

Minutes of the Meeting

Meeting: To Discuss NAAC-Cycle 2 Report Writing

Date: 29th November 2021(Monday)

Time: 04:30pm

Platform: Google meet

Agenda of the Meeting No.1: Discussion on how to work on the NAAC-Cycle 2 Report-SSR (Self Study Report)

Dr. Megha briefed members that NAAC-Cycle 1 report was submitted in 2015. Post that, every year IQAC summary reports were prepared and submitted.

Now, team have to work on NAAC-Cycle 2 Report Writing for the period of 5 years (2016-2021).

Megha, Neha and Vanshika have already started working on the report - collecting data on different parameters.

Dr. Megha gave a presentation which discussed basics of work on the ‘The NAAC Report-Self Study Report (SSR)’ and following key points were highlighted—

1. College has 30-45 days to complete the report upon the approval of letter of intent (IIQA). Letter of intent has been submitted by the college and is waiting for the approval.
2. Departments, societies, administration and accounts, etc. have been asked to supply the relevant data for collating the evidence for the report writing
3. Report has various sections.
4. Team has been formulated to work on “Quality Indicator Framework” section of the report that includes both qualitative and quantitative aspects.
5. Descriptive answers to be written with collated data as proofs.

6. Report writing Team members are – Megha Dhillon, Vanshika, Neha Sharma, Megha Sethi, Snehil, Har Simrat, Priyanka, Manisha and Annie. If required, more members will be added.
7. Team will need following documents – IQAC reports of past 4 years, Annual reports of College, Prototype SSR of JMC or any other college and NAAC SOP and NAAC manual for colleges.
8. Documents can be accessed on google drive. Link has been already shared in the meet.
9. **Questions were distributed among the faculty members for the write-up.**
10. Faculty members need to focus on both qualitative description and evidentiary support to be attached in it.
11. Length of the answers can vary between 500-1000 words, font size-12, single spacing, short paras.
12. Submission Date - TBA.
13. It was decided that team members will decode questions given to them by referring to prototype JMC report before the next meeting scheduled on Thursday, 02nd December 2021 at 4:30pm for this week.
14. Otherwise, weekly meetings will happen on every Mondays at 04:30pm.
15. Dr. Megha will conduct individual meetings from Saturday i.e., 04th December 2021.
16. One sample question was discussed to give more clarity.
17. Following responsibilities were distributed among members –
 - WhatsApp group and LSR website – Priyanka and Manisha
 - Minutes of the meeting – Har Simrat and Megha Sethi to be send on NAAC ID
 - Email ID – Manisha and Snehil
 - Collating excel Sheet – Neha, Vanshika and Annie
 - NEP- Snehil
18. Team members are also advised to visit NAAC SOP a& NAAC manual for colleges for seeking clarity to answer questions.
19. Any correspondence and query can be reached on email ID – naaclscycle2@lsr.edu.in