

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

Ref. No./2018/004

Date: 05/11/18

Proceedings of the meeting of IQAC held on 01/11/18

Subject: Minutes of the First Meeting of IQAC

A meeting of members of IQAC was held on 01/11/18 at 10.00 am in the office of the Director, MERI under the Chairmanship of the Chairman, IQAC. 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
Mr Ushpreet Singh Bawa, Director, GSK	Member
Mr Aditya, Manager, KPMG	Member
Mr Sameer Kaila, Director, Dhan Creators Wealth	Member
Sh Neeraj Gupta	Member
Prof (Dr.) Sangeeta Gupta	Director, IQAC

Following was the agenda:

1. Review on NAAC Report.
2. Conduct of FDPs.
3. Formation of Internal and External Academic and Administrative Audit Committees.
4. Preparation of the Annual Quality Assurance Report (AQAR).
5. Preparation of data for National Institutional Ranking Framework-2020.
6. Review of ICT enabled teaching and learning methods used by faculties.
7. Any other item with the permission of the Chair.

Following decisions were unanimously taken:

1. It is resolved that director IQAC will review the report given by NAAC peer team and will present the same in the next meeting to take necessary action for quality improvement by all concerned.
2. It is resolved that one day National seminar on "Financial Innovation: Challenges and Opportunities" for MBA and BBA students will be organized in the month of March.
3. It is resolved that research committee along with IQAC cell will organize A FDP for enhancing the skill of faculty members in their domain area in the month of July and December.
4. It is further resolved that a two day International conference on "Data The New Catalyst: Creating New Digital Culture" will be organize for faculty and students in the month of September.
5. It is resolved that Dean MERI will constitute internal and external Academic and Administrative Audit committees, with consultation and get approval by the Director.
6. It is resolved that IQAC cell will propose a working committee for preparation of Annual Quality Assurance Report (AQAR).
7. It is resolved that IQAC cell will propose a working committee for preparation of Data for NIRF.
8. It is found that some of the faculties used ICT enabled teaching and learning methods, so it is resolved that HOD's should encourage and ensure that maximum faculties should used them from the forthcoming or subsequent sessions.
9. In any other item,
 - a. Introduction of skill based value added course
It is resolved that respective departments, will include skill based value added course with regular university courses to increase employability of the student.
 - b. Provide list of professional courses available on On-line portal like Coursera and Edx.
It is resolved that HOD's and Dean of respective departments ensure that faculties provide list of courses of their area to students and encourage students to opt these courses.
 - c. Use of ICT in communication made with students.
It is observed that departments presently use emails as a media to communicating with students. So it is resolved that HOD and Dean of respective departments ensure that extensive use of Mobile phone Technology also for communicating with students and among faculties.
 - d. Apply new programme/ Increase in seats in existing BBA porgrmme.
It is resolved that the institute will apply to GGSIPU for BA (JMC) programme and increase in seats in its BBA programme w.e.f coming session.
 - e. Organize workshop on research tools for students.

It is resolved that management department will organized a "workshop on Using SPSS for Research" and "Workshop on Excel for Research" in the forth coming academic session.

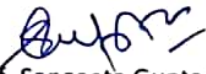
- f. Organize training program for non-teaching staff.

It is resolved that institute will organize training program on "Business Mails/Letter Writing" and " Positive Body Language" for staff in the coming session.

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 Sir


Prof. Sangeeta Gupta,
Director, IQAC Cell

CC:

- 1 PA to Director for kind information of Director sir.
2. All Members