<u>**Minutes of the Meeting**</u>

<u>**Meeting: To Discuss NAAC-Cycle 2 Report Writing**</u>

<u>**Date- 23rd December 2021 (Thursday)**</u>

<u>**Time: 4.30 p.m**</u>

<u>**Platform: Google Meet**</u>

<u>**Minutes of Meeting:**</u>

1) Agenda of meeting:
   - To discuss work progress in NAAC Cycle Report writing
   - To discuss documentary evidence and supporting data required for NAAC report

2) Priyanka Sharma, Harsimrat Kaur and Kanika Kishore presented information and supporting evidences for the corresponding questions as required for NAAC report.

3) Dr Megha Dhillon suggested that data from 2016 onwards should be incorporated in the report. Dr Megha also suggested team members to follow uniform layout of write-up with similar font size in report writing.

4) Suggestions regarding documentary evidence as discussed in meeting are following:
   - Team members should avoid repetition of pictures. For this, team members can contact each other at personal level to check pictures required by them.
   - Those notices which have clear dates mentioned should be used as documentary evidence.
   - Feedback forms are mentioned on college website but these forms should be mail to concern person.
   - Pictures of SmartProf application can be used after logging in it
   - Format for syllabus related to gender, environment and sustainability need to be checked.
   - Academic calendar created for college can be used as evidence in report writing.
   - Picture of sharing reading material online on Google drive or classroom can be incorporated in report.
   - Picture of teaching in bilingual mode can also be used as supporting evidence.
   - Dr Megha will share screenshots of original feedback form of Department of Psychology.

5) All team-members are requested to fill appraisal form sent by college.

6) In the next meeting, Megha Sethi, Manisha, Ainee and Vanshika will be discussing documentary evidences related to their corresponding question.

7) Members present:
Megha Dhillon, Priyanka Sharma, Harsimrat Kaur, Kanika Kishore, Manisha Chaurasiya, Vanshika Jain, Megha Sethi, Annie Farooqui and Neha Sharma