

**Internal Quality Assurance Cell**

**Era University**

**Minutes of the Meeting (MOM)**

**“Criterion 1 - Curriculum Design and Development”**

**Date: 21.07.2023 (Friday)**

**Venue: Registrar Office**

**Time: 02:30 pm-04:00 pm**

**Agenda Points:**

1. Finalising feedback form for curriculum

The following members were present:

- |   |                          |
|---|--------------------------|
| 1. Prof.(Dr.) Anu Chandra, Registrar                              | Chairperson              |
| 2. Prof. ( Dr.) Sidharth Chandel<br>Department of Dentistry       | Assistant Director, IQAC |
| 3. Prof.(Dr) Brijesh Rathore<br>Department of Biochemistry        | Member                   |
| 4. Prof.(Dr.) Kahkashan Parveen<br>Department of Food & Nutrition | Member                   |
| 5. Asst.Prof.(Dr.) Sonia Jaiswal<br>Department of Anatomy         | Member                   |
| 6. Ms Swastika Das<br>Era College of Nursing                      | Member                   |

The Prof. (Dr.) Anu Chandra, Registrar, Era University, Lucknow, chaired the meeting and asked the Assistant Director IQAC to convene the meeting. Prof. ( Dr.) Sidharth Chandel, Assistant Director IQAC, welcomed the members and started the discussion on pointwise agenda. The decisions made after deliberations and consultation with the members during the meeting are listed in the following table:

Agenda Point	Discussion	Action to be taken	Responsible Person/ Committee	Target Date
Finalising feedback form for curriculum	Revised feedback form was examined and discussed in details. Feedback forms (Student/Alumni/Faculty) were finalised after incorporating some more suggestions from the members present.	<ul style="list-style-type: none"> <li>• All present members were requested to intimate approximate numbers of feedback forms required, so that the same can be printed centrally</li> <li>• All members were asked to compile all data</li> </ul>	All committee members	28.07.2023

		and softcopy be handed over to Mr Haider at their earliest and made available to them.		
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The meeting adjourned with the words of appreciation on the efforts of the IQAC, and all committee members.

**Prof.(Dr.) Anu Chandra**  
**Registrar**

Copy to:

1. P.S. to Chancellor Era University, Lucknow for kind information
2. P.S. to Pro-Chancellor Era University, Lucknow for kind information
3. P.S. to Vice-Chancellor Era University, Lucknow for kind information
4. Registrar, Era University, Lucknow
5. All members of the Committee
6. IQAC (for office record)