Saxena was apprised of the website updation, and feedback was provided for improvements.<ul style="list-style-type: none">○ Criteria-wise discussion was held with respective committee members, and the following areas of improvement were identified:○ Common report format for events record to be strictly followed by each department.○ More photos to be clicked for documentation.○ Prior intimation of events to Media schools was emphasised to ensure adequate coverage in the newsletter and proof maintenance for the website and NAAC.
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The meeting ended with a vote of thanks to the chair.



Minutes prepared by: Dr Pooja Sharma