

**Minutes of the Meeting**

**Meeting: To Discuss NAAC-Cycle 2 Report Writing**

**Date: 2<sup>nd</sup> December, 2021(Thursday)**

**Time: 04:30pm**

**Platform: Google meet**

**Minutes of the Meeting:**

1. IIQA has been accepted and college has 45 days for submission of SSR.
2. Kanika has taken over the responsibility of Snehil, who will not able to continue right now.
3. Year 2015-16 has to be added to the excel sheets and mail for the same has been sent.
4. An update of everyone's work till date was taken by the convenor.
5. A mail needs to be formulated regarding ATR of every department through Principal's office.
6. Individual meetings between the convenor and the members to be held from 3<sup>rd</sup> December 2021- 5<sup>th</sup> December 2021.
7. Members who attended the meeting: Manisha, Priyanka, Vanshika Jain, Neha Sharma, Harsimrat, Kanika, Megha Sethi, Ainee and Megha Dhillon.
8. Any correspondence and query can be reached on email ID – [naaclsrcycle2@lsr.edu.in](mailto:naaclsrcycle2@lsr.edu.in)