



Ref: HM/SVSU/2020/3301(c)

Minutes of Meeting

Date:-28/3/2020

DQAC meeting was held on 28 March, 2020 on online Google Duo platform starts at 11:00AM onwards.

During the meeting the following members were present:-

Dr. Shiv Mohan Verma (Host of the Meeting).

Mr. Indraneel Bose.

Mrs. Garima Jain Goel.

Mr. Yajvendra Singh.

Mr. Vinay Punia.

Mr. Saurabh Tripathi.

The agenda discussed during meeting are as follows:-

Agenda 1:- How to make online lecture effective for students.

All members were agreed upon taking lectures on online platform of "Zoom" with various PPT and Subject videos to be shown to the students.

Agenda 2- To ensure maximum participation from students.

All members suggested to take screenshots and make attendance compulsory to all the students to appear in final examination.

Agenda 3:- Notes to delivered to students on online platform.

Mr. Indraneel Bose suggested to use the practice of Google classroom for Notes and PPT's sharing with the students and add all the students to their classroom ids on google classroom.

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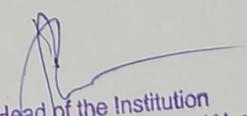


Agenda 4:- Recording of assignments and attendance.

Mr Indraneel Bose added that assignments and attendance can be recorded on google classroom and all the members agreed upon it.

Agenda 5:- To prepare question Bank.

Dr. Shiv Mohan Verma ask we can prepare question of 500 question of objectives and 100 question for long and short answers type.


Head of the Institution
Bhikaji Cama Subharti Institute of Hotel Management
S.V.S.U., MEERUT

Dr. Shiv Mohan Verma
Chairman