**Notice No: DCE/GGN/Admin/2019-20/14**                    **Date: 19<sup>th</sup> July, 2019**

## NOTICE

All the Academic and Management Council members are hereby requested to attend the committee meeting on 22<sup>nd</sup> July, 2019 at Conference Hall at 12:30 P.M. Attendance is compulsory.

**AGENDA of the Meeting**

- IQAC Action plan for the academic year 2019-2020
- Student Induction Programme
- Academic and Administrative Audit
- Status of recruitment of faculty and supporting staff in various departments.
- Faculty Development Programme
- Curriculum enrichment
- To discuss about the placement activities by strengthening the corporate relations.
- Mentoring activities
- Any other point of discussion with the permission of the Chair.

**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 22nd, 2019**

The meeting was held on Monday, July 22nd, 2019 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 | Puneet Kumar |

The following points were discussed:

➢ It was proposed to conduct the Faculty Development Programmes and Summer School during the academic year 2019-20.

➢ Students are encouraged to participate in extension activities and 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.