




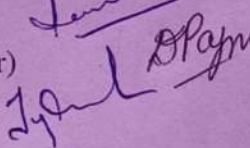
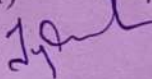
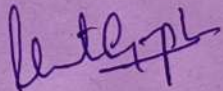
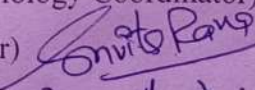
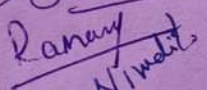
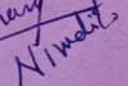
Academic Coordinators

Minutes of the Meeting

The Academic Coordinators and Core Coordinator met in the staff room on 05 June, 2023 to discuss key aspects of the admission process, and other important matters pertaining to the upcoming academic session of 2023-24. During the meeting, following decisions were made:

1. Academic Coordinator of each stream will take responsibility for overseeing admission process and other activities within their specific streams.
2. The coordinators will also explore the development of targeted marketing strategies aimed at attracting a diverse array of applicants, to enrich the overall academic environment.
3. The academic coordinators agreed for enhancing collaboration between departments, including joint seminars/workshops and interdisciplinary projects/programs etc.

The meeting concluded with a commitment to implement these strategies effectively, ensuring a smooth and efficient functioning for the upcoming academic year. Following members attended the meeting

1. Dr. Sapna Sharma (Core Coordinator) 
2. Dr. Deepti Pajni (Humanities Coordinator) 
3. Dr. Jyotika Brari (Science Coordinator) 
4. Dr. Shruti Gupta (Biotechnology/Microbiology Coordinator) 
5. Dr. Savita Rana (Commerce Coordinator) 
6. Dr. Raman Bassi (BBA Coordinator) 
7. Ms. Nivedita Bhardwaj (BCA Coordinator) 



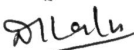
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Minutes of the Meetings of Academic Monitor 2023-2024
Department of Biotechnology and Microbiology

An online meeting of the academic monitor with teachers of the department was held on 30th June, 2023 to discuss the distribution of workload and time table.

Following members attended the meeting

1. Dr. Shruti Gupta (Academic Monitor)

2. Dr. Navdeep Thakur 

3. Ms. Reena Thakur 





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**Minutes of the Meetings of Academic Monitor 2023-2024
Department of Biotechnology and Microbiology**

A meeting of the academic monitor with the teachers of department of biotechnology and microbiology was held on 28th August, 2023 to discuss about the orientation program for 1st year students of B.Sc. (Hons.) Biotechnology and Microbiology.

Following members attended the meeting

1. Dr. Shruti Gupta (academic monitor)

2. Dr. Navdeep Thakur *Navdeep*

3. Ms. Reena Thakur *Reena*



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**Minutes of the Meetings of Academic Monitor 2023-2024
Department of Biotechnology and Microbiology**

A meeting of the academic monitor with the teachers of department of biotechnology and microbiology was held on 2nd December, 2023 to discuss about the date-sheet of minor exams of the students of of B.Sc. (Hons.) Biotechnology and Microbiology.

Following members attended the meeting

1. Dr. Shruti Gupta (academic monitor)

2. Dr. Navdeep Thakur *Navdeep*

3. Ms. Reena Thakur *Reena*

4. Dr. Neha Thakur *Neha Sharma*



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Minutes of the Meetings of Academic Monitor 2023-2024
Department of Biotechnology and Microbiology

A meeting of the academic monitor with the teachers of department of biotechnology and microbiology was held on 27th February, 2024 to discuss about the date-sheet of practical examinations of students of B.Sc. (Hons.) Biotechnology and Microbiology.

Following members attended the meeting

1. Dr. Shruti Gupta (academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

4. Dr. Neha Thakur



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Minutes of the Meeting of the Faculty of Humanities

Date: August 26, 2023

A meeting of the Humanities faculty, convened by Dr. Deepti Pajni, was held on August 26, 2023, at 10:40 AM in the staff room. Faculty members were encouraged to write research papers and apply for minor and major projects. It was also resolved that at least one department from Humanities should organize a national or international seminar.

Timetable clashes due to subject combinations were discussed, and two teachers volunteered to address and resolve these issues promptly. Additionally, it was decided that each department would identify slow learners after a month of teaching and arrange remedial classes to support them.

The meeting concluded at 11:30 AM.

Attendees:

Dr. Deepti Pajni

Dr. Vishal Chauhan

Dr. Gitanjali Mahendra

Ms. Snigdha Bhatt

Ms. Unnatti Chauhan

Ms. Punam Chauhan

Mr. Mohit Kumar

Dr. Devina

Ms. Komal Sharma

Ms. Anjana Devi

Dr. Pankaj Ashish

Mr. Sanjeev Sharma



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Minutes of the Meeting of Academic Monitors 2024-25 Department of Commerce & Management

A meeting of Academic monitors with teachers of the department was held on June 8, 2024 at 10:30 am. The issues discussed were:-

- 1.) Admission Process for the session 2023-24
- 2) Duty list of teachers to be made separately for both B.Com and BBA so that verification of documents submitted by students could be done.
- 3) Collaboration with industries regarding webinars and workshops.

Following members attended the meeting:-

1. Dr. Savita Rana (Academic Coordinator B.Com & M.Com)

2. Ms. Raman Bassi (Academic Coordinator BBA)

3. Ms. Divya Sharma



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July 8, 2023

A departmental meeting was held on July 8, 2023, in the computer lab at 11:30 am.

Agenda:

- Activities to be organised in the session 2023-24

Minutes:

It was discussed and decided the various activities to be organised by the department in the session 2023-24. It was decided that the interdepartmental activities with mathematics, guest lecture for the students, workshop for school students and Faculty Development Program will also be organised in this session.

Faculty Members:-

- Neha Walia (HOD) *Nwalia*
8/7/2024
- Nivedita Bhardwaj (Academic Monitor) *Nivedita*



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October 4, 2023

A departmental meeting was held on October 4, 2023 in the computer lab at 10:40 am.

Agenda:

- Minor tests of BCA odd semester.

Minutes:

It was decided in the meeting that minor tests of odd semester will be conducted from October 9 – 13, 2023. It was also decided that 2 minor tests will be conducted per day.

Faculty Members :-

- Neha Walia(HOD) *Neha Walia*
4/10/2024
- Nivedita Bhardwaj(Academic Monitor) *Nivedita*



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October 27, 2023

A departmental meeting was held October 31, 2023, in the computer lab at 10:30 am.

Agenda:

- Technology week to be celebrated.
- Various activities to be organised in technology week.

Minutes:

It was decided in the meeting that Technology week will be celebrated from November 3-9, 2023.
The following activities will be conducted in this week.

Day 1: -Movie

Day 2: - Power-point Presentations

Day 3: -Competitions

Day 4- Exhibition & Guest Lecture

Day 5: - Visit to UDAAN School & Treasure Hunt

Faculty Members :-

- Neha Walia (HOD) *Neha Walia*
 - Nivedita Bhardwaj (Academic Monitor) *Nivedita*
- October 27 / 2023*