Minutes of Faculty Meeting

Date	01st May 2023
Time	10:00 AM
Venue	Board Room, Ground Floor, Chanakya Block
Meeting Chair	Dr. Bhupender Kumar Som

Attendees

Sr. No	Name	Designation	Signature
1	Dr. Bhupender Kumar Som	Director	
2	Dr. Ruchi Rayat	Dean-PGP & Area Chair –OB & HRM	
3	Dr. Shalini Sharma	Dean- OSW & Area Chair – Communication	
4	Prof. Mudit Tomar	Dean- OEC	
5	Dr. Pradeep Verma	Area Chair- IT & BA	
6	Dr. Nishant Kumar Singh	Asst. Professor	
7	Prof. Silky Gaur	Asst. Professor	
8	Prof. Gauri Shankar Sharma	Asst. Professor	
9	Dr. Santosh Kumar Matta	Professor	
10	Prof. Ajay Kumar Varshney	Associate Professor	
11	Prof. Pooja Kapoor	Asst. Professor	
12	Ms. Ranu Saxena	Manager - CRC	
13	Mr. Prashant Kumar	Manager - PGP	
14	Mr. Bhupendra Singh Sengar	PS to Director	

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Agenda	Discussion	Action to be Taken by
1. Criteria- 1 **2. Curriculum Design** **3. Course file submission**	**1.** Dean PGP to assign NBA criteria owner list to all faculties. The faculties should start working on their respective criteria's. The Audit team for the criteria is to be headed by Dr. Satish Matta. The team includes Dr. Satish Matta, audit Head, Dr. Bhupendra Kumar Som Dr. Ruchi Rayat and the. The audit team will be conducting first audit of the NBA criteria owners on 08th May 2023. **2. Submission of Course files**: All the faculties need to submit their teaching course files of term IIIrd and VIth as the last date already been passed by 2nd May 2023. **3. Audit:** All the faculties shall submit the curriculum design of Term Ist and IVth as discussed in the meeting to IQAC Cell for quality audited purposes. 4. All the faculties need to submit 50 -100 Quiz Questions to Examination Department related to the course taking in the semester. The submission has to be done before the completion of the course. **5.** The area chairs shall ensure that MoM's are to be prepared of curriculum review process as explained by IQAC. **6.** Eight internal assessment components are to be sent by Dean- PGP, All the faculties should choose four components for internal term assessment. The assessment scheme for upcoming **Batch: 2023-25** would be 60–40, where 60 are external marks and 40 are internal assessment marks. The mid-term will also be considered as an internal assessment component with minimum 15 marks.	• All the faculties to submit course files by May 02, 2023. • Dean PGP to send criteria list and NBA criteria allotment. • First audit to start by May 08, 2023. • IQAC to close the flow charts of curriculum review & curriculum audit.

Dr. Bhupender Kumar Som

Director - GIMS