



Notice No: DCE/GGN/Admin/2019-20/47

Date: 10<sup>th</sup> January, 2020

### NOTICE

All the Academic and Management Council members are hereby requested to attend the committee meeting on 13<sup>th</sup> January, 2020 at Conference Hall at 12:30 P.M. Attendance is compulsory.

#### AGENDA of the Meeting

- To review odd semester teaching of B.Tech and M.Tech Programme.
- To discuss action taken against feedback of different stakeholders.
- To conduct Extension activities.
- To conduct Faculty Development Programme.
- To discuss about the introduction of new departments
- To conduct mentoring activities for student.
- To apply for more funds and grants for projects.
- Any other point of discussion with the permission of the Chair.

#### Copy to:

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

**NAAC Coordinator**

## MINUTES OF THE MEETING OF ACADEMIC AND MANAGEMENT COUNCIL HELD ON JANUARY 13<sup>th</sup> 2020

The meeting was held on Monday, January 13<sup>th</sup>, 2020 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
Registrar	Prof. R.S. Kochhar
Administrative Official	Prof. Hansraj Yadav
External experts	Dr. Sameer Kumar
IQAC Coordinator	Dr. Ashima Mehta
Alumni	Puneet Kumar

The following agenda points were discussed and decision taken:

- To review odd semester teaching of B.Tech and M.Tech Programme.

The HODs expressed their satisfaction regarding on-line and offline teaching of theory and practical courses. It was observed that the attendance of the students was improved, but still students should be motivated to attend theory and practical classes regularly.

- To discuss action taken against feedback of different stakeholders.

The IQAC coordinators informed the members about the action taken against the feedback received from parents, faculty members, alumni and students in improving the college's overall performance.

- To conduct Extension activities.

It was advised to all the members to conduct more extension activities for students and staff.

- To conduct Faculty Development Programme.

The faculty members were advised to participate in more FDP's.

- To conduct mentoring activities for student.

Students must be encouraged to take more online certification. Preference should be given to Spoken Tutorials, SWAYAM and NPTEL courses. The HODs were advised to inform faculty members to prepare audio/video recordings of the lectures/experiments for the benefits of slow learners.

- To apply for funds and grants for projects.

The HOD's were advised to inform faculty members to apply for funds and grants.

- To discuss about the introduction of new departments.

To equip students with the latest technology college is planning to introduce new department in coming session 2020-21

As no other point of discussion was left, the meeting was declared as closed.