

JANKI DEVI MEMORIAL COLLEGE NEW DELHI

Minutes of the NAAC report meeting on January 15, 2019

Chair: Dr. Jitender Gill

Agenda of the meeting: To discuss the modalities of compiling the NAAC report

Participants: Dr. Madhu Gupta, Dr. Neeru Vasishth, Ms. Charu Kala, Dr. Anupama Rajput, Ms. Ekta Bansal, Ms. Bhavna Pal, Dr. Rahul Kr. Maurya, Mr. S. Shravan Kumar, Ms. Ruchika Bhatia, Mr. Ankan Dhar, Ms. Sonal Jain, Mr. Deepak Manchanda, Ms. Navpreet Kaur

Meeting minutes:

- The period for the report is from July 1, 2018 to June 30, 2019. Proofs to be submitted for the report period only. Similar procedure to be followed each year.
- The annexures of the next report to be uploaded on the college website with password protection.
- The documents required list and the proof requirement have been circulated to all the departments, the NAAC report team to suggest any addition by Friday (January 19, 2018).
- Each department to appoint two points persons / liaisons (one senior faculty along with a junior faculty).
- Criteria coordinators of the NAAC report would contact the department representatives for queries and clarifications.
- Documentary proofs are required for all the entries in the report.
- Proofs should be included in the annexure along with properly numbered questions.
- Questions or headings to be inserted in the annexure.
- Departments to prepare separate annexure (word files) with documents/proofs for each criterion.
- The annexure could be combination of text, images, scans etc.
- Proofs of all Annual maintenance contracts (AMCs) such as AMCs of generators, computers, CCTV, camera, pest control, ROs, fire equipments, ACs, lift, solar panels, rain water harvesting, cleaning and composting, water tanks, projectors, college website, to be inserted in the annexure.
- Bills of all purchases related to infrastructure/equipment/repairs to be added in annexure.
- A separate email address to be created for each criterion.
- Sports department to be contacted separately for proofs of all the welfare activities. Proofs of awards/achievements/triumphs to be provided
- Immediately before the NAAC peer team arrives for inspection, students' email addresses have to be collected and sent to NAAC; ten per cent of those students will be contacted by NAAC to rate the college.
- A separate stylesheet prepared for consistency in the report format.

Dr. Jitender Gill
Coordinator, IQAC