Notice No: DCE/GGN/Admin/2018-19/42   **Date: 18th July, 2018**

NOTICE

All the Academic and Management Council members are hereby requested to attend the committee meeting on 20th July, 2018 at Conference Hall at 12:30 P.M. Attendance is compulsory.

AGENDA of the Meeting

- IQAC Action plan for the year 2018-2019
- Student Induction Programme
- Academic and Administrative Audit
- Faculty Development Programme
- Curriculum enrichment
- Student support services
- Mentoring activities

Copy to:

1.   Registrar
2.   Principal
3.   Academic Administrator
4.   All HOD's
5.   IQAC Coordinator

NAAC Coordinator

MINUTES OF THE MEETING OF ACADEMIC AND MANAGEMENT COUNCIL HELD ON JULY 20th, 2018

The meeting was held on Friday, July 20th, 2018 at 12:30 P.M. at the conference hall.

The following members were present:

Head of the Institution	Dr. BMK Prasad
Senior Faculty	Prof. Ashok Kumar
	Prof. Yashwardhan Soni
	Prof. Megha Goel
	Prof. Chandra Shekhar
	Prof. Dimple Saproo
NAAC Coordinator	Prof. R.S. Kochhar
Administrative Official	Prof. Hansraj Yadav
External experts	Dr. Sameer Kumar
IQAC Coordinator	Dr. Ashima Mehta
Alumni	Nisha Trisal

The following points were discussed:

- ➢ It was proposed to conduct the Faculty Development Programmes and Summer School during the academic year 2018-19.
- ➢ Students are encouraged to excel in Co-curricular activities
- ➢ Review meetings on departmental activities with Principal and Academic Administrator to be organized to evaluate the performance of the departments.
- ➢ Review meetings with Principal, NAAC Coordinator, IQAC Coordinator and HOD's of all Department regarding NAAC criteria to be organized.
- ➢ Student Induction programmes to be conducted for the first years.
- ➢ Measures will be taken to improve the internship performance of the students so as to achieve 100% placement.
- ➢ Students must be encouraged to take more online certification courses. Preference to be given for SWAYAM courses, NPTEL, QEEE, Spoken Tutorial.
- ➢ Student satisfaction survey to be carried out.
- ➢ Academic and administrative audit to be done in the end of semester.