



Delhi Metropolitan Education

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Minutes of the Meeting

DME_IQAC/2022_5

Date: April 28, 2022

The annual DME-IQAC meeting was held on Thursday April 28, 2022, at 1500 hrs. The meeting was conducted online on google meet Video call link: <https://meet.google.com/eox-tbsm-bnb> under the chairmanship of Prof Ravi Kant Swami, Chairperson, IQAC.

Following members were present:

1. Prof. (Dr.) Ambrish Saxena, Director, IQAC
2. Dr. Seema Mam, Faculty Member
3. Dr. Shuchi Goel, Faculty Member
4. Dr. Pooja Sharma, Faculty Member
5. Ms Pooja Tripathi, Faculty Member
6. Dr. Rajinder Kaur Randhava, Faculty Member
7. Dr. Manasvi Maheshwari, Faculty Member
8. Mr Pramod Kumar Pandey, Faculty Member
9. Ms Tulika Arora, Representative (Administration)
10. Mr RV Gopal, Representative (Local Community)
11. Mr Ayush Dube, Student Representative, BBA, Batch 2019-22
12. Mr Prashant Khare, Employers' Representative
13. Mr RV Gopal, Representative (Local Community)

Following members could not attend the meeting:

1. Mr Aman Sahni, Vice Chairman, DME, Management Representative
2. Justice (Retd.) Bhanwar Singh, management Representative
3. Dr. Mitali Srivastav, Faculty Member
4. Mr Pawan Kumar Saxena, Finance Representative
5. Advocate Rose Verma, Representative (Alumni), B.A. LL.B. Batch 2013-18
6. Mr Sanjay Kumar Kaushal, Stakeholder Representative (Parent)

Following Agenda Points were discussed:

S.No	Agenda Item
1	Dr Manasvi Maheshwari welcomes the members of the committee. She presented the minutes of the last meeting held on 14 January 2021. The minutes were approved by the members of the committee.
2	Dr Manasvi presented the progress of NAAC and reported number of meetings held till date. She also explained how NAAC team functions and role of sub committees.
3	Dr Manasvi informed the members that suggestions made in the last meeting have been incorporated such as: a. Website redesigning b. ERP has been customized as per the needs of the students c. Add on Courses were organized d. FDPs and workshops have been conducted e. Active working of Students Council
4	Dr Shuchi Goel informed about add on courses conducted in last academic year. The courses were of 30 hrs duration as per the NAAC requirements.
5	Dr Manasvi shared the activities undertaken by IQAC in last academic year.
6	Mr Pramod Kumar Pandey informed about the working of CollPoll, improvements made in CollPoll with reference to assignments, course planning, class management etc.
7	Dr Manasvi showed the website of DME and schools of DME. She also informed the members that IQAC microsite is in progress.
8	Ms Tulika Arora informed that DME has filled data on AISHE. It is a government portal for higher education data maintenance. It will be helpful in NAAC.
9	Dr Manasvi also shared the future plans of DME-IQAC. To which following suggestions were made: a. Combined FDP for DME faculty involving all three schools. Prof Swami suggested DTC faculty can also be invited. Prof Swami suggested topic can cover NBA/AISHE/NAAC etc. b. Seminar on NEP to be conducted c. Peer to Peer FDP for all three schools. Prof Saxena informed the members that Mr Aman Sahni has suggested that PtoP FDP should be made a yearlong exercise to encourage interdisciplinary approach and peer learning. As of now media school has conducted 4 editions and Management school organized first in 2022.
10	Prof. Saxena shared his opinion that Students Councils should have more student representation. The objective and purpose should be clear to all the faculty and students. It should not be treated as club/society. Prof. Saxena also informed the members that Mr Aman Sahni has suggested that all three councils should work together and conduct combined activities whenever possible.

	It was also suggested that events like Republic Day, Independence Day, Foundation Day can be organised in coherence as DME events.
11	Prof. Saxena also informed that Ms Aman Sahni has suggested to start communication modules for DME and DTC students to improve communication/language skills.
12	Ms Pooja Tripathi raised the concern for online examination system. She said the system shall be made more robust and hassle free.
13	Dr Pooja Sharma suggested Placement Week can be organised in collaboration with all three schools. Prof. Swami said such kind of activity cannot be done simultaneously and needs of all three schools are different. He said Placement Week shall be three but it cannot be a combined activity.
14	Mr Ayush appreciated the initiatives taken by DME for the students. He also raised his concern regarding switching between online and offline classes. Prof. Swami and Prof. Saxena clarified that hybrid will be the new normal. The shifting depends on situation and will be now part of regular teaching.
15	Dr Rajinder agreed on collaborative activities and said law school will provide all possible support.

The meeting concluded with vote of thanks to the chair and members of DME-IQAC for their support.



Minutes Prepared by

Dr Manasvi Maheshwari