

From the office of IQAC Cell
Management Education and Research Institute, Delhi

Ref. No./2019/08
Date: 3/10/2019

Proceedings of the meeting of IQAC held on 01/10/2019

Subject: Minutes of the meeting of IQAC

A meeting of members of IQAC was held on 01/10/19 at 12.00 pm in the office of the Director under the Chairmanship of the Director, MERI. Following members attended the meeting:

Members	Designation
Prof. Lalit Aggarwal	Chairman, IQAC
Sh. S. K. Aggarwal	Member
Prof. A. K. Aggarwal	Member
Prof. Dilip Kumar	Member
Ms. Ritu Aggarwal	Member
Dr. Deepshikha Kalra	Member
Mr. Sumit Chauhan	Member
Dr. Samarth Singh	Member
Dr. Parmjot Singh	Member
Dr. Maitri Bhusan	Member
Dr. Gurbinder Kaur	Member
Mr. Hemant Kumar	Member

Meeting has been started by welcoming the members by the Director, IQAC.

Following was the agenda:

1. Discussion on review on NAAC Peer Team Report.
2. Formation of Internal and External Academic and Administrative Audit Committees.
3. Preparation of the Annual Quality Assurance Report (AQAR).
4. Preparation of data for National Institutional Ranking Framework-2020.
5. Any other item with the permission of the Chair.

The agenda items were discussed in detail and unanimously resolved as under:

Item No. 1: Discussion on review on NAAC Peer Team Report, following decisions were unanimously taken:

- There be written policy for motivating teachers (e.g. duty leave, financial assistance etc.) to attend FDP's (one week/ two weeks) outside the institute preferably in institutions of national importance such as IIM's, IIT'S and/or reputed Universities/Institutes.
- There be written policy for financial assistance to publish papers in indexed journals like Scopus/Web of Science etc. i.e. at least 50% of processing fees (up to 25000/-) of the journal may be contributed by the institute.

- Doctorate faculty be motivated to explore/approach public and private universities for their registration as guide for Ph.D supervision.
- One or two teachers in a year or two can have participation with foreign collaborators under faculty exchange programme.
- Two smart class room per department/programme be established in the institute for the use of faculty members to strengthen teaching-learning & to conduct various activities in the institute and a workshop may be organized to provide training to the teachers for their usage for dissemination of knowledge.

Item No. 2: Formation of Internal and External Academic and Administrative Audit (AAA) Committees

It is resolved that internal and external AAA committees will be formed in consultation with Director Sir, Dean Sir and HOD's. Further it is suggested that one/two known professors of the domain can be taken in external committee for Academic audit and for internal academic audit, monthly report, teacher assessment form and appraisal form shall be considered.

Item No. 3: Preparation of the Annual Quality Assurance Report (AQAR)

It is resolved that Dean and HOD's will submit the data of their respective department in the prescribed format to IQAC cell at the earliest.

Item No. 4: Preparation of data for National Institutional Ranking Framework-2020

It was informed to the house that registration for NIRF-2020 has already been done. Further, it is resolved that all concerned will provide the data latest by 12/10/2019 and to upload on the website.

Item No. 5: Any other Items

a. It is informed that ventilation in Library needs proper attention,

It is resolved that Mr. Akhilesh be informed to do needful in the matter.

b. Individual sports kit be made available to MERI students.

It is resolved that Mr. Sumit Chauhan be informed to do needful in the matter.

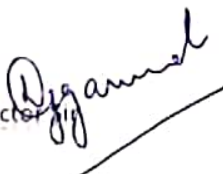
c. It is observed that every time there is change in the activity rooms such as medical room.

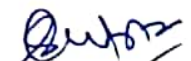
It is resolved that a dedicated/permanent room be earmarked/allotted to each activity.

d. For effective students feedback.

It is resolved that suggestions/problems, if any of the students will be taken care by each and every one and be resolved on priority basis with the permission of competent authority as student's feedback is having greater weightage in accreditations (NAAC & NBA) and ranking (NIRF).

Meeting ended with a vote of thanks to the chair. Draft of minutes of meeting is submitted for the consideration and approval of Director, MERI and Chairman, IQAC.

Director 


Prof. Sangeeta Gupta
Director, IQAC Cell