

## Minutes of the meeting

A meeting was held on 17.10.17 to discuss tasks for the compilation of the AQAR required for IQAC.

Members in attendance

1. Dr Suman Sharma
2. Dr SR Chowdhury
3. Dr. Megha Dhillon

The following points were deliberated upon and decided-

1. It was decided that members of the NAAC steering committee- Dr. Ahuja, Dr. Ray & Dr. Grover shall go through the AQAR report once the required information has been compiled. They shall also edit it where required. It was decided that the report would be worked upon by the faculty as per the above work distribution and compiled report be sent to the NAAC steering committee members Dr. Grover, Dr, Ujjainin Ray and Dr.Kanika Ahuja for review to ensure continuity.
2. Members expressed the need for a room with a laptop, internet connection & printer in order to facilitate work on the report in an efficient and time bound manner. Dr. Chaudhary said that Room 8 would be made available for the team from the 11<sup>th</sup> of Oct.
3. It was also requested that 1 or 2 members of the administrative staff be made available for helping the team. Dr. Chaudhary agreed to the request and said that he would make an administrative staff available.