

Minutes of the meeting

A meeting was held on 29.11.17 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
4. Dr Bhavna Arora

- The team discussed the update on the writing of each criteria in the IQAC report. So far information is still being gathered from administrative staff and faculty for some pending questions.
- Dr Bhavna Arora mentioned that she had used College SSR Report and College Annual report (2016-17) and information from office as source of data, particularly for writing criterion 2.
- Dr. Megha said that it is important for each member to identify the source of data with each question.
- The first draft for each criterion should be submitted in word format to Dr SR Chowdhury so that it is easy to make changes.
- For Faculty participation in seminars/workshops, calculations would have to be done manually.