

A meeting of the NAAC committee was held on 3.12.22 in Room number 10, MSI building at 12.30 P. M. Director MSI and NAAC committee members attended the meeting.

Agenda of the meeting:

- 1) Discussion on NAAC Peer Team Visit.
- 2) Discussion on AQAR 2021-22 submission.
- 3) Discussion on Mock Inspection 2 for NAAC Cycle 3.

Minutes of the Meeting

1. The NAAC Peer Team Visit for MSI is expected in the end of December 22/January 23. The NAAC coordinators will update the faculty members in this regard as soon as the confirmation is received from NAAC.
2. The faculty members are requested to go through the **SSR cycle 3** available on MSI website and read carefully the SSR for keeping themselves updated and ready for the inspection.
3. HODs are requested to ensure that all the departmental files of their respective departments are well prepared, labeled and properly indexed. The suggestions given during mock inspection visit 1 by the mock inspection team must be incorporated.
4. To check the preparedness for the NAAC visit, mock inspection 2 will be conducted on 10th December, 2022. The timings and team members of Mock Inspection will be communicated to all by 8th December, 2022.
5. All the notice boards in the corridors and staff rooms must be maintained properly. HODs must ensure that updated notices and relevant information must be disclosed on all the notice boards. Floor-wise duty of faculty members may be assigned in this regard.
6. Cleanliness is everyone's responsibility and therefore all the faculty members must take care of their respective staff rooms and the space around them must be properly cleaned. Extra and unused things as per the discard policy should be discarded to ensure that staff rooms look neat and tidy.
7. PowerPoint Presentation for MSI for NAAC inspection to be prepared in December 22
8. Cultural committee of MSI is requested to prepare students for cultural events to be showcased at the time of NAAC Peer Team Visit. Students must be encouraged to showcase best of their talent during the visit. In this regard best students should be identified and the cultural committee must personally observe their performance. The committee is requested to share the final schedule of cultural programmes to the NAAC Committee by 8th December, 2022. All HODs and NAAC core team will look at the final performance before 20th December, 2022. Exact date will be communicated.
9. During NAAC Peer Team Visit, the team is expected to interact with the Alumni of MSI, Class Representatives of MSI, and Parents of the existing students. HODs are requested to prepare separate lists of the CRs and parents who will be available on both the days of NAAC Peer Team Visit. HODs must take a meeting of all the stakeholders first at their level to ensure that the purpose of interaction with the team is clear to all the stakeholders and must motivate them for presenting the best part of the Institute. The lists must include the name, programme name, class with section, contact details and address etc. of the stakeholders. HODs must forward the lists (soft copies and hard copies) to Dr. Anshu latest by 7th December, 2022. Alumni Committee is requested to

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keep ready the list of alumni for interaction. List to be prepared and kept with the alumni committee.

10. Feedback committee is requested to keep the updated record of the feedback collected from different stakeholders like students, parents etc. of the past five years.

(Dr. Vinita Tomar)

11. Time table committee is requested to update the time table file of the past five years and maintain the file as per the requirement of NAAC Inspection. (Mr. Manoj)

12. SSR conveners are requested to ensure the availability of updated information of the SSR time period (including 2021-22 year) of both qualitative and quantitative aspects related to their respective criteria with them. It's the responsibility of the SSR conveners to present the required information of their respective criteria before the NAAC Peer Team Visit.

13. HODs are requested to update the SWOC analysis for their respective department and also to prepare a presentation for their respective departments considering the various parameters of NAAC.

14. HODs are requested to coordinate and prepare a future plan for 5 years from now for the institute. Dr. Supriya Chaudhary is requested to compile and present a comprehensive future plan.

15. Hostel wardens (Mr. Surajpal and Ms. Anu Beniwal) are requested to ensure cleanliness in the hostel and to update all the files related to the hostel for NAAC Peer Team Inspection Visit and identify few students for interaction with the peer team during the inspection visit.

16. Admission records of the last 5 years including the current academic year with student details and the admission rules, procedures and guidelines of the GGSIP University must be ready with the office (Ms. Seema Seedhar and Ms. Hemlata Solanki) to be supervised by Mr.

17. AQAR 2021-22 was circulated for inviting suggestions from the HODs, SSR Conveners, AQAR criteria in-charges and team members. No suggestion is received and the AQAR 2021-22 is ready for submission. With the permission of Director, MSI AQAR will be uploaded on the NAAC Portal.

18. MSI Office must ensure that all the files related to faculty like service book, performance appraisal file, leave record, accounts file, students database, admission policy etc. are updated for the duration 2016 onwards till date. AO to ensure compliance of maintenance of office records under his guidance.

19. All the points discussed in today's meeting will be observed during the Mock Inspection 2 scheduled on 10th December, 2022.

20. A duty chart for NAAC Peer Team Visit will be prepared and circulated after discussion with the Director, MSI. All the HODs and faculty members are requested to present their best for the successful completion of NAAC Assessment and Accreditation.

Prof. Harish Singh

Dr. Monika Tushir

Dr. Monika Davar

(NAAC Coordination Team)


Prof. H.S. Rawat

Director, MSI