

Minutes of the Meeting

Meeting: To Discuss NAAC-Cycle 2 Report Writing

Date- 6th January 2022 (Thursday)

Time: 4.30 p.m

Platform: Google Meet

Minutes of Meeting:

- 1) Agenda of meeting:
 - To discuss work progress in NAAC Cycle Report writing
 - To discuss next task required for compilation of report
- 2) All team members discussed about the work progress on previously allotted compilation task with the convenor Dr Megha Dhillon. Most of the documentary proofs are in final stage and should be uploaded in Pdf format by team members on google drive.
- 3) Next task for NAAC team is to check excel sheets for any error in links and relevance of document attached in the excel sheet.
- 4) Team members are also requested to check the time-period related to mentioned activity/award in excel sheet. The required information in excel sheet should be from July 2016 to July 2021.
- 5) Department and society sheets will be screened for correct and relevant information/link by team members on 7th January 2022 (Friday). Each sheet of department information has been allotted to team member for scrutiny.
- 6) First draft of the NAAC report is planned to be submitted to College authority on Monday.
- 7) Members present:
Megha Dhillon, Priyanka Sharma, Harsimrat Kaur, Kanika Kishore, Manisha Chaurasiya, Vanshika Jain, Megha Sethi, Annie Farooqui and Neha Sharma