

Minutes for the NAAC Meeting Held online on 12th May 2023

Members Present:

Prof. Jayant Nath Tripathi, *Coordinator*
Prof. Manoj Kumar, *Co-coordinator*
Prof. Madhurendra Kumar, *Member*
Dr. Ashwani Kumar, *Member*
Dr. Nirupama Tripathi, *Member*
Dr. Shailendra Rai, *Member*
Dr. Mukesh Kumar Singh, *Member*
Dr. Tarkeshwar Trivedi, *Member*
Dr. Abhishek Kumar, *Member*
Dr. Ravindra Pratap Singh, *Member*
Dr. Prakash Kumar Singh, *Member*
Dr. Upendra Kumar Singh Kushwaha, *Member*

The members of the NAAC committee met on May 12, 2023, in the Department of Earth and Planetary Sciences at 12:00 Noon. The meeting was held to discuss the following agenda:

Agenda 1. Confirmation of Previous Minutes

The minutes of the previous meeting were reviewed and approved without any changes. The team members updated their progress in the process of data collection as per the responsibilities assigned in the previous meeting.

Agenda 2. NAAC Evaluation Proforma Preparation and Circulation

It has been discussed and agreed to appoint focal points from each department to coordinate with the NAAC team and ensure the submission of accurate information. It has also been decided that the key criteria for assessment and the need for comprehensive data from various departments are as per the detailed proforma shared with them.

Agenda 3. Data Collection Planning

The members will look after the format and information provided by the departments as per updated guidelines available on the NAAC portal as per the work distribution. The team will also be in touch with the department or unit responsible for the submission of data relevant to the NAAC criteria.

The team members will explain the process of filling the proforma emphasising the importance of quality and accuracy in the data provided and discuss a timeline for data collection and submission, with deadlines set for each department

Agenda 4. Any other item with the permission of the chair

It has been decided that each department or unit will nominate a focal point responsible for liaising with the NAAC team and overseeing data submission. The focal points will work closely with the university's NAAC coordinator to address any queries and ensure a smooth evaluation process.

A meeting has been concluded with a *Vote of Thanks* by the host Prof. J.N. Tripathi.

J. N. Tripathi
12.05.2023

Director NAAC
&
Co-ordinator IQAC
University of Allahabad
Prayagraj