

Minutes of the Meeting

Meeting: To Discuss NAAC-Cycle 2 Report Writing

Date: 16th December, 2021(Thursday)

Time: 04:30pm

Platform: Google meet

Minutes of the Meeting:

1. Agenda of the meeting:

- The status of the writing work.
 - Collection and collation of documentary evidence that has to be uploaded with the answers.
2. Neha Sharma will now be taking minutes of the meeting alongside Megha Sethi.
 3. First writing draft has been submitted by all except Megha, Manisha and Harsimrat who will be submitting as informed in the chronological order in the google doc.
 4. Draft of the introduction has been mailed to all by Megha Dhillon which needs to be reviewed by everyone on the basis of clarity, specificity and authenticity.
 5. As suggested by members in the meeting, help for collation of documentary evidence can be taken from Leslie, Preet, Sneha Bhatti, Sunil and Kapil.
 6. The status of documentary evidence required by the members was also discussed.
 7. Next week will be dedicated to collate the excel sheets from various departments by Vanshika Jain, Harsimrat and Ainee alongside convenor-Megha Dhillon in the college.
 8. Members who attended the meeting: Manisha, Priyanka, Vanshika Jain, Neha Sharma, Harsimrat, Kanika, Megha Sethi, Ainee and Megha Dhillon.
 9. Any correspondence and query can be reached on email ID – naacsr cycle2@lsr.edu.in