

Minutes of the Meeting

Meeting 3: To Discuss NAAC-Cycle 2 Report Writing

Date: 08th December 2021(Wednesday)

Time: 04:30pm

Platform: Google meet

Minutes of the Meeting:

1. Dr. Megha will be sharing the draft summary of all criteria.
2. Small brief regarding the role of IQAC was mentioned by the Megha (such as taking care of college website, coordinating with college counsellors and individually handling institutional support provided to students).
3. Answers will be uploaded in chronological order on google document.
4. Manisha will create the google document today and colour coding will be done for the purpose of identifying who has written which sections.
5. Majority of suggestions for making changes in the website have been incorporated.
6. College Admin, Accounts and Principal office are yet to submit documents.
7. A discussion on the way societies operate online was done.
8. Annie will search for evidences on how societies are working online.
9. Deadline for the 1st Draft Submission:
 - a. Vanshika: 08/12/2021 (Wednesday)
 - b. Har Simrat: 11/12/2021(Saturday)
 - c. Manisha: 11/12/2021(Saturday)
 - d. Ainee: 11/12/2021 (Saturday)
 - e. Priyanka: 2 questions: 09/12/2021(Thursday) and remaining questions: 11/12/2021
 - f. Kanika: 12/12/2021 (Sunday)
 - g. Megha: 15/12/2021 (Next Wednesday)
10. 2 people are required to collate information and uploaded on regular basis and for which, now, we need to visit college often. On Friday, Megha and Vanshika will be supporting. We can also apply for Duty Leave as and when case arises.

11. Member present: Megha Dhillon, Kanika Kishore, Manisha Chaurasiya, Priyanka Sharma, Vanshika Jain, Neha Sharma, Megha Sethi, Annie Faoouqi and Har Simrat.