Notice No: DCE/GGN/Admin/2018-19/56   **Date: 10th January, 2019**

NOTICE

All the Academic and Management Council members are hereby requested to attend the committee meeting on 12th January, 2019 at Conference Hall at 12:30 P.M. Attendance is compulsory.

AGENDA of the Meeting

1.   To review odd semester teaching of B.Tech and M.Tech Programme.
2.   To discuss action taken against feedback of different stakeholders.
3.   To conduct Extension activities.
4.   To conduct Faculty Development Programme.
5.   To conduct mentoring activities for student.
6.   To apply for more funds and grants for projects.

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 12th 2019

The meeting was held on Saturday, January 12th, 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. Vimmi Malhotra
	Prof. Dimple Saproo
Registrar	Prof. R.S. Kochhar
Administrative Official	Prof. Hansraj Yadav
External experts	Dr. Sameer Kumar
IQAC Coordinator	Dr. Ashima Mehta
Alumni	Nisha Trisal

The following agenda points were discussed and decision taken:

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

The heads of the department 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

- To conduct Faculty Development Programme.
- 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 HOD's 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.