

Minutes of Meeting

Meeting: Team NAAC - IQAC of SDMMV Narwana

Date: 6th April, 2024.

Time: 11am

Location: Principal Office

Attendees:


1. Dr. Anjana Lohan - Principal and Convener of IQAC
2. Dr. Nayandeep- Convener of NAAC Committee
3. Ms. Madhu Sharma- Convener of NAAC Criterion 1
4. Ms. Suman Garg - Convener of NAAC Criterion 2
5. Dr. Shalu Sachdeva - Convener of NAAC Criterion 3
6. Ms. Rukmani Saini - Convener of NAAC Criterion 4
7. Ms. Meenakshi - Convener of NAAC Criterion 5
8. Dr. Anita Chhabra - Convener of NAAC Criterion 6
9. Ms. Nisha Gupta - Convener of NAAC Criterion 7
10. Ms. Renu- Assistant Professor Computer Department
11. External Expert- Dr. Rekha Sharma

Agenda:

1. Submission of IIQA
2. Preparation of Self Study Report (SSR) for NAAC Accreditation

Proceedings:

- The meeting commenced at the scheduled time with Dr. Anjana Lohan, Principal and Convener of IQAC, welcoming Dr. Rekha Sharma.
- Dr. Anjana Lohan outlined the importance of the meeting and the significance of preparing a comprehensive SSR for NAAC accreditation.
- Dr. Nayandeep- Convener of NAAC Committee presented that IIQA is the first step and at the end of April it will be filled.
- Dr. Nayandeep and all the Assistant Professors, serving as the convener of one of the seven criteria of NAAC, presented their progress and challenges in compiling the necessary data and information for their respective criteria.
- Discussions ensued regarding the alignment of the SSR with the NAAC framework and the need for coherence and consistency across all criteria.
- The external expert, Dr. Rekha Sharma provided valuable insights and suggestions based on her expertise and experience in NAAC accreditation processes.
- Dr. Rekha Sharma provided feedback on the overall coherence and quality of the SSR and suggested improvements.
- Strategies were discussed to address any identified gaps and to enhance the quality and completeness of the SSR.
- Action points were assigned to each attendee to ensure timely completion of pending tasks and submission of required documentation.


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- Dr. Anjana Lohan concluded the meeting by expressing appreciation for everyone's efforts.

Action points:

NAAC Convener D. Nayandeep established a timeline of one month for the preparation of the SSR, including key milestones such as data collection, analysis, and review, to ensure timely submission.


She assigned tasks to each participant, including the external expert, to contribute to the preparation of the SSR according to their expertise and responsibilities.

1. Ms. Madhu Sharma -to finalize data collection for Criterion 1, and to collaborate with stakeholders to gather feedback.
2. Ms. Suman Garg and Ms. Renu Bala- to finalize data analysis and interpretations and to review and incorporate feedback from students , Students satisfaction Survey.
3. D. Shalu Suchdeva- to coordinate with all the departments of the institute for additional information required for Criterion 3 and update the SSR accordingly .
4. Ms Rukmani Saini- to ensure the inclusion of relevant evidence and documentation for Criterion 4 in the SSR.
5. Ms. Meenakshi Muval to collect more data about student progression to higher education and placements of students.
6. Dr. Anita Chhabra- to finalize data analysis and interpretations for Criterion 6 and incorporate them into the SSR .
7. Ms. Nisha Gupta- to document best practices of the institute more clearly and elaborately.
8. Scheduled follow-up meetings to review the draft SSR and address any emerging issues or concerns.

Adjournment:

The meeting was adjourned at 2:30pm with a vote of thanks to all attendees for their participation and contributions.

Prepared By:
Dr.Nayandeep
Coordinator IQAC
Convener NAAC Committee


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