

Minutes of the meeting

Date: 20-3-19

Members present:

1. Dr. Jyoti Darbari
2. Dr. Kalyani
3. Dr. Megha Dhillon
4. Dr. V Ravi
5. Dr Kailash Kumar

Agenda:

- (a) Planning and Organization of FDP
- (b) Development of IQAC Cell

The **following points** were discussed with Principal, Dr. Suman Sharma regarding FDP:

1. The event should take place in collaboration with another college of University of Delhi.
2. **Possible date for FDP:** 29th March to 2nd April
3. **Audience numbers:** 25-40 participants, with approximately 40% participants from outside of LSR
4. **Topic:** Should be inter-disciplinary. The tentative topic was proposed by Dr. Darbari as **Multiple Aspects of Teaching, Research and Data Sciences**
5. **Organizing committee shall include:**
 - Dr. Jyoti Darbari (Convener)
 - Dr. Ravi / Dr. Kailash Kumar (Coordinators)

Members:

- Dr. Sanjoy Roy Choudhary
- All other IQAC members: Dr Priti Dhawan, Dr. Kalyani, Dr. Megha Dhillon

Potential sessions:

Day 1	Session 1: Inaugural Talk Session 2: Research Methodology LUNCH Session 3: Research Methodology (eg Scopus/H Index, Impact factor, Citation index) Session 4: Lab session related to above sessions
Day 2	Session 1: Data Security Session 2: Research Methodology (Designing of Google forms) LUNCH Session 3: ICT in Teaching and Learning (Power point) Session 4: Lab session related to above sessions
Day 3	Session 1: Data Analysis (survey and forms) Session 2: Data Analysis LUNCH Session 3: Use of Excel in Research Session 4: Lab session related to above sessions
Day 4	Session 1: Use of audio-visual tools in Teaching Session 2: Web Designing using HTML LUNCH Session 3: Web Designing using HTML Session 4: Lab session related to above sessions
Day 5	Session 1: Ethical concerns in research writing: Checking for plagiarism Session 2: E-learning Apps LUNCH Session 3: Lab session related to above sessions Session 4: Closing Ceremony

For IQAC functioning:

1. Academic meets of departments should be in collaboration with IQAC.
2. One person has to be designated from each department in IQAC Cell.