

# MINUTES OF MEETING HELD ON 11th JANUARY 2019

## Participants:

1. Dr. Anupama Mahajan (Convenor)
2. Dr. Prem Kumari ✓
3. Dr. Jaya Keral ✓
4. Dr. Shilpi ✓
5. Ms. Shobhna Sinha ✓
6. Ms. Roopa Johri
7. Dr. Bindia Trivedi
8. Dr. Shivani Jha
9. Ms. Soumya (Student Member)

## Discussion points

1. Posts lying vacant with the tenure of some members getting over
2. Road Safety Campaign as proposed by Hero Honda group
3. Development of Library
4. Student Feedback

## Action Points

1. Faculty Development Program on communication and documentation
2. Formation of a Happiness Club and events for promoting a stress-free environment.
3. Meeting with the TICs of various Departments for raising awareness regarding data collection and institutional improvement by IQAC

## Action Taken.

1. Two new members added to the committee- Dr. Prem Kumari and Ms. Roopa Johri.
2. Road Safety Campaign organized by Hero Honda group to be held from 22<sup>nd</sup>-24<sup>th</sup> January
3. Dr. Mala Rani nominated as the Convenor of Short-Term Courses
4. Dr. Naila Anjum nominated as the Convenor of the Academic Cell.
5. Dr. Prem Kumari nominated as the Convenor of Alumni Association
6. Dr. Bindia Trivedi entrusted with the task of maintaining the list of activities conducted by various departments and collecting their reports.
7. Dr. Shivani Jha entrusted with the responsibility of maintaining the minutes of the meetings.
8. Mr. Prashant nominated for computer work of IQAC.

*Shilpi*  
*Shilpi*

*Shilpi*  
11/3/19

*Jaya Keral*

*Shivani Jha*