

कुलपति सचिवालय, ह.के.वि.
Vice-Chancellor's Secretariat, CUH

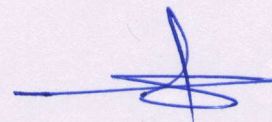
बैठक का कार्यवृत्त
Minutes of Meeting

The Hon'ble Vice-Chancellor had a meeting with the Members, NAAC Steering Committee, Coordinators, Co-coordinators and members of Criteria-wise Teams of NAAC, 2022, on 06.04.2022 at 4.00 p.m. in the Conference Room, Ground Floor, Admin. Block, CUH.

At the outset, the Hon'ble Vice-Chancellor welcomed all the members.

The points deliberated and resolutions made are given as under:

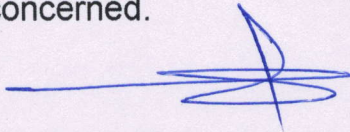
1. Criteria-II was discussed in detail and brainstorming session on each point was done to prepare the SSR based on available factual data. Apart from the specific discussion on Criteria-II, the discussions held and resolutions made are appended below:
 - a. There will be two separate offices – one for the NAAC Coordinators and one for the Director, IQAC. The Name Plate and the space should be distinctively different. – **E&GA Branch**
 - b. There will be separate work stations for the Coordinator of each Criteria of NAAC and the necessary infrastructure will be provided by the E&GA Branch within the shortest possible time but not later than three working days. - **E&GA Branch**
2. The following faculty members are required to sit regularly in the NAAC Office to carry out and supervise the data collection, its compilation and final report processing in order to prepare the SSR:
 - a. Prof. Vikas Beniwal, Professor, Department of Microbiology
 - b. Dr. Ashok Jangra, Assistant Professor, Department of Pharmaceutical Sciences
 - c. Dr. Sumit, Assistant Professor, Department of Pharmaceutical Sciences.
 - d. Dr. Tarun, Assistant Professor, Department of Pharmaceutical Sciences



3. All the Departments are required to upload their LOCF syllabus on the University's website with the help of System Analyst and to create unified links to be used in the SSR. – **All HoDs and System Analyst**
4. The C.O. based evaluation to be done by all the Departments. In order to execute this, the marks obtained by the students and the respective outcome may be obtained from the Examinations Branch. Analysis of the same will be done by the respective department. – **All HoDs and the CoE**
5. The soft copy of the results of the last five years may be provided by the CoE to the HoDs of the Departments on their request to enable them to prepare certain components of the SSR. – **All HoDs and the CoE**
6. All the departments are required to keep one hard copy of the data forwarded to the NAAC Coordinators, including evaluative report of the Department. These documents shall be in coherence with the final SSR. – **All HoDs**
7. All the HoDs of the respective Departments/Branches are also required to supply the data related to all the seven criterion sought by any of the Coordinators, well within the time, keeping in mind the available timeline for preparation of the SSR. Difficulty, if any, may be escalated to the next level in order to resolve the problem. – **All HoDs**
8. All the Departments shall procure sufficient number of files/folders in order to keep departmental records in a presentable manner during the inspection. – **All HoDs**
9. It was also decided that there will be a meeting of all the HoDs along with all the NAAC Coordinators to brainstorm on providing the data for preparation of SSR, in due course. – **All Coordinators, NAAC**
10. All Cells/Clubs are required to proactively supply the data to the NAAC Coordinators regarding the activities carried out the Cell//Club, in the desired format. – **All Cells/Clubs**

The meeting ended with vote of thanks to the Chair.

This is issued with the approval of the competent authority for compliance by all concerned.



सहायक कुलसचिव/Assistant Registrar

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