

Minutes of the Meeting
Meeting: To Discuss NAAC-Cycle 2 Report Writing
Date- 30th December 2021 (Thursday)
Time: 4:30 pm
Platform: Google Meet

Minutes of Meeting:

- 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) Manisha and Vanshika to upload their remaining documentary evidence by tonight (30/12/2021).
- 3) Progress of task assigned to everyone in the previous meeting was discussed.
- 4) Specific suggestions to everyone were given by the convenor- Megha Dhillon.
- 5) Department sheet and society sheet to be collated in the next two days by Megha Dhillon- Ainee and Megha Dhillon-Vanshika respectively.
- 6) Documentary evidence will be edited and uploaded by the convenor on the NAAC drive.
- 7) The documents and data to be uploaded on the college website was discussed.
- 8) The respective collated sheets to be mailed to the convenor on her id- meghadevdhillon@gmail.com.
- 9) Attendees of the meeting:

Megha Dhillon, Priyanka Sharma, Harsimrat Kaur, Kanika Kishore, Manisha Chaurasiya, Vanshika Jain, Megha Sethi, Ainee Farooqui and Neha Sharma