



Ref No. DME/IQAC/CFM/2024/01

6<sup>th</sup> August 2023

A meeting of the IQAC was held on Tuesday, 4<sup>th</sup> August 2023, at IQAC Room at 2:30 PM.

## The following members were present:

1. Dr Poorva Ranjan
2. Dr Shalini Gautam
3. Dr Farah Hayat
4. Dr Pooja Sharma
5. Dr Khushbu Khurana
6. Dr Navya Jain
7. Ms Neha Sharma
8. Dr Pooja Tripathi
9. Mr Abhishek Dwivedy
10. Ms Rekha Goswami
11. Ms Anushka Ukrani
12. Mr Neeraj Kumar

## Minutes of the Meeting

### 1. Confirmation of Minutes of the Last IQAC Meeting

- The minutes of the previous IQAC meeting were reviewed and confirmed without any changes.

### 2. Academic Planning for 2023-24

- The academic calendar for the session was discussed and finalized, including the schedule for examinations, co-curricular activities, and holidays.
- Faculty members were requested to submit their teaching plans for the semester by 20<sup>th</sup> August 2023.

### 3. Strategies for Improving Student Outcomes, Including Mentoring and Counseling Programs

- The importance of mentoring programs was emphasized. It was decided to assign mentors to all students at the beginning of the session.
- A structured counseling program was proposed, focusing on academic, personal, and career guidance.
- Workshops on stress management and career planning will be organized for students.

### 4. Encouragement of Research Activities and Publications Among Faculty and Students

- Faculty members were encouraged to undertake research projects and publish their findings in

reputed journals.

- A proposal to organize a research workshop/seminar for faculty and students was approved.
- Incentives for research publications and participation in conferences were discussed, and it was resolved to implement a recognition system for outstanding contributions.

#### **5. Any Other Discussions**

- The need for better infrastructure to support academic and research activities was raised. It was decided to review the requirements and propose necessary upgrades.
- Suggestions for organizing guest lectures and industry interactions were noted for further planning.

*Ravi Kant Swami*

Dr. Ravi Kant Swami  
Director, IQAC





Ref No. DME\_IQAC\_MoM\_2024\_04

14<sup>th</sup> June 2024

A meeting of the IQAC was held on Monday, **10<sup>th</sup> June 2024**, at IQAC Room at 2:30 PM. Dr Ravi Kant Swami, Director IQAC Chaired the meeting.

**The following members were present:**

1. Dr Poorva Ranjan
2. Dr Shalini Gautam
3. Dr Farah Hayat
4. Dr Pooja Sharma
5. Dr Khushbu Khurana
6. Dr Navya Jain
7. Ms Neha Sharma
8. Dr Pooja Tripathi
9. Mr Abhishek Dwivedy
10. Ms Rekha Goswami
11. Ms Anushka Ukrani
12. Mr Neeraj Kumar

**Agenda No. 1: To confirm the minutes of the previous IQAC meeting.**

Dr. Ravi Kant Swami presented the minutes of the 11<sup>th</sup> Governing Body meeting held on 8<sup>th</sup> August, 2022. The minutes were confirmed by the members unanimously.

**Agenda No. 2: To report on NAAC Filing and subsequent institutional efforts.**

Dr. Ravi Kant Swami apprised the members on the progress of data collection and review by the IQAC team. The members of the Governing Body emphasized the need for prioritizing key tasks pertaining to NAAC preparation and supplementing the IQAC with more members and resources for expediting the work.

**Agenda No. 3: To introduce a new Programme LL.M.**

Dr Ravi Kant Swami apprised the members about the introduction of LLM in Alternative Dispute Resolution and Corporate laws with seats intake of 30+30 Total 60 Seats

**Agenda No. 4: To report the seat intake and admission status for AY 2023-24**

Dr. Ravi Kant Swami outlined the admission status against the following seat intake for AY 2023-24:

BBA: 120 seats (1st shift) + 120 seats (2nd shift) = 240 seats

BA LLB : 180 seats

BBA LLB: 120 seats

BJMC : 120 seats + 60 seats (2nd shift) = 180 seats

Dr. Ravi Kant Swami updated the members on the key steps undertaken to support a smooth admission process and the necessary documentation procedures that require University coordination for the timely closure of admissions.

**Agenda No. 5: To approve the current sanctioned post for faculty along with recruited no. appointment of professor of practice for 2023-24.**

Dr. Ravi Kant Swami proposed hiring teaching and non-teaching staff for the Academic Year 2023-24. The members also discussed the key areas where faculty and non-teaching staff require further strengthening. The governing body sanctioned the requisitioned strength.

The meeting ended with the vote of thanks to the Chair.

*Ravi Kant Swami*

Dr. Ravi Kant Swami  
Director, IQAC







# Delhi Metropolitan Education

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## Call for Meeting

Ref No. DME/IQAC/NAAC/MOM/2024/10

09<sup>th</sup> September 2024

A meeting of the NAAC Sub-Committee was held on Friday, September 06, 2024, at IQAC Room no.14 at 3:00 PM.

The following were present:

1. Dr Pooja Sharma
2. Mr Vishal Sahai
3. Ms Gargi bhatt
4. Ms Sree Durga T.N
5. Ms Vaishnavi Srivastava

### **Agenda of the Meeting:**

Data collection for AQAR, for the session of 2023-24:-

- i) 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during the year.
- ii) 1.3.3 Percentage of students undertaking project work/field work/internship (Data for the latest completed academic year)
- iii) 5.2.1 Total percentage of placement of outgoing students during the years
- iv) 5.2.2 Total percentage of students progressing to higher education during the years

Minutes of the Meeting:

- i) **Agenda No 1. Average percentage of courses that include experiential learning through project work/field work/internship during the year.**

Ms Neha Sharma initiated the discussion on gathering data for the number of courses that included project work, fieldwork, and internships.

- It was decided that each department would be tasked with providing data on the inclusion of experiential learning in their courses.

- A standard format will be distributed for uniform data collection to ensure consistency across departments.
  
- ii) **Agenda No 2. Percentage of students undertaking project work/field work/internship (Data for the latest completed academic year)**
  
- iii) **Agenda No 3. Total percentage of placement of outgoing students during the years**
  
- iv) **Agenda No 4. Total percentage of placement of outgoing students during the years**

*Neha Sharma*

**Member-IQAC**



Ref No. DME\_IQAC\_MoM\_2024\_11

14<sup>th</sup> November 2024

A meeting of the IQAC was held on Monday, 11<sup>th</sup> November 2024, at IQAC Room at 2:30 PM.  
Dr Ravi Kant Swami, Director IQAC Chaired the meeting.

**The following were present:**

1. Prof. (Dr.) Poorva Ranjan, Convener, IQAC
2. Ms. Anushka Ukrani, Faculty Incharge, Criterion 1
3. Dr. Rashmi Chawla, Criterion 1
4. Ms. Neha Sharma, Faculty Incharge, Criteria 2
5. Ms. Rekha Goswami Faculty Incharge, Criteria 3
6. Dr. Shalini Gautam Criteria 3
7. Dr. Pooja Sharma Faculty Incharge, Criteria 4
8. Mr. Pawan Saxena Criteria 4
9. Dr. Khushbu Khurana Faculty Incharge, Criteria 5
10. Dr. Navya Jain Faculty Incharge, Criteria 6
11. Dr. Farah Hayat Criteria 6
12. Dr. Pooja Tripathi Faculty Incharge, Criteria 7
13. Mr. Abhishek Dwivedy Criteria 7
14. Mr. Neeraj Kumar, Asst. Registrar

**Agenda Point Discussed:**

1. Ms. Neha Sharma Co- Convener, IQAC presented the institution's performance in the recent NAAC assessment. The NAAC grade and score were discussed criteria wise. Gaps were identified and highlighted areas for improvement, especially in specific key indicators like research data, student progression etc.
2. Dr. Ravikant Swami Director, IQAC outlined the requirements and timeline for submitting the Annual Quality Assurance Report (AQAR) for the academic year 2024-25.

3. All conveners of different committee were requested to provide the necessary data, including student satisfaction survey, research activities, and outreach programs by 15<sup>th</sup> December 2024.
4. All Criteria heads ensured timely data collection and compilation.
5. Dr. Poorva Ranjan suggested to for opening of a book club which can be shown as best practice. She also emphasized on conducting activities relating to Indian Knowledge System. It was suggested to form an IKS Cell.
6. Discussion was done on Revision of all Policies, taking Geotag pictures of the infrastructure.
7. It was discussed to encourage student participation in university level events in sports and cultural activities.
8. The Director, IQAC emphasized the need to align the AQAR with NAAC recommendations to showcase improvements since the last assessment.

A review meeting is scheduled for **5<sup>th</sup> December 2024** to monitor the progress of AQAR preparation.



**Neha Sharma**  
**Co-Convener**  
**IQAC**