



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
61, Tughlakabad Institutional Area, New Delhi-62 Ph: 9899400113, 9910059639, 011-29962605/ 06
Email: info@ndimdelhi.in www.ndimdelhi.in

Ref: NDIM/INT./COMM/2024/1407

Date: 16.01.2024

NOTICE

All the Teaching staff members are hereby informed that a meeting is scheduled on 18/01/2024 regarding the discussion of new session that is starting from 30/01/2024, at 3.00 PM. All 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 fill 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)

Dr Niraj Saxena
(Principal)
New Delhi Institute of Management

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

CC:
Chairperson Office
IQAC Director
Administration
Website