



New Delhi Institute of Management

Estd. in 1992 • Affiliated to GGSIPU for BBA • Rated A+ by SFRC, JAC & Academic Audit of GGSIPU, Govt. of NCT Delhi
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Ref: NDIM/INT./COMM/2023/1279

Date: 16.08.2023

NOTICE

All the Teaching staff members are hereby informed that a meeting is scheduled regarding discussion of new session that is starting from 21/08/2023 for 3rd semester and 4/09/2023 for 5th semester on 17/08/2023 at 4.00 PM. All the members are requested to kindly join us for the meeting

The agenda for the faculty meeting is given below:

- Course file (Lesson Plan, AA-II Performa, Assignments, Case study, glossary, notes, Presentation schedule & evaluation, Course Exit Survey and others)
- To fulfill AA-I Performa weekly
- Update attendance on online portal & register
- Syllabus coverage report (filled by CR and Class Mentors)
- Question paper & answer sheet submission & evaluation
- Arrangement of classes
- Attendance calling & assurance of 100% attendance in class
- Credit, debit status of classes
- Discussion of time table
- Mentor mentee file (Student Academic Background, Database of Students, Presentation schedule & evaluation, Election of CR and maintain contact, PTM Interaction record, Syllabus Coverage report, Slow/Fast Learners, Course Exit Survey, Mentor-CR Meeting and others)

The acceptance for all the delegated work in the meeting must be sent at nirajrbl@ndimdelhi.in and bhawnabhatnagar@ndimdelhi.in by 18/08/2023.

Dr Niraj Saxena
(Principal)
New Delhi Institute of Management
Management

Dr. Bhawna Bhatnagar
Dean, Academics and DSW
New Delhi Institute of

CC:
Chairperson Office
IQAC Director
Administration
Website