


Minutes of IQAC Meeting with Cell/Committee/Society In-charges on 13 April 2022

A meeting of the IQAC with In-charges of Cells/Committees/Societies was held on 13 April 2022 in the Conference Room. Agenda of the meeting was to inform the in-charges about the specific requirements for their PPTs and prepare them for future course of NAAC Accreditation. Following are the minutes of the meeting:-

1. IQAC Coordinator Dr. Lokesh Kumar Gupta, welcomed all the in-charges and spoke about the pending work that needs to be completed within a stipulated time. He stated that work of each cell/committee/society will be supervised by specific IQAC members.
2. Dr. Manisha Mathur informed about the mandatory components to be included in the PPTs. Following were the points read out:
 - Aim and Purpose
 - Functioning Democratic
 - Outcomes/Leadership
 - Faculty Involvement
 - Important Events
3. In-charges were informed that a one slide summary PPT has to be made. This summary PPT would be a summarized version of the main PPT. This too has to be submitted along with their main PPT.
4. In-charges were told to ensure that IQAC suggestions are duly carried out in their respective PPTs.
5. In-charges were ensured that the set format for the PPT and any Word document, made to achieve uniformity, will be duly shared with them. They had to ensure its adherence in their respective PPTs.
6. It was announced that there will be two level checking of all documents. Two hardcopies of the main PPT along with two hardcopies of the Summary PPT has to be submitted to IQAC latest by **30 April 2022**.

There being no other matter, the meeting was concluded by Dr. Lokesh Gupta.


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