

A meeting of IQAC members was held at 11:00 AM on 2nd May 2015 (Saturday)

The following members attended the meeting:

1. (Dr) Prof. A.K. Saini
Professor, USMS, GGSIP Univ

2. Prof. (Dr) Rachita Rana
Director IITM.

3. Prof. (Dr) C.P. Chawla (Chairman - IQAC)

4. Dr. Monika Kulshrestha (HOD - Mgt.)

5. Dr Geetali Banerjee (HOD - IT)

6. Dr. Renu Sharma (Faculty)

7. Mr. Sukhvinder Singh (Faculty)

8. Mr. Deepak Trivedi (IQAC - Coordinator)

Agenda for the meeting are:

(a) Information about NAAAC.

(b) SSR preparation

(c) Approval for Project Guideline and Lesson Plan.

(d) Approval for Student Progression Chart.

(e) To review the Quality procedure at the ^{non-academic} administrative level.

Prof. C.P. Chawla, Director IITM and Chairman IQAC committee presided over the meeting.

Dr. Moolika Kulshrotha, head - NAAC steering committee coordinator welcomed the members.

Two external members Dr A.K. Saini (Professor, USMS, GGSIP Univ) and Dr Rakesh Rana, Director IITM were invited to participate in the meeting.

The IQAC coordinator briefed the house about the progress towards the NAAC accreditation. He also updated the house about the smooth functioning of the team members assigned with the duties.

The IQAC coordinator briefed the house about the submission of SSR report on dt. 15 April 2015. and the way forward post submission of the report.

The members unanimously approved the draft of project guidelines and lesson plan with majority, with minor suggestions which were incorporated on the spot.

The IQAC coordinator tabled the initiative to measure the ^{academic} progression of students before the members. The members approved the format

of the student progression chart with full majority.

The need to review the quality ~~procedures~~ in the administrative procedure, the IOAC coordinator presented before the members the procedural formats to be used in the library and the Academic support office. The current formats and process were reviewed by the house ~~members~~ ^{provided} suggested which were noted down. These are as follows for the library:

(i) To initiate properly the process of stock verification.

(ii) To start the journal exchange programme with other management and IT institutes.

(iii) To enhance the awareness level regarding the library among the students and faculty.

The members also reviewed the current process of student entry records and accession of books and magazines. The house found the procedure in place and appreciated the library team ^{for the same.} ~~for the same.~~

The IOAC members reviewed the Academic support dept functioning procedure and found the ^{standard} process in place.

However, the members suggested the use of google-group in capturing the student data. by the Acad. team. This idea was accepted with by everybody in the team.

The IQAC coordinators read the previous minutes of meeting and apprised the house about the implementation of all the suggested recommended by the members.

The Chairman adjourned the house with a vote of thanks.

(Dr. A.K. Saini)

Rachita Rana
(Dr. Rachita Rana)

CP Chaudhary
(Dr. CP. Chaudhary)

Mohita Kulkarni
(Dr. Mohita Kulkarni)

Greetali Banerjee
(Dr. Greetali Banerjee)

Renu Sharma
(Dr. Renu Sharma)

Smehinda Singh
(Ms. Smehinda Singh)

Deepak Thakur
(Mr. Deepak Thakur)