

Steering Committee for NAAC

Minutes of the Meeting

Meeting Date - 15/5/2018

Meeting Time - 11:30 am – 1:05 pm

Agenda:

- To discuss the source of the data for Criterion 5 – Student Support and Progression
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion 5 – Student Support and Progression

S.No.	Agenda	Discussion and Action
1.1	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.1 Average percentage of students benefitted by scholarships provided by the govt (12)</i>
	Conclusion	Need to collect the data from the office <ul style="list-style-type: none"> • Total number of students benefitted in last five years
	Actions	Data to be sourced from office and Accounts as per the data template
1.2	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.2 Average percentage of students benefitted by scholarships provided by institutions besides the govt (12)</i>
	Conclusion	Need to collect the data from the office <ul style="list-style-type: none"> • Total number of students benefitted in last five years
	Actions	Data to be sourced from office, Library and Accounts as per the data template
1.3	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.3 Number of capability enhancement and development schemes (last 5 yrs)(10)</i>
	Conclusion	<ul style="list-style-type: none"> • Initiatives to begin with coming session <ul style="list-style-type: none"> ○ Guidance for competitive exams (coaching tie-ups) ○ Career counseling (proper data to be maintained) <ul style="list-style-type: none"> ▪ Teachers (dept wise) to take a session once in every three months (preferably on first Saturday) ▪ Previous events on career counseling by depts. to be documented • Soft skill development – initiatives to be implemented twice a year and previous events to be documented • Language lab – look for possibilities • Yoga and meditation – thrice a week @ 7:30 am for students before regular classes can be implemented (voluntary) • Personal counseling – proper registers to be maintained dept wise
	Actions	Data to be sourced from departments as per the data template

1.4	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.4 Average percentage of students benefitted by guidance for competitive exams and career counseling (10)</i>
	Conclusion	<ul style="list-style-type: none"> Number of students benefitted in last five years
	Actions	Data to be sourced from departments and placement cell as per the data template
1.5	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) (5)</i>
	Conclusion	No previous record.
	Actions	Can try to implement from coming session
1.6	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.6 Institution has a transparent mechanism for timely redressal of student grievances – Yes/No (1)</i>
	Conclusion	<ul style="list-style-type: none"> Minutes of grievance redressal, sexual harassment and anti-ragging committee to be prepared for last five years Student grievances to be properly recorded
	Actions	Previous committees to prepare their minutes and the HoDs to maintain the record of dept grievance committee
1.7	<i>K.I.- 5.2 Student Progression (45)</i>	<i>5.2.1 Average percentage of placements (20)</i>
	Conclusion	<ul style="list-style-type: none"> Placement record of last five years to be prepared
	Actions	Data to be sourced from departments and placement cell as per the data template
1.8	<i>K.I.- 5.2 Student Progression (45)</i>	<i>5.2.2 Percentage of student progression to higher education (20)</i>
	Conclusion	<ul style="list-style-type: none"> Number of outgoing student progression (current year data) Progression from UG to PG, PG to M.Phil, M.Phil to Ph.D.
	Actions	Data to be sourced from departments and Alumni as per the data template
1.9	<i>K.I.- 5.2 Student Progression (45)</i>	<i>5.2.3 Average percentage of students qualifying in state/national/international level exams (5)</i>
	Conclusion	<ul style="list-style-type: none"> Last five year data to be processed Exams like NET, GATE, CAT, GMAT, GRE, civil services, state services, CDS, etc
	Actions	Data to be sourced from departments and Alumni as per the data template
1.10	<i>K.I.- 5.3 Student Participation and Activities (25)</i>	<i>5.3.1 Number of awards for outstanding performance (15)</i>
	Conclusion	<ul style="list-style-type: none"> Awards won in sports, cultural activities, academics, etc at national or international level in last five years
	Actions	Data to be sourced from departments, sports, clubs, cultural committee as per the data template

1.11	<i>K.I.- 5.3 Student Participation and Activities (25)</i>	<i>5.3.2 Presence of an active student council & representation of students in academic & administrative committees (5)</i>
	Conclusion	<ul style="list-style-type: none"> • Write up to be prepared covering student council activities during last five years • Students to be added in committees where ever possible • HoDs to suggest student names for administrative/ academic committees
	Actions	Write up matter to be collected from Student Council, club mentors, depts and office
1.12	<i>K.I.- 5.3 Student Participation and Activities (25)</i>	<i>5.3.3 Average number of sports and cultural activities/ competitions organized (5)</i>
	Conclusion	Data requirement for last five years <ul style="list-style-type: none"> • Number of sports and cultural events at institutional level
	Actions	Data to be sourced from student council/ cultural committee and sports dept
1.13	<i>K.I.- 5.4 Alumni Engagement (10)</i>	<i>5.4.1 The Alumni Association financial and non-financial contributions for the institution (4)</i>
	Conclusion	<ul style="list-style-type: none"> • Write up from Alumni covering last five years
	Actions	Data to be sourced from Alumni
1.14	<i>K.I.- 5.4 Alumni Engagement (10)</i>	<i>5.4.2 Alumni contribution in last five years (4)</i>
	Conclusion	<ul style="list-style-type: none"> • Financial contribution in last five years
	Actions	Data to be sourced from HoDs, Student Council, Accounts and Alumni
1.15	<i>K.I.- 5.4 Alumni Engagement (10)</i>	<i>5.4.3 Number of Alumni Association Meetings (2)</i>
	Conclusion	<ul style="list-style-type: none"> • Minutes of meetings held in last five years
	Actions	Data to be sourced from Alumni

Members present at the meeting:

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Ms. Sapna Newar	
3.	Dr. Leena Sharma	
4.	Ms. Ranjit Kaur	
5.	Dr. Shikha Arora Bakshi	

Coordinator
Steering Committee