



INTERNAL QUALITY ASSURANCE CELL

DAYALBAGH EDUCATIONAL INSTITUTE

(DEEMED UNIVERSITY)

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Dated: 10th Nov 2020

Minutes of Meeting

The meeting of IQAC was convened at 9:30 am on 10th Nov 2020 at CAO
The members present in the meeting were:

Prof. P K Kalra	Director	Dr. Saurabh Mani	Commerce
Prof. Sharmila Saxena	Dean, Arts	Dr. Rakesh Kumar	Commerce
Prof. Pramod Kumart	Dean, Commerce	Dr. T K Rao	Education
Prof. Archana Kapoor	Dean, Education	Dr. Shabd Preet	Science
Prof. Soami Das	Dean, Engineering	Mr. Mayank Agrawal	TC
Prof. Vibha Satsangi	Dean, Science	Mr. Kumar Ratnakar	Engineering
Prof. Kamal Jeet Sandhu	Dean, Social Science	Dr. Sunita Malhotra	Social Science
Dr. Sanjay Bhushan	Social Sciences	Dr. Amit Gautam	Secretary, IQAC
Dr. Lowleen Malhotra	Arts		

The following points were discussed in the meeting

1. The minutes of the meeting held on 30th July 2020 were ratified.
2. To Organise the Internal Audit Quality Plan in the month of Dec. 2020 including the All Administrative, Finance, and All Faculties includes Arts, Commerce, Education, Engineering, Science, and Social Science.
3. To Schedule Phase one of the Final External Audit of 21001:2018 for the Certification.
4. To Schedule Various meetings to assure the preparation of ISO 21001:2018 Certification.
5. To Assure the maintenance of KPIs by the various departments including the Faculties.
6. To coordinate with the BV for the Final Audit of the Institute
7. To Develop the Common procedures as per the requirements of ISO 21001:2018.
8. Next meeting of IQAC will be held on 23th Jan 2021 at 9:30 am in CAO.

Meeting ended with a vote of thanks.

Secretary, IQAC

To Chairperson, IQAC (The Director)
All members & Special Invitees, IQAC