



Delhi Metropolitan Education

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



Minutes of the Meeting

DME_IQAC/2022_23

Date: November 29, 2022

The DME-IQAC meeting was held on Tuesday, November 29, 2022, at 1400 hrs. The meeting was conducted online on google meet under the chairmanship of Prof Ravi Kant Swami, Chairperson, IQAC.

The following members were present:

1. Prof. (Dr.) Ambrish Saxena, Advisor, IQAC
2. Prof. (Dr.) Rashmi Khorana Nagpal, Advisor, IQAC
3. Prof. (Dr.) Poorva Ranjan, Coordinator, IQAC
4. Dr. Manasvi Maheshwari, Co-Coordinator, IQAC
5. Dr. Seema Mam, Faculty Member
6. Dr. Shuchi Goel, Faculty Member
7. Dr. Pooja Sharma, Faculty Member
8. Ms Pooja Tripathi, Faculty Member
9. MS Navya Jain, Faculty Member
10. Ms Neha Sharma, Faculty Member
11. Dr. Rajinder Kaur Randhawa, Faculty Member
12. Mr Pramod Kumar Pandey, Faculty Member
13. Mr Pawan Kumar Saxena, Finance Representative
14. Ms Tulika Arora, Representative (Administration)
15. Mr Neeraj Kumar, Representative (Administration)
16. Mr Prashant Khare, Employers' Representative

The following members could not attend the meeting:

1. Mr Aman Sahni, Vice Chairman, DME, Management Representative
2. Justice (Retd.) Bhanwar Singh, Management Representative
3. Ms TN Sreedurga, Faculty Member
4. Advocate Rose Verma, Representative (Alumni), B.A. LL.B. Batch 2013-18
5. Mr Sanjay Kumar Kaushal, Stakeholder Representative (Parent)
6. Mr RV Gopal, Representative (Local Community)
7. Mr Ayush Dube, Student Representative, BBA, Batch 2019-22

Following Agenda Points were discussed:

| S. No | Agenda Item |
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| 1. | Dr Manasvi Maheshwari welcomed the members of the committee. She introduced the new IQAC members and coordinator. |
| 2. | Dr Manasvi Maheshwari presented the minutes of the last meeting held on 28 April 2022. The minutes were approved by the members of the committee. |
| 3. | Dr Poorva Ranjan welcomed the members and informed them about the DME-IQAC future plans to ensure quality work culture at DME. She emphasised that all our events and activities should be planned as per the NAAC requirements |
| 4. | Dr Swami informed us about the registration of the Alumni Association in the name of 'Delhi Metropolitan Education Alumni Network' |
| 5. | Dr Manasvi shared the activities undertaken by IQAC last semester. |
| 6. | Dr Manasvi informed the members about the new initiatives which are focus areas of DME with reference to NAAC guidelines <ol style="list-style-type: none">Website accessibilityFocus on Research publications and FDPsNew Value Added CoursesInternal Audit by IQAC teamAlumni Association Registration |
| 7. | Dr Poorva urged that membership of professional bodies should be encouraged in all departments. In Management AIMA, in media school, IAMCR membership has been suggested for all faculty members. |
| 8. | Dr Poorva suggested that more conferences/seminars to be planned on the theme of IPR, Research Methodology or Entrepreneurship to get points in NAAC. |
| 9. | Dr Maheshwari informed that DME will fill in data for AISHE by January 2023. It is a government portal for higher education data maintenance. |
| 10. | Dr Poorva informed that DME-IQAC has hired two interns for IQAC cell. |

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



Minutes Prepared by: Dr Manasvi Maheshwari



Minutes Verified by: Dr Poorva Ranjan