

MINUTES OF IQAC MEETING

Date of Meeting: 20-09-2024

Time: 02:30 PM to 03:30 PM

Venue: Conference Hall, Divya Jyoti Ayurvedic Medical College

Agenda:

- Address by the principal
- Preparing for SPARK
- Confirmation of previous minutes of meeting.
- Discussion on conduction of training program for staff, for quality improvement & enhancement.
- Explaining the Institutional best practices
- Designing of Academic Calendar by each faculty which includes the activities for the upcoming year 2025
- Any other related issue.

The meeting started with the welcome note by Dr. Rajesh Sharma, Principal, Divya Jyoti Ayurvedic Medical College and the following points were discussed:

1. It was decided to take regular feedback of students, employees, Hods. The committee decided to finalize the proforma for the same and implement from January 2025.
2. Academic calendar was discussed and instructed to implement from January 2025.
3. Academic team planner was prepared and discussed.
4. Lecture evaluation form was discussed and suggestions were asked for its implementation.
5. Seminars and activities proposed for the new Academic year were also discussed and a final layout of the same shall have to be presented in the next meeting.

Members who attended the meeting:

1. Dr. Rajesh sharma
2. Dr. Ravikant Tyagi
3. Dr. Suvir Singh
4. Dr. Parul
5. Dr. Neha Saini
6. Mr. Manoj
7. Dr. Rekha Sharma
8. Dr. Arun R
9. Mr. Arvind Dhaka