



# Delhi Metropolitan Education

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



DME\_IQAC/NAAC\_2019\_1

19<sup>th</sup> November 2019

## Minutes

A meeting of the IQAC was held on November 19, 2019, 12.00 hrs in Seminar Hall, Delhi Metropolitan Education.

**Chaired By:** Dr. Ambrish Saxena

Agenda:

- Purpose of IQAC
- Issues related to the website
- Labs and Software
- Capacity Building
- Academic Audit
- Anything else with the permission of the Chair

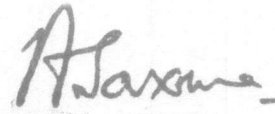
S.No.	Item
1.	<b>Introduction:</b> <ul style="list-style-type: none"><li>• Dr. Ambrish Saxena, Co-ordinator IQAC briefed the guests about the various functions of the IQAC team and welcomed various team members.</li><li>• Dr. Saxena listed the agenda of the meeting and opened the forum for suggestions and discussions.</li><li>• Dr. Saxena also initiated the discussion of integrating and centralising the activities being done within the 3 schools and suggested that the IQAC undertakes an Internal Academic Audit.</li><li>• Dr. Saxena also emphasized that the institute needs to look after the well being of the faculty members.</li><li>• Dr. Saxena raised concerns about updating and revamping the website of the college.</li></ul>
2.	<b>SSR Preparation:</b> <ul style="list-style-type: none"><li>• Dr Saxena reviewed the progress of SSR Preparation for NAAC.</li><li>• Dr. Seema Mam, faculty DME Law School informed the house about the progress of various criteria.</li><li>• Ms Yashasvika Yadav, apprised the house about the importance of website on NAAC preparation</li><li>• Ms Yadav suggested that Books and Publications should be added and regularly updated on the website. She further suggested that Student Achievement needs to be highlighted. She also said that website can also display feedback from various stakeholders including faculty, alumni, parents and students.</li></ul>

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| <ul style="list-style-type: none"><li>• Dr Shuchi Goel, faculty DME Management School suggested that profiles of faculty on the website needs to be put on a uniform template and include details like publications and FDPs attended.</li><li>• Dr Saxena, suggested that data for the website and NAAC can be obtained from the heads of the respective department. He also suggested that each school can have a faculty member to coordinate with the central website team.</li><li>• Mr. Sanjay Kumar Kaushal, parent representative highlighted that the website needs to be more user-friendly and interactive.</li></ul> |
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The meeting ended with vote of thanks to the chair.

(Convener)

Minutes prepared by: Dr Pooja Sharma



Director, IQAC  
Delhi Metropolitan Education