

REGISTRAR'S OFFICE

Dated: 15.10.2022

MINUTES OF MEETING

Date: 14.10.2022 and Time: 04:00 P.M. - 05:40 P.M.

Venue – Board Room, Raipur Campus

Chaired by – Prof. (Dr.) K. P. Yadav, Hon'ble Vice-Chancellor, MATS University, Raipur

Agenda: Regarding discussion on preparation of NAAC AQAR 2021-22.

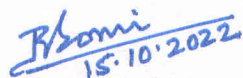
Following members were present:


S. No.	Members	Position
1.	Dr. K P Yadav	Vice-Chancellor (<i>in Chair</i>)
2.	Mr. Gokulananda Panda	Registrar
3.	Mr. Pradeep Saxsena	CoE
4.	Dr. Gyanesh Shrivastava	HoD, MSIT
5.	Dr. Umesh Gupta	HoD, MSBS & MSMR
6.	Mrs. Parvinder Kaur	HoD, MSFDT
7.	Dr. Ashish Saraf	HoD, MSS
8.	Dr. Ranjana Das Sarkhel	HoD, MSAH-E
9.	Dr. Reshma Ansari	HoD, MSAH-H
10.	Dr. Shaista Ansari	HoD, MSAH-P
11.	Dr. Kalpana Chandrakar	HoD, MSLS
12.	Dr. Abhishek Jain	HoD, MSEIT
13.	Dr. Parvinder Hanspal	HoD, MSED
14.	Mr. Sachin Dwivedi	Dy. Registrar, Admission
15.	Mr. Amrik Kundu	Assistant Registrar
16.	Dr. Arnab Chatterjee	Faculty, MSAH-SW
17.	Dr. Sunita Kushwaha	Faculty, MSIT
18.	Mr. Apurv Verma	Faculty, MSEIT
19.	Dr. Hemant Kumar	Faculty, MSMSR
20.	Dr. Samir Kumar Panigrahi	Faculty, MSMSR
21.	Dr. Nitin Kalla	Faculty, MSMSR
22.	Mr. Yogesh kumar	Faculty, MSPED
23.	Dr. Rakesh Kumar Soni	Dy. Registrar


Following are the Minutes of the Meeting:

- Meeting started with the discussion on information received in NAAC AQAR 2021-22 Criteria I to VII **Data Tracker** (*Excel sheet mailed to all criteria owners*) based on status of completion of work received by mail to Assistant Registrar till 12th of October 2022.
- The communication/sharing of information (related to NAAC AQAR) between criteria owner(s) and concern sources (school/admin/etc) is very “poor” and it is suggested to all the criteria owners to adopt following methodology for Data collection:
 1. sending mail regarding documents required,
 2. telephonic conversation,
 3. personal visit to the respective department/school,
 4. hand holding and consultation with respective faculty/staff member.
- Various problems related to data preparation/submission/collection is discussed and listed as: Infrastructure, Technical support, and Manpower would be required for smooth functioning and completion of work related to NAAC AQAR 2021 – 22.
- Further, it is instructed that the data to be submitted within stipulated deadlines given by concerned authorities. The school/department should submit the data to respective Criteria Owner(s) **on or before 17th of October 2022**.
- Criteria Owners(s) should submit the NAAC AQAR 2021-22 Criteria I to VII Tracker sheet to Assistant Registrar **on or before 18th of October 2022**, after obtaining data from the department/school.
- It is suggested that Minutes of meeting should be prepared for each meeting taken/conducted by **each criteria owner** with all departments and a record should be kept for future reference.

The meeting ended with a vote of thanks to the Chair.


Prepared by: Dr. Rakesh Kumar Soni
(Deputy Registrar)


As per Order by: Mr. Gokulananda Panda
(Registrar)


Prof. (Dr.) K P Yadav
(Hon'ble Vice-Chancellor)